

Comprehensive Plan Sub-Area Committee Bylaws

Adopted 2.7.19

Comprehensive Plan Sub-Area Committees

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Section 1: Comprehensive Plan Sub-Area Committee Program – Creation

A Comprehensive Plan Sub-Area Committee program is hereby created under Idaho Code 67-6504 to advise the Bonner County Planning and Zoning Commission on updating the comprehensive plan in the specific and various sub-areas. The sub-area committees shall be established in accordance with the rules and procedures designated in the following sections.

Section 2: Comprehensive Plan Sub-Area Committees Program – Organization

- A. The Comprehensive Plan Sub-Area Committees shall act as advisors to the Bonner County Planning and Zoning Commission on the update to the comprehensive plan as it relates to the specific and various sub-areas.
- B. The Bonner County Planning Department shall act as the staff support for the Comprehensive Plan Sub-Area Committees and as the liaison between the Comprehensive Plan Sub-Area Committees and the P&Z Commission.
- C. A chairperson and vice chairperson shall be elected annually by the committee membership and be limited to two consecutive one-year terms.
- D. When an appointive member of any Comprehensive Plan Sub-Area Committee fails to attend three consecutive regular meetings or fails to attend 50 percent or more of the regular meetings held during the calendar year, the P&Z Commission may declare such member's seat vacant and the term expired. Upon declaring a member's seat vacant and the term expired the P&Z Commission shall have the authority to appoint a replacement to the vacant seat.
- E. The P&Z Commission may remove a member of a subcommittee at will.

Section 3: Comprehensive Plan Sub-Area Committees Program – Establishment

- A. In order to foster communication between the citizens of Bonner County and the County government, Comprehensive Plan Sub-Area Committees may be formed and recognized by the P&Z Commission for the purpose of updating the comprehensive plan in the specific and various sub-areas when they meet the minimum standards for recognition. Sub-Areas wishing to form recognized Committees are encouraged to do so and may request assistance in the process from the Bonner County Planning Department. One committee may be established in each of the specific and various sub-areas.

A Comprehensive Plan Sub-Area Committee must meet and continue to maintain conformity with the following minimum standards:

1. The Sub-Area must have clear geographic boundaries.
 2. Adherence to these bylaws.
 3. Regularly scheduled open public meetings.
 4. Compliance with all applicable local, state and federal laws.
- B. Membership – The committees shall consist of nine (9) individuals with three (3) alternates. The membership, appointed by the P & Z Commission, may consist of the following makeup:
1. No more than two non-owner residents.
 2. No more than three non-resident owners.
 3. No less than five owner residents.
 4. Of these members, no more than one individual per household or direct relatives.
 5. No person may serve on more than one committee.
 6. Alternates can make up any combination of 1 – 3 above.
 7. For purpose of this section, residents shall be defined as those living within the geographic boundaries of the sub-area.
 8. Sub-Area committee members appointed prior to the adoption of these bylaws on Feb. 7, 2019, living outside the boundaries shall remain seated for the remainder of their appointment subject to all other rules herein and shall be considered residents of the sub-area.
- C. Alternates –
1. May be seated by the chair if a regular member is not present.
 2. If the nine (9) seated members are present, the alternate shall not motion/vote but may participate in discussions.
- D. Sub-Area boundaries remain fixed and may only be amended by the P & Z Commission. A Comprehensive Plan Sub-Area Committee may propose an amendment to the sub-area boundaries to the P&Z Commission for its review and action.
- E. The geographic boundaries of a sub-area may extend to the limits of any city or another sub-area for purpose of committee formation.
- F. All Comprehensive Plan updates for the Areas of City Impact of Dover, Sandpoint, Ponderay and Kootenai will be under the direct authority of the P & Z Commission.

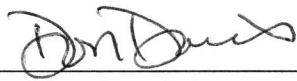
Section 4: Comprehensive Plan Sub-Area Committees Program – Committee Rules of Operation

The following rules shall be followed by all committees:

- A. A majority of appointed members of a committee shall constitute a quorum for the transaction of business. The affirmative vote of a majority of the members present at a committee meeting shall be necessary to take formal action.
- B. Each committee shall have a chairperson and a vice-chairperson who shall officiate. The committee may elect a secretary to handle correspondence.

- C. Committee chair and vice-chair appointments shall be made annually. In the event that the office of chairperson is vacated during the course of the year, it shall be filled by the vice-chairperson immediately upon the occurrence of the vacancy for the remainder of the year. The committee shall, preferably at the time of the next normally scheduled meeting after the vacancy occurs, elect a member of the committee to fill the vacated vice-chair position for the remainder of the year.
- D. If the position of vice-chair is vacated during the course of the year, the committee shall, preferably at the time of the next normally scheduled meeting after the vacancy occurs, elect a member of the committee to fill the vacated vice-chair position for the remainder of the year.
- E. From time to time, a Sub-Area Committee chairperson may assign individual committee members to review a specific comprehensive plan element.
- F. The Bonner County Planning Department may appoint a planner to work with each Comprehensive Plan Sub-Area Committee. This planner, the Comprehensive Plan Sub-Area Committee and Committee Chair shall work to set the agenda and facilitate the meetings. The planner shall also coordinate research to facilitate the analysis of any specific element of the comprehensive plan to include working with agencies, neighborhood interests, and county staff in other departments.
- G. All committee meetings must be open to the public. Idaho open meeting laws require that an itemized committee agenda be posted twenty-four (24) hours prior to each meeting. The agenda will be developed prior to the meeting so that the public posting can be made.
- H. All Sub-Area committees shall follow Robert's Rules of Order as the procedure for meetings.
- I. Sub-Area committees shall focus their efforts on writing recommendations for updating the comprehensive plan in their sub-area.

Approved this 7th day of February, 2019



Don Davis, Chair
Bonner County Planning & Zoning Commission