

**PINEDALE CHAPTER
PLANNING & ZONING COMMISSION
PLAN OF OPERATION**

SECTION I ESTABLISHMENT

1. The Pinedale Chapter Planning & Zoning Commission is hereby established under the Pinedale Chapter government of the Navajo Nation, in accordance with the Navajo Nation Local Governance Act requirements, Title 26, Section 2004 (c) (1).

SECTION II PURPOSE

1. To transmit, develop and implement plans, policies and procedures and ordinances, necessary that will guide the chapter administration and multiple uses of community lands, and such other purposes as may be determined.

SECTION III ROLES, RESPONSIBILITIES, DUTIES AND AUTHORITY

1. Develop and have chapter approve a community land use policies manual.
2. Improve and expand community infrastructure through development of a comprehensive community-wide infrastructure plan.
3. Develop plans for and implement economic development at the local level for the community to become self-sustaining.
4. Increase use of technology to improve community development and enhancement of community services.
5. Work with McKinley County to update the local Rural address system and to continue improving for emergency and pertinent use.

6. Develop plan for zoning and policies for the community land uses upon update and thorough review of the physical elements and program elements of the community land use plan.
7. Review and recommend chapter resolutions relating to land acquisition, land lease and land disposals, including developing a process for land acquisitions by Eminent Domain.

SECTION IV MEMBERSHIP

1. The Commission shall consist of five (5) members; three (3) registered Pinedale voters, one (1) Chapter Official and one (1) Chapter Administration staff. All members shall serve a term of 4 years, to be concurrent with the Chapter official term.
2. The Commission may establish technical or other advisory subcommittees comprising of chapter voting or non-voting members to assist the Commission.
3. The Commission members and advisors, if any, shall be subject to the Navajo Nation Policy and Procedures, with respect to such matters as, development of zoning ordinances, determining chapter boundaries, implementation of Rural Addressing, issuance of business site or homesite leases, etc.
4. All Commission members shall receive training in Navajo Nation Ethics and Governmental laws and standard Community Land Use Planning orientation to be conducted by Navajo Nation Ethics & Rules office and the chapter administration or their designee.
5. Any member of the Commission may be removed for the following reasons:
 - a. Failure to attend three (3) consecutive regular meetings without legitimate cause.
 - b. Indulgence in drugs or alcoholic beverages.

- c. By majority vote of Commission membership upon recommendation by a member, for any causes for removal related to insubordination or as stated above.
- d. Members of the Commission are required to comply with the Navajo Nation Ethics and Governmental Law.

SECTION V COMMISSION MEMBER QUALIFICATION

1. If there is a vacancy within the Commission, the Chapter Manager shall declare it vacant and immediately begin selection process as listed below:
 - a. The Chapter Manager shall inform the Chapter Official no more than 3 business days of the vacancy. The Chapter Manager shall also inform the officials his/her intention the timeline of selection process.
 - b. Within 5 business days of the vacancy, the Chapter Manager shall post public notices throughout the community on bulletin boards, radio station, social media, and other forms of PSA to inform the community of the vacancy.
 - c. Interested individual will submit a letter of interest to Chapter Manager in sealed envelope. Within 5 business days after deadline, the Chapter Manager shall submit names and letters to the Commission, who will review each name submission. The Commission shall have the discretion to interview each member and Commission shall meet in open meeting to review and make recommendation decision. No part of selection shall be conducted without public knowledge or public review.
 - d. Upon recommended selection, the Commission shall approve a supporting resolution to the Chapter their selection. The resolution shall be presented at the next duly Chapter meeting for consideration.

- e. If there is no Commission established, then the Chapter Manager in consultation with the Chapter Officials shall receive all letters, review, and make recommendations. The Chapter President will make final selection and concurred through a Regular Chapter meeting by Resolution form.
2. All members shall have general understanding of planning concepts, knowledge of land use planning and skills in community planning such as: Thoroughfare planning, infrastructure planning, project planning and short/long term strategic planning. All members will have expertise to provide valuable contributions to the overall land use planning process.

SECTION VI SELECTON, DUTIES AND RESPONSIBILITIES OF OFFICERS

1. The members of the Commission shall at their first duly called meeting shall select a President, Vice-President, and Recorder of the Commission. If there is a vacancy for an office, then the Commission shall at its next duly called meeting shall select a new officer within its Commission membership.
2. The duties of the Commission President are to preside over each duly called Commission meetings, sign documents, adjourn a meeting with reasonable cause, and present reports on behalf of the Commission. The President shall vote unless there is a tie during a regular or special Commission meeting.
3. In the absence of the President, the Vice-President shall assume duties and responsibilities of the President or as assigned through Commission resolution or Commission President Directive. The Vice-President shall assign, and follow-up on project assignments to each Commissioner. The Vice-President may vote during all regular and special Commission meetings.
4. The Recorder shall verify attendance at and keep minutes of Commission meetings and maintain all records and documentations of the Commission. The Recorder shall also conduct all Roll Call and vote. The Recorder shall ensure all

records are also recorded and filed with the Chapter Administration pursuant to the Pinedale Chapter's Five Management System Records Policies. The Recorder may vote during all regular and special Commission meetings.

SECTION VII COMPENSATION

1. The Commission shall hold one regular meeting per month. The Commission through the recommendation of the Commission President or 2/3 of the Commission membership may call a special meeting, subject to availability of funds. If there are no additional stipend funds, then the Commission shall not be compensated for the meetings being held. All public hearing and forums are held voluntarily with no stipend requirement.
2. The members of the Commission, non-official and non-administration staff shall be compensated a taxable stipend of One Hundred dollars (\$100.00) per regular meeting and special meeting, contingent upon the availability of funds.
3. Per Diem based upon Pinedale Chapter's Fiscal Policies and rates, shall be paid to members for meals, lodging and mileage for travel related to Commission business utilizing funds under Fund 23 (NN Sales Tax Fund)

SECTION VIII MEETING

1. A quorum shall consist of three (3) members to conduct an official business of the Commission.
2. Only Commission members will vote on agenda items, the presiding officer shall vote, unless there is a tie.
3. The Commission President in consultation with members shall create an agenda and have the Recorder create a Commission agenda. The agenda shall be posted at least 48 hours before the meeting for public notice.

4. All meetings shall follow the Robert Rules of Order.
5. The Commission agenda shall consist of the following listed item below. The Commission members may add items to the agenda with consent of the President.
 - a. Meeting called to order. Roll Call. Invocation
 - b. Review and approval of the meeting agenda
 - c. Review and approval of meeting minutes
 - d. Announcements & Introduction of guest
 - e. Old Business
 - f. New Business
 - g. Reports
 - h. Next meeting date/time
 - i. Adjournment
6. In a special circumstance, a Commission member may request to call in via tele-conference for a meeting and take agenda item action, subject to Commission President Approval.

SECTION IX TECHNICAL ASSISTANCE

1. The Commission may request for technical assistance from other entities. The Commission may also request to the Chapter Administration to hire a technical personnel or consultant to accomplish its objectives and goals, based upon availability of funds from Navajo Nation, County, State or Federal funds within the Chapter.

SECTION X AMENDMENTS

1. The Pinedale Chapter Planning & Zoning Commission Plan of Operation may be amended as needed by the Pinedale Chapter membership.