

TITLE 4 COMMISSIONS, COMMITTEES AND BOARDS

Title 4 sets forth the purpose, creation, duties and compensation of the various committees and boards of the City government.

CHAPTER 4.01 PLANNING AND ZONING COMMISSION*

*Note to Chapter 4.01: For statutory provisions concerning the creation, powers and duties of the planning commission, see Idaho Code Ch. 50-11. For provisions authorizing the planning commission to operate as a zoning commission, see Idaho Code §50-1210.

4.01.010 Creation – Composition and appointment

There is created a planning commission for the city pursuant to the provisions of Chapter 51 of the First Extraordinary Idaho Session Laws of 1935. The planning commission shall consist of seven members, one to be designated from among the members of the city council by the mayor, and the other six to be appointed by the mayor from among the resident taxpayers of the city (provided one member may be a nonresident taxpayer), at least four of whom shall hold no other public municipal office. Of the six members first appointed, two shall be appointed for two years, two for four years, and two for six years; all subsequent appointments shall be for periods of six years, or until their successors shall have been appointed. All appointments to the planning commission by the mayor shall be subject to approval of the city council, and any member of the planning commission may be removed for cause after public hearing by the city council. Members of the planning commission shall be selected without respect to political affiliations and shall serve without compensation. ([Ord. 353 Art. 1 §1\(part\), 1946](#)).

4.01.020 Term of office – Expiration

The term of office of members of the planning board shall expire May 1st and the organization of the board shall take place biannually at the first meeting of the planning commission in June, commencing with the year 1953. The term of office of a member of the planning commission from the city council shall expire every six months commencing June 1, 1951. ([Ord. 376 §1, 1951](#); [Ord. 353 Art. 1 §1A, 1946](#)).

4.01.030 Chairman – Meetings – Rules – Recordkeeping required

The planning commission shall select its own chairman for a term of one year from among the six appointive members. Regular meetings shall be held at least once each month. The planning commission shall adopt rules for its own organization and for the transaction of business and shall keep a public record of its proceedings. All meetings shall be open to the public. ([Ord. 353 Art. 1 §1\(part\), 1946](#)).

4.01.040 Powers and duties generally

It shall be the duty of the planning commission to recommend and make suggestions to the city council, for the adoption of coordinated plans for the physical development of the city; for the formation of zoning districts; to make suggestions concerning the laying out, widening, extending and locating of streets, roads and highways for the relief of traffic; to make

suggestions concerning density of population and development of land within the jurisdiction of the city; to make suggestions concerning the future growth, development and beautification of the city in order to promote the public health, morals, safety and welfare of the inhabitants thereof; to give suggestions and advice to individuals, firms, or corporations concerning landscaping or location of buildings, structures of works to be erected, constructed or altered by or for such individuals, firms or corporations. The planning commission may cooperate with other and like commissions along the lines and purposes prescribed in this chapter. The planning commission may recommend to the mayor and city council programs for public improvements and the financing thereof. In general, the planning commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning. ([Ord. 353 Art. 3, 1946](#)).

4.01.050 Zoning commission duties

The planning commission shall also serve as a zoning commission, pursuant to the provisions of Section 49-406, Idaho Code Annotated. ([Ord. 353 Art. 1 §1\(part\), 1946](#)).

4.01.060 Expenditure restrictions

The planning commission may appoint employees and may contract with city planners and other consultants, provided its expenditures, exclusive of gifts, shall be within the amounts appropriated for the purpose by the city council. ([Ord. 353 Art. 1 §1 \(part\), 1946](#)).

CHAPTER 4.02 TABERNACLE CIVIC CENTER COMMITTEE*

*Note to Chapter 4.02: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code.

4.02.010 Purpose

There is created a committee which shall be designated as the Rexburg Tabernacle management committee. ([Ord. 699 §1\(part\), 1990](#)).

4.02.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members. ([Ord. 699 §1\(part\), 1990](#)).

4.02.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business. ([Ord. 699 §3, 1990](#)).

4.02.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy. ([Ord. 699 §2, 1990](#)).

4.02.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee. ([Ord. 699 §5, 1990](#)).

CHAPTER 4.03 HISTORICAL PRESERVATION COMMITTEE*

*Note to Chapter 4.03: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code.

4.03.010 Purpose

The purpose of this committee is to promote the educational, cultural, economic and general welfare of the public of the City of Rexburg through identification, evaluation, designation, and protection of those buildings, sites, districts, areas, structures, and objects that reflect significant elements of the City's, the State's, and the Nation's historic, architectural, archaeological, and cultural heritage. ([Ord. 884, §1, 2002](#)).

4.03.020 Definitions

The following words and phrases when used in this Ordinance shall have, unless the context clearly indicates otherwise, the following meanings:

- 1) City: The City of Rexburg.
- 2) Commission: The Historic Preservation Commission of the City of Rexburg.
- 3) Historic Property: Any building, structure, district, area or site that is significant in the history, architecture, archaeology or culture of this community, the State or the Nation.
- 4) Designated Historic Property: In order for any historic property to be designated in the ordinance, it must, in addition, meet the criteria established for inclusion of the property in the National Register of Historic Places.
- 5) Historic Preservation: The identification, evaluation, recordation, documentation, curation, acquisition, management, protection, restoration, rehabilitation, stabilization, maintenance, interpretation, conservation, and education of buildings, structures, objects, districts, areas, and sites significant in the history, architecture, archaeology or culture of this State, its communities or the Nation. ([Ord. 884, §2, 2002](#)).

4.03.030 Appointment

- 1) The Historic Preservation Commission shall consist of nine (9) members who shall be appointed by the Mayor with the advice and consent of the Council.
- 2) Members of the Commission, at least seven (7) of whom shall be residents of the City, shall demonstrate an interest in the historical and architectural development of the City, and shall be appointed with due regard to the proper representation of such fields as history, architectural history, architecture, landscape architecture, urban planning, engineering, archeology and law.

- 3) Members shall be appointed by the Mayor with the consent of the City Council, and shall serve terms of three (3) years. Terms of current members shall not be affected by passage of this Ordinance. Members may be reappointed upon approval of the Council.
- 4) Vacancies shall be filled in the same manner as original appointments and the appointee shall serve for the remainder of the unexpired term. ([Ord. 884, §3\(part\), 2002](#)).

4.03.040 Compensation

The members of the Commission shall serve without compensation, but may be reimbursed by the City for approved expenses incurred in connection with their duties. ([Ord. 884, §3\(part\), 2002](#)).

4.03.050 Vacancies

Vacancies shall be filled in the same manner as original appointments and the appointee shall serve for the remainder of the unexpired term. ([Ord. 884, §3\(part\), 2002](#)).

4.03.060 Organization, officers, rules, meetings

- 1) The Commission shall have the power to make whatever rules are necessary for the execution of its duties as set forth in this Ordinance. Rules of procedure and bylaws adopted by the Commission shall be available for public inspection.
- 2) The commission shall elect officers from among the Commission members. The chairperson shall preside at meetings of the Commission. The vice-chairperson shall, lacking the chairperson, perform the duties of the chairperson.
- 3) All meetings of the Commission shall be open to the public, and follow the requirements of Idaho Open Public Meeting laws. The Commission shall keep minutes and other appropriate written records of its resolutions, proceedings, and actions.
- 4) The Commission may recommend to the Council, within the limits of its funding, the employment of or the contracting with other parties for the services of technical experts or other persons as it deems necessary to carry on the functions of the Commission. (Ord. 884, §4, 2002).

4.03.070 Powers, duties, and responsibilities

The Commission shall be advisory to the Council and shall be authorized to:

- 1) Conduct a survey of local historic properties.
- 2) Recommend the acquisition of fee and lesser interests in historic properties, including adjacent or associated lands, by purchase, bequest, or donation.
- 3) Recommend methods and procedures necessary to preserve, restore, maintain and operate historic properties under the ownership or control of the City.
- 4) Recommend the lease, sale, or other transfer or disposition of historic properties subject to rights of public access and other covenants and in a manner that will preserve the property.

- 5) Contract, with the approval of the Council, with the state or federal government, or any agency of either, or with any other organization.
- 6) Cooperate with the federal, state, and local governments in the pursuance of the objectives of historic preservation.
- 7) Make recommendations in the planning processes undertaken by the county, the city, the state, or the federal government and the agencies of these entities.
- 8) Recommend ordinances and otherwise provide information for the purposes of historic preservation in the City.
- 9) Promote and conduct an educational and interpretive program on historic preservation and historic properties in the City.
- 10) Commission members, employees or agents of the Commission may enter private property, buildings, or structures in the performance of its official duties only with the express consent of the owner or occupant thereof.
- 11) Review nominations of properties to the National Register of Historic Places for properties within the City's jurisdiction. ([Ord. 884, §5, 2002](#)).

4.03.080 Commission funding

The City Council may make funds available to the Commission for grant-matching purposes, or for projects deemed suitable by the Council. Any such funds may be retained in a special account by the City. ([Ord. 884, §6, 2002](#)).

4.03.090 Special restrictions

Under the provisions of [Idaho Code 67-4612](#), the City of Rexburg may provide by ordinances, special conditions or restrictions for the protection, enhancement and preservation of locally designated historic properties. ([Ord. 884, §7, 2002](#)).

CHAPTER 4.04 DOWNTOWN VISION COMMITTEE*

*Note to Chapter 4.04: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.04.010 Purpose

The Downtown Vision Committee works to promote Downtown Rexburg by discussing and making decisions about incentives, promotions, recruitment, retention, expansion and future direction of the downtown area.

4.04.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.04.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.04.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.04.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.05 MAYOR'S YOUTH ADVISORY BOARD*

*Note to Chapter 4.05: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.05.010 Purpose

The Mayor's Youth Advisory Board works to strengthen the relationship between the youth and the community by communicating and working with the mayor and community leaders. They provide information, do research, and oversee community projects.

4.05.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.05.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.05.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.05.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.06 UPPER VALLEY ARTS COMMITTEE*

*Note to Chapter 4.06: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.06.010 Purpose

Recognizing that the arts are essential to a healthy society, the Rexburg Fine Arts Council promotes an appreciation for, development of, and participation in the cultural arts through all segments of our community.

4.06.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.06.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.06.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.06.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.07 REXBURG BEAUTIFICATION COMMITTEE*

*Note to Chapter 4.07: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.07.010 Purpose

The Beautification Committee promotes beautification projects and coordinates holiday decorations and beautification awards for the City of Rexburg.

4.07.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.07.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.07.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.07.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.08 PARKS AND RECREATION COMMITTEE*

*Note to Chapter 4.08: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.08.010 Purpose

The purpose of the Parks and Recreation Committee shall be to advise the City Council on the parks and recreational needs of the City of Rexburg.

4.08.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.08.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.08.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.08.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.09 MUSEUM COMMITTEE*

*Note to Chapter 4.09: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.09.010 Purpose

The purpose of the Museum Committee is to supervise a permanent museum for the collection, preservation and exhibition of artifacts relating to Rexburg. The committee serves as the

administrative staff for the museum and gift shop, making decisions about fund raising, display, special events and other areas vital to preserving the heritage of the area.

4.09.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.09.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.09.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.09.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.10 INTERNATIONAL BUILDING CODE (I.B.C.) COMMITTEE*

*Note to Chapter 4.10: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.10.010 Purpose

Review complaints of improper application of the International Building Code.

4.10.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.10.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.10.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.10.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.11 GOLF BOARD (JOINT CITY/COUNTY)*

*Note to Chapter 4.11: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.11.010 Purpose

The Golf Board serves as a forum for communication between various golfing constituencies and the contract operator and the City of Rexburg and Madison County. They render advice and opinions concerning future capital improvements or infrastructure replacement needs required at the courses. They also recommend adjustments in rates and charges at the courses.

4.11.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.11.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.11.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.11.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.12 AIRPORT BOARD (JOINT CITY/COUNTY)*

*Note to Chapter 4.12: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.12.010 Purpose

The purpose of the Airport Board is to provide recommendations to the Rexburg City Council and Madison County Commissioners for their consideration on the various phases of airport operations.

4.12.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.12.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.12.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.12.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.13 TRAILS OF MADISON COUNTY COMMITTEE (JOINT CITY/COUNTY)*

*Note to Chapter 4.13: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code. For an example of committee organization see [Ordinance 699](#).

4.13.010 Purpose

To advise the City and County in planning, promoting and facilitating the design and construction of walking, jogging and biking trails in Madison County.

4.13.020 Appointment

The Mayor, with the consent of the City Council, shall appoint committee members.

4.13.030 Compensation

All members of the committee shall serve and act without compensation, except that their actual and necessary expenses shall be allowed, and the city shall purchase the necessary and suitable equipment and supplies to enable the committee to properly transact and attend to its business.

4.13.040 Vacancies

The Mayor, with the consent of the City Council, shall appoint a qualified person to fill the unexpired term of any at-large Commission member in the event of a vacancy.

4.13.050 Bylaws

The committee shall adopt bylaws with which to govern themselves. These bylaws shall be ratified by the city council and shall act as the rules of the committee.

CHAPTER 4.14 TRAFFIC SAFETY COMMISSION*

*Note to Chapter 4.14: For provisions concerning the creation of commissions and or committees, see [§2.01.060](#), entitled Powers of Mayor, of this code.

4.14.010 Creation

There is hereby created and established a commission to be known as "Rexburg Traffic Safety Commission." ([Ord. 497, §1, 1969](#)).

4.14.020 Membership and Terms of Office

The Traffic Safety Commission shall consist of ten (10) members to be appointed by the Mayor, with the consent and approval of the Council. Members of said commission shall hold office for a period of six (6) years each and said terms shall be staggered in such a manner so that the terms of not more than four (4) members shall expire in any one (1) year. Two (2) of such members shall hold office for a term of three (3) years; four (4) for four (4) years, and four (4) for six (6) years, the respective terms of office to be determined by lot at the first meeting of the commission. Thereafter, the term of office for each appointive member shall be six (6) years. Members shall be selected so that there shall always remain in the commission one (1) school administrator; one (1) City Engineer or public Works director or personnel director; one (1) city judge or magistrate; one (1) county commissioner; one (1) chief of Police; one (1) city attorney, and four (4) local citizens, and shall serve without compensation. ([Ord. 497, §2, 1969](#)).

4.14.030 Vacancies

Vacancies shall be filled by appointment of the Mayor, with the consent of the Council. ([Ord. 497, §3, 1969](#)).

4.14.040 Organization

The commission shall elect its own chairman and secretary, and create and fill such other offices as it may determine necessary, and adopt such rules as it shall deem necessary to carry out its purposes. ([Ord. 497, §4, 1969](#)).

4.14.050 Meetings

The commission shall hold one (1) regular meeting each month for not less than nine (9) months in each year. A majority of the appointive members of the commission shall be necessary to constitute a quorum at any meeting. All meetings shall be open to the public. A written record of its meetings, resolutions, findings, and determinations shall be kept, Which shall be a public record.

The commission may require the attendance at any meeting of such other city Officials as it may deem necessary. ([Ord. 497, §5, 1969](#)).

4.14.060 Duties

It shall be the duty of the commission to recommend and make suggestions to the Council for the adopting of plans for traffic safety as recommended by the National Safety Council Study of 1968; to coordinate all Rexburg City Traffic Safety Plans into the State of Idaho Plan; to make suggestions for projects designed to increase safety in pedestrian and school traffic in the City and to generally recommend to the Council plans to improve traffic safety in the entire City of Rexburg. ([Ord. 497, §6, 1969](#)).