



**PLANNING COMMISSION WORK SESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
APRIL 24, 2023
6:00 PM**

Call to order

1. Presentation and discussion of the role and responsibilities of the Planning Commission.

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.



STAFF REPORT NO. 16

WORK SESSION

4/24/2023

REPORT PREPARED BY: Sam Crosby, Planner II

DEPARTMENT DIRECTOR REVIEW: Melissa Poehlman, Community Development Director
4/19/2023

ITEM FOR WORK SESSION:

Presentation and discussion of the role and responsibilities of the Planning Commission.

EXECUTIVE SUMMARY:

Review of the roles and responsibilities of the Planning Commission, the authority under which the Planning Commission operates, and meeting guidelines. The presentation will also address questions and discussions that have come up in recent meetings. We will follow this with a mock meeting and have plenty of time for questions and discussion.

DIRECTION NEEDED:

N/A

BACKGROUND INFORMATION:

A. HISTORICAL CONTEXT

N/A

B. POLICIES (resolutions, ordinances, regulations, statutes, etc):

N/A

C. CRITICAL TIMING ISSUES:

N/A

D. FINANCIAL IMPACT:

N/A

E. LEGAL CONSIDERATION:

N/A

ALTERNATIVE(S):

N/A

PRINCIPAL PARTIES EXPECTED AT MEETING:

ATTACHMENTS:

Description	Type
▣ PC Meeting Guidelines	Backup Material

Richfield Planning Commission Meeting Guide
Based on Sturgis Parliamentary Rules, 4th Edition

- I. The agenda item is presented by staff and the Commission may then ask any questions it may have of staff. (It is helpful if the speaker states their name before speaking, this is especially helpful in regards to motions.)
- II. Then the public hearing is opened by the Chair (no motion needed).
- III. Once all public comments have been heard, a motion, second, and majority vote are required to close the public hearing.
- IV. A motion and second to approve/deny/etc. the agenda item may then be made:
 1. A member makes the motion ("Member Taralsden, I move that ...")
 2. Another member seconds the motion (Member Surma, I second that.") Seconders do not need to be recognized by the Chair to second.
 3. The chair states the question "It is moved and seconded that (or "to") ... is there any discussion?"
 - a. Discussion follows motion*
 - b. Amendments to the original motion may be made and seconded.
 - i. Discussion follows motion
 - ii. Amendment must be voted upon before original motion; majority required.
 - c. The main motion with any approved amendments may then be voted on:

The Chair calls for a voice vote "The question is on the adoption of ..." "Those in favor of the motion, say aye." "Those opposed, say no."
 - d. The chair announces result of vote "The ayes have it and the motion is adopted."
- IV. Alternative motions may be made if the original main motion fails. If there are an even number in attendance and the vote is split, the item is forwarded without recommendation.

* To close discussion and vote immediately (or to limit the discussion to a certain amount of time) requires a motion, a second, and a 2/3 majority vote.