

---

**APPLICATION FOR MEMBERSHIP**  
**Planning and Zoning Commission**  
(Please print or type all answers)

NAME \_\_\_\_\_ HOME PHONE NO: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

**Where did you hear about the position:**

Newspaper  City Website  Social Media  Word of Mouth

A. Briefly describe your experience in the following areas:

1. General City or Town Planning

2. Zoning Ordinance Interpretation

3. Analysis of Zoning Exception Requests

B. Briefly discuss why you are interested in membership on the Planning & Zoning Commission:

C. Please list any additional information about your knowledge, skills or abilities which would assist the City Council in selection of members:

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

**Use additional sheets as necessary. All applications will be submitted directly to the City Council for Consideration.**

CITY OF EL MIRAGE  
PLANNING AND ZONING FACT SHEET

**Term of Office**

The term of office for members of the Planning and Zoning Commission shall be two years, providing that the effective date of appointment is the date the Oath of Office is given. Members may be reappointed. All members shall hold office until their successors are appointed and qualified. Any member of the Planning and Zoning Commission may be removed by the Mayor with the consent of a majority vote of the City Council for inefficiency, neglect of duty, malfeasance in office, or any other good and sufficient cause. Failure to attend three regular meetings in a calendar year and/or three special meetings or any combination thereof resulting in the absence of three consecutive meetings in a calendar year will be considered cause for removal. Vacancies that occur other than through the expiration of the term shall be filled for the unexpired term by the Mayor with the approval of a majority vote of the City Council.

**Organization**

The Planning and Zoning Commission shall elect a Chairperson from the members of the Planning and Zoning Commission and shall create and fill such other of its offices as it may determine. The Chairperson shall be eligible for re-election. The Planning and Zoning Commission shall schedule at least one regular meeting in each month at such time and place as may be fixed by the Planning and Zoning Commission. If there is no business to conduct, the meeting may be cancelled by posting such a cancellation 24 hours prior to the scheduled meeting. The Zoning Administrator shall be responsible for posting such cancellation. Special meetings of the Planning and Zoning Commission may be called by the Chairperson, by any three members of the Planning and Zoning Commission, or the City Manager. A majority of the Planning and Zoning Commission shall constitute a quorum for the transaction of business. The Planning and Zoning Commission shall adopt such other rules and regulations governing its organization and procedures as it may deem necessary, which rules and regulations shall be subject to the approval of the governing body of the City of El Mirage and shall be consistent with the ordinances of the City of El Mirage and the laws of Arizona. The Planning and Zoning Commission shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record. The Planning and Zoning Commission shall make each year, and at such other times as directed by the Mayor, a report to the Mayor and City Council of its proceedings with a full statement of its receipts disbursements and the progress of its work during the preceding fiscal year.

**Duties of the Planning and Zoning Commission**

It shall be the duty of the Planning and Zoning Commission to:

1. Submit and recommend to the City Council a zoning map dividing the City into districts of such number, shape and area as may be determined best suited to



carry out the purposes of this Ordinance and with the provisions of Arizona Revised Statutes and, within such districts, it shall recommend such regulations and restrictions concerning the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land as it shall deem to be in the best interests of the City and its inhabitants.

2. Determine and recommend to the City Council, decisions regarding the classification of parcels of land from one zoning district to another.
3. Recommend to the City Council changes in any of the regulations of this Ordinance as to the use of land in any district, or as to the restrictions upon buildings or structures, therein, by amendment to this Ordinance.
4. Review or delegate review of site plans for multiple-dwelling residential structures and developments, commercial development and industrial development and to determine the appropriate action and requirements for each site plan of the development, as called for by Ordinance.
5. Determine and make recommendations regarding special temporary uses as provided under Ordinance.
6. Determine and make recommendations regarding special temporary uses as provided under Ordinance.
7. Make, and recommend to the City Council for adoption, a General Plan to guide the physical development of the City of El Mirage.
8. Provide recommendations to the City Council concerning purchase of sites for City buildings, parks and other City improvements, the widening, opening, vacation or other changes to City streets of other public ways, the ornamentation of City sites, streets, grounds of premises and other issues that may tend to promote the public health, safety, comfort, convenience, utility and welfare in connection with the City's General Plan.
9. Make recommendations to the City Council on matters regarding the interpretation, enforcement, and administration of the El Mirage Subdivision Ordinance.