

**THE BYLAWS
OF
THE PLANNING AND ZONING COMMISSION**

BRIDGEPORT, CONNECTICUT

**ADOPTED
FEBRUARY 8, 1993**

**AMENDED
MARCH 28, 1994**

ARTICLE 1. ESTABLISHMENT OF THE PLANNING AND ZONING COMMISSION

ARTICLE 1, Section 1. Purpose & Authorization.

The objectives and purposes of the Planning and Zoning Commission are those set forth in Title 8, Chapter 124 of the Connecticut General Statutes, as amended, and those powers and duties delegated to the Planning and Zoning Commission by the aforementioned statutes and by the Charter and Ordinances of the City of Bridgeport, Connecticut, Revision of 1992, effective on January 1, 1993. The Planning and Zoning Commission of the City of Bridgeport shall operate under the following prescribed Bylaws, unless and until such Bylaws are amended in accordance with the procedures set forth herein.

ARTICLE 1, Section 2. Name of Organization.

The organization shall be known as the Planning and Zoning Commission of the City of Bridgeport, Connecticut.

ARTICLE 1, Section 3. Seal of Organization.

The Seal of Commission shall be the seal of the City of Bridgeport, Connecticut Incorporated 1836. This seal must be affixed to all certificates of membership and other documents, contracts and papers as the Commission members may prescribe.

ARTICLE 1, Section 4. Office of the Planning and Zoning Commission.

City Hall, 45 Lyon Terrace, Bridgeport, Connecticut is designated as the permanent address of the Planning and Zoning Commission. The general office of the Commission where certain information can be acquired by mail, telephone, or in person, and, where all regular and special meetings are held, unless otherwise specified in the form of a notice, shall also be held at the address aforementioned.

ARTICLE 2. MEMBERSHIP

ARTICLE 2, Section 1. Membership.

The membership and term of office shall be as specified in the Charter and Ordinances of the City of Bridgeport as revised in 1992 and effective on January 1, 1993.

ARTICLE 2, Section 2. Appointment of Members.

The Planning and Zoning Commission regular members shall be appointed by the mayor with the approval of sixty percent (60%) of the entire membership of the city council (exclusive of the mayor) as provided in the Charter and Code of Ordinances of the City of Bridgeport Revision of 1992, effective January 1, 1993. The alternates shall be appointed by the Mayor as provided for in the Charter and Code of Ordinances, Revision 1992, effective January 1, 1993.

ARTICLE 2, Section 3. Voting Rights.

The voting rights (and privileges) of the alternates shall, when seated, have all the powers and duties set forth in the General Statutes relating to the City of Bridgeport for the Planning and Zoning Commission and its regular members except when voting on policy matters.

ARTICLE 3. OFFICERS.

ARTICLE 3, Section 1. Officers & Election.

The officers of the Planning and Zoning Commission shall consist of a Chairman, a Vice-Chairman, a Secretary and a Clerk. The officers shall be elected annually at its organizational meeting which is held in January of each year at the call of the Chairman. The terms of each office shall be for a one year period.

ARTICLE 3, Section 2. Duties of the Chairman.

The Chairman shall preside at all meetings and hearings and shall have the duties normally conferred by parliamentary usage on such offices. The Chairman shall have the same voting rights as any sitting Commissioners. The Chairman shall have the authority to appoint committees and call special meetings.

ARTICLE 3, Section 3. Vice-Chairman.

In the absence of the Chairman or in the event of his inability or refusal to act, shall perform the duties of the Chairman, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman. In case of the resignation or death of the Chairman the Vice-Chairman shall become Chairman and the Commission shall elect a new Vice-Chairman. If the new Chairman resigns the office, the Commission shall proceed to elect a new Chairman and Vice-Chairman. The Vice-Chairman shall perform such other duties as from time to time may be assigned to him by the Chairman or by the Commission.

ARTICLE 3, Section 4. Secretary.

The Secretary shall read all notices and communications when seated at regular or special meetings. He shall call the public meeting to order in the absence of the Chairman and Vice-Chairman and to preside until the election of a Chairman pro tem. In the event of his absence due to illness, personal, or disqualification reasons, the Chairman shall appoint a Secretary pro tem. The Secretary shall certify to the minutes upon adoption by the Commission.

ARTICLE 3, Section 5. Clerk.

The Clerk shall keep the records of the Commission, record all votes, and shall keep a record of the proceedings of the Commission. The duties shall include the preparation of the agenda of regular and special meetings under the direction of the Chairman, provision for notice of all meetings to the Commissioners, including alternates, arrangement of proper and legal notice of hearings, and attendance to the correspondence of the Commission.

ARTICLE 3, SECTION 6. Rotation of Alternates

If a regular member of the Commissioner is absent, or disqualified, the Clerk of the Zoning Commission shall designate an alternate member in rotation so they shall act as nearly equal a number of times as possible. At each meeting in which an alternate is sitting, the Clerk shall provide to the Commission the basis of the selection of the alternate who is designated to sit which shall become a part of the minutes.

ARTICLE 4. STAFF & EMPLOYEES.

ARTICLE 4, Section 1. Zoning Official.

The Zoning Official shall have supervision over the administration of the business affairs of the Planning and Zoning Commission. He shall be charged with putting into effect the plans of the Planning and Zoning Commission. He shall have care and custody of all funds of the Commission and

he shall deposit the same with the City Treasurer's Office. He shall keep regular books of account showing receipts and expenditures and shall render to the Commission at such annual and regular meetings during the City of Bridgeport's budget preparation period, and at such time as the Commission may require, an account of his transactions and also of the financial condition of the Commission. He shall carry on all official correspondence of the Commission, and he shall be authorized to prepare, sign, and submit all reports, forms, documents, and records required by the Commission. He may, if elected, serve as Clerk to the Commission and perform the duties as prescribed in Article 3, Section 5 of these Bylaws.

ARTICLE 4, Section 2. Assistant Zoning Official.

The Assistant Zoning Official shall assist the Zoning Official in the administration of the business affairs of the Planning and Zoning Commission. He shall be charged with the supervision and distribution of work assignments to the office staff. In the absence of the Zoning Official, he shall perform all of the like duties and responsibilities.

ARTICLE 4, Section 3. Employees.

Within the limits of the funds available for its use the Planning and Zoning Commission may employ such staff personnel and/or consultants as it deems necessary in accordance with the Charter, Ordinances and Civil Service Provisions of the

City of Bridgeport. All appointments shall be made by the Civil Service Commission.

ARTICLE 5. MEETINGS.

ARTICLE 5, Section 1. Annual Meeting.

The annual meeting of the members shall be held at the call of the Chairman for the month of January in each year for the purpose of electing officers and for the transaction of such other business as may come before the meeting. If the elections shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the current officers shall cause the election to be held at a special meeting of the members as soon thereafter as conveniently may be.

ARTICLE 5, Section 2. Regular Meetings.

Regular meetings will be held on the last Monday of each month and in accordance with the Charter and Code of Ordinances of the City of Bridgeport, Revision 1992 effective January 1, 1993 to begin not earlier than 6:00 P.M. nor later than 8:00 P.M. at City Hall. In the event of conflict with holidays or other events, the Chairman may change the date of said meeting.

ARTICLE 5, Section 3. Special Meetings.

The Chairman of the Planning and Zoning Commission may call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for

a special meeting shall be delivered either personally or by mail to each member of the Commission, not less than five (5) days before the date of each meeting. Such special meeting shall be held at the place set forth in the call to meet. At such meeting no business shall be considered other than as designated in the call.

ARTICLE 5, Section 4. Order of Business For Regular Meetings.

Unless otherwise determined by the Chairman the order of business at regular meetings shall be:

- a. Call to order.
- b. Roll call (quorum to be present before meeting can legally convene) and introduction of Commissioners to the public.
- c. Conduct meeting with applicant and public present. Refer to agenda for business to be conducted.
- d. Action taken on business conducted at meeting.
- e. Reading and approval of minutes of the previous regular meeting and any intervening special meeting.
- f. Other business as noted on agenda.
- g. Adjournment.

ARTICLE 5, Section 5. Notice of Meeting.

Written or printed notice stating the place, day and hour of any meeting of the Planning and Zoning Commission including

alternates, shall be delivered either personally or by mail not less than Seven (7) nor more than Ten (10) days before the date of such meeting, by or at the direction of the Chairman, Secretary or the Zoning Official calling the meeting. The purposes for which the meeting is called will be stated in the notice. If mailed, the notice of meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his or her address as it appears in the records of the Planning and Zoning Commission, with proper postage thereon prepaid. In addition notice shall be provided to the City Council in accordance with the Charter and Code of Ordinances of the City of Bridgeport, Revised 1992, effective January 1, 1993.

ARTICLE 5, Section 6. Quorum.

The powers of the Planning and Zoning Commission shall be vested in the members of this organization when seated. Six (6) members shall constitute a quorum for the purpose of conducting its business and exercising its power and all other purposes.

ARTICLE 5, Section 7. Notice of New Business.

No new business submitted for action by the Planning and Zoning Commission shall be acted upon unless it is submitted Fourteen (14) days prior to a regular meeting date.

ARTICLE 5, Section 8. Withdrawal of Petitions.

A petition presented to the Planning and Zoning Commission having been formerly advertised and scheduled for a public hearing, must be withdrawn, in writing and deposited in the Land Use Office no later than Seventy-two (72) hours prior to the time of the scheduled start of the public hearing. Should the petitioner fail to comply with the rule stated above, it may be recorded in the minutes by a majority vote of the Commission as a denial. No fees will be returned with the withdrawal.

ARTICLE 5, Section 9. Re-hearings.

The Planning and Zoning Commission shall not be required to hear any petition or petitions relating to the same changes, or substantially the same change, more than once in a twelve-month period.

ARTICLE 5, Section 10. Other Proceedings.

Unless otherwise specified, Roberts Rules of Order shall govern the proceedings at the meetings of the Planning and Zoning Commission.

ARTICLE 5, Section 11. Endorsements of Applications to Liquor Control Commission.

Every application to the Liquor Control Commission of the State of Connecticut for a new permit for the manufacture or sale of alcoholic liquor at all new locations, shall be

endorsed solely by the Planning and Zoning Commission with respect to zones and Zoning Regulations.

Every application to the Liquor Control Commission requiring an endorsement involving the transfer of an existing Liquor Permit or a change of Class of Permit with respect to zones and Zoning Regulations, may be endorsed by a Duly Authorized Agent appointed by the Planning and Zoning Commission.

ARTICLE 5, Section 12. VOTES NEEDED FOR APPROVAL.

Five affirmative votes are necessary for an approval of any petition coming before the Planning and Zoning Commission representing a simple majority of the full commission except as specified under Section 8-3(b) of the Connecticut General Statutes.

ARTICLE 6. AMENDMENTS TO BYLAWS.

ARTICLE 6, Section 1.

The voting membership on amendments to the Bylaws shall consist of no less than six (6) of the regular members of the Planning and Zoning Commission.

These Bylaws may be amended by a two-thirds vote of the entire voting membership of the Planning and Zoning Commission, only after the proposed change has been read and discussed at a previous meeting.

ARTICLE 7. ADOPTION OF BYLAWS.

ARTICLE 7, Section 1, Bylaw Adoption.

These Bylaws shall be adopted upon an affirmative vote of not less than four-fifths of the voting membership present and voting at meeting duly called, a quorum as set forth in these Bylaws being present.

ADOPTED THE 17TH DAY OF NOVEMBER, 1976. BRIDGEPORT ZONING COMMISSION OF THE CITY OF BRIDGEPORT, CONNECTICUT. AMENDMENTS ADOPTED BY PLANNING AND ZONING COMMISSION WITH AMENDMENTS THIS 8TH DAY OF FEBRUARY, 1993. AMENDMENTS OF MARCH 28, 1994