



**PLANNING COMMISSION MEETING  
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS  
FEBRUARY 26, 2020  
7:00 PM**

Call to Order

Approval of Minutes

Opportunity for Citizens to Address the Commission on items not on the Agenda

**Agenda Approval**

**Public Hearings**

1. Cancel a public hearing to consider amendments to City Code Sections 500 and 514.

**Other Business**

2. Consider a motion to reschedule the May Planning Commission meeting to May 27, 2020.
3. Election of Planning Commission Chairperson, Vice-Chairperson and Secretary.
4. Appointment of liaisons to the City Council, Community Services Advisory Commission, Housing and Redevelopment Authority, School Board and Transportation Committee
5. Review of Planning Commission Bylaws.

**Liaison Reports**

Community Services Advisory Commission  
City Council  
Housing and Redevelopment Authority (HRA)  
Richfield School Board  
Transportation Commission  
Chamber of Commerce  
Other

**City Planner's Reports**

6. City Planner's Report
7. Next Meeting Time and Location
  - Work Session - Tuesday, March 10 at 6:00 p.m. in the Bartholomew Room
  - Regular Meeting - Monday, April 27 at 7:00 p.m. in the Council Chambers
8. Adjournment



# Planning Commission Minutes

January 27, 2020

MEMBERS PRESENT: Chairperson Allysén Hoberg, Commissioners Bryan Pynn, Sean Hayford Oleary, Peter Lavin, James Rudolph, Susan Rosenberg and Kathryn Quam  
STAFF PRESENT: Matt Brillhart, Associate Planner

Chairperson Hoberg called the meeting to order at 7:00 p.m.

## APPROVAL OF MINUTES

M/Quam, S/Pynn to approve the minutes of the December 9, 2019 meeting.

*Motion carried: 7-0*

## OPEN FORUM

No members of the public spoke.

## APPROVAL OF AGENDA

M/Pynn, S/Hayford Oleary to approve the agenda.

*Motion carried: 7-0*

## OTHER BUSINESS

### ITEM #1 – Consider a motion to reschedule the February and March meetings

M/Hayford Oleary, S/Quam to reschedule the February meeting to February 26, 2020.

M/Pynn, S/Rudolph to reschedule the March meeting to March 25, 2020. Commissioner

Rudolph noted that the staff-recommended date of March 30 fell during spring break for RPS.

*Motions carried: 7-0*

## PUBLIC HEARINGS

### ITEM #2 – Continue a public hearing to consider amendments to City Code Sections 500 and 514 to February 26, 2020.

M/Pynn, S/Rudolph to continue the public hearing.

*Motion carried: 7-0*

## LIAISON REPORTS

Community Services Advisory Commission: Commissioner Pynn.

City Council: No report.

HRA: Commissioner Quam.

School Board: No report.

Transportation Commission: Commissioner Hayford Oleary provided updates on 494 planning, and the County's plan to restripe Portland Avenue north of the roundabout at 66th Street.

Chamber of Commerce: No report.

## CITY PLANNER'S REPORT

No report.

## ADJOURNMENT

M/Hayford Oleary, S/Rudolph to adjourn the meeting.

The meeting was adjourned by unanimous consent at **7:17 p.m.**

*Motion carried: 7-0*

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Planning Commission Secretary

AGENDA SECTION: Public Hearings  
AGENDA ITEM # 1.  
CASE NO.:



## PLANNING COMMISSION MEETING 2/26/2020

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITY PLANNER REVIEW: Melissa Poehlman, Asst. CD Director  
2/19/2020

### **ITEM FOR COMMISSION CONSIDERATION:**

**Cancel a public hearing to consider amendments to City Code Sections 500 and 514.**

### **EXECUTIVE SUMMARY:**

Community Development staff have been working to update the City's platting and subdivision regulations in City Code Section 500. At this time, staff's research of the ordinance amendment is still underway. This item will be rescheduled for the near future, but a date is unknown at this time. Because notice of the public hearing was published in the Sun Current, the Planning Commission must cancel the public hearing. A new public hearing notice will be published prior to the item coming to the Planning Commission.

### **RECOMMENDED ACTION:**

**By motion: Cancel a public hearing regarding amendments to City Code Sections 500 and 514.**

### **BASIS OF RECOMMENDATION:**

#### **A. HISTORICAL CONTEXT**

None.

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

- Staff's goals are to rewrite City Code Section 500 entirely, replacing outdated and redundant language with a streamlined version of the ordinance. The proposed amendment to Section 514 would bring minimum lot area requirements for single-family residential development into conformance with the Comprehensive Plan.

#### **C. CRITICAL TIMING ISSUES:**

None.

#### **D. FINANCIAL IMPACT:**

None.

#### **E. LEGAL CONSIDERATION:**

Notice of this public hearing was published in the Sun Current newspaper on January 16, and later continued to the February 26 meeting.

### **ALTERNATIVE RECOMMENDATION(S):**

None.

### **PRINCIPAL PARTIES EXPECTED AT MEETING:**

AGENDA SECTION: Other Business  
AGENDA ITEM # 2.  
CASE NO.:



## PLANNING COMMISSION MEETING 2/26/2020

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITY PLANNER REVIEW: Melissa Poehlman, Asst. CD Director  
2/13/2020

### **ITEM FOR COMMISSION CONSIDERATION:**

**Consider a motion to reschedule the May Planning Commission meeting to May 27, 2020.**

### **EXECUTIVE SUMMARY:**

The regularly scheduled May Planning Commission meeting falls on Monday, May 25. City offices will be closed on this date for Memorial Day. Staff recommends rescheduling the regular meeting to Wednesday, May 27, 2020.

### **RECOMMENDED ACTION:**

**By motion: Approve rescheduling of the May Planning Commission meeting to Wednesday, May 27, 2020.**

### **BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

None.

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

None.

C. **CRITICAL TIMING ISSUES:**

None.

D. **FINANCIAL IMPACT:**

None.

E. **LEGAL CONSIDERATION:**

None.

### **ALTERNATIVE RECOMMENDATION(S):**

None.

### **PRINCIPAL PARTIES EXPECTED AT MEETING:**

AGENDA SECTION: Other Business  
AGENDA ITEM # 3.  
CASE NO.:



## PLANNING COMMISSION MEETING 2/26/2020

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITY PLANNER REVIEW: Melissa Poehlman, Asst. CD Director  
2/11/2020

### **ITEM FOR COMMISSION CONSIDERATION:**

**Election of Planning Commission Chairperson, Vice-Chairperson and Secretary.**

### **EXECUTIVE SUMMARY:**

The Bylaws require that the Planning Commission hold an annual organizational meeting at the first regular meeting in February and elect from its membership a Chairperson, Vice-Chairperson and Secretary.

According to the Bylaws (Part II, Organization), a majority vote is necessary to first elect a Chairperson and then to elect the remaining officers. The Chairperson, Vice-Chairperson and Secretary are to take office immediately upon election and hold office until their successors are elected next year.

The Chairperson is responsible for conducting all Planning Commission meetings and public hearings. The Chairperson is also responsible for representing the Commission in dealing with the City Council and staff. The Vice-Chairperson fulfills the responsibilities of the Chairperson in the event the Chairperson is absent. The Secretary assumes these responsibilities when both the Chairperson and Vice-chairperson are absent and signs all minutes and official Commission documents.

### **RECOMMENDED ACTION:**

**Elect a Planning Commission Chairperson, Vice-Chairperson and Secretary.**

### **BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

None

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

An annual organizational meeting is required by the Planning Commission Bylaws.

C. **CRITICAL TIMING ISSUES:**

None

D. **FINANCIAL IMPACT:**

None

E. **LEGAL CONSIDERATION:**

None

### **ALTERNATIVE RECOMMENDATION(S):**

AGENDA SECTION: Other Business  
AGENDA ITEM # 4.  
CASE NO.:



## PLANNING COMMISSION MEETING

2/26/2020

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITY PLANNER REVIEW: Melissa Poehlman, Asst. CD Director  
2/11/2020

### **ITEM FOR COMMISSION CONSIDERATION:**

**Appointment of liaisons to the City Council, Community Services Advisory Commission, Housing and Redevelopment Authority, School Board and Transportation Committee**

### **EXECUTIVE SUMMARY:**

#### **City Council:**

The City Council is the legislative branch of the City government. The Council is responsible for the efficient operation of the City through the enactment of policies and ordinances that are administered by staff. The City Council meets every second and fourth Tuesday at 7:00 pm in the Council Chambers at City Hall. Commissioner Rosenberg served as liaison to the City Council for 2019.

#### **Community Services Advisory Commission:**

The Community Services Commission is an advisory group appointed by the City Council to discuss and provide feedback on City issues relating to recreation, parks, public works and any other issues as directed. The Community Services Advisory Commission meets on the third Tuesday of the month at 7:00 pm, at the Community Center. Commissioner Pynn served as liaison to the Community Services Advisory Commission for 2019.

#### **Housing and Redevelopment Authority:**

The Housing and Redevelopment Authority (HRA) is responsible for certain types of housing, economic, and commercial/industrial development and redevelopment in the City. The Housing and Redevelopment Authority meets every third Monday at 7:00 pm in the Council Chambers at City Hall. Commissioner Quam served as liaison to the HRA in 2019.

#### **Richfield School Board:**

The School Board is comprised of locally elected public officials who provide strategic guidance for the Richfield Public Schools and oversee and review the Schools' management. Although the Richfield Public Schools are a completely separate entity from Richfield City Government, the Commission also appoints a liaison to the Richfield School Board. The School Board generally meets the first and third Monday of each month at 7:00 pm in the District Office Board Room. Commissioner Rudolph served as liaison to the School Board for 2019.

#### **Transportation Commission:**

The Transportation Commission was appointed by the City Council to review transportation-related topics and make recommendations to the City Council. The Committee meets the first Wednesday of each month at 7:00 pm in the Council Chambers at City Hall. Commissioner Hayford O'leary served as liaison to the Transportation Committee in 2019.

**RECOMMENDED ACTION:**

Approve members to serve as liaisons to the City Council, Community Services Advisory Commission, Housing and Redevelopment Authority, School Board, and Transportation Committee.

**BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

None

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

None

C. **CRITICAL TIMING ISSUES:**

None

D. **FINANCIAL IMPACT:**

None

E. **LEGAL CONSIDERATION:**

None

**ALTERNATIVE RECOMMENDATION(S):**

None

**PRINCIPAL PARTIES EXPECTED AT MEETING:**



## PLANNING COMMISSION MEETING 2/26/2020

REPORT PREPARED BY: Matt Brillhart, Associate Planner

CITY PLANNER REVIEW: Melissa Poehlman, Asst. CD Director  
2/11/2020

### **ITEM FOR COMMISSION CONSIDERATION:**

**Review of Planning Commission Bylaws.**

### **EXECUTIVE SUMMARY:**

Part 3, Section 3 of our Bylaws requires the Planning Commission to review the Bylaws each year at the February organizational meeting. Staff is not recommending any changes to the Bylaws this year.

### **RECOMMENDED ACTION:**

**No action is necessary unless changes are proposed.**

### **BASIS OF RECOMMENDATION:**

A. **HISTORICAL CONTEXT**

None

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

Annual review of Planning Commission Bylaws is required and Bylaws must align with City Code. Amending the Bylaws requires a 2/3 majority of the members of the Commission (5 Commissioners).

C. **CRITICAL TIMING ISSUES:**

None

D. **FINANCIAL IMPACT:**

None

E. **LEGAL CONSIDERATION:**

None

### **ALTERNATIVE RECOMMENDATION(S):**

None

### **PRINCIPAL PARTIES EXPECTED AT MEETING:**

### **ATTACHMENTS:**

Description	Type
☐ City Code Section 305	Backup Material
☐ 2018 Bylaws	Backup Material



## SECTION 305. - ADMINISTRATION; COMMISSIONS; BOARDS

### 305.00. - Definitions.

**Subdivision 1.** The following terms, when used in this Section, shall have the following meanings unless the context clearly indicates otherwise:

**Subd. 2.** "Commission" means a body established by the City Council to advise the Council on matters of municipal concern. The terms "commission" and "board" may be used interchangeably in this Section.

**Subd. 3.** "Youth" means an individual who is at least 15 years of age.

### 305.01. - Creation; general requirements.

Unless otherwise provided by law or herein, the provisions in this subsection apply to all City commissions.

**Subdivision 1. Creation.** A Commission may be established by a majority of the City Council. The Council shall adopt a resolution or ordinance that will describe the purpose and function of the Commission. City Commissions are advisory bodies to the City Council. The Council shall periodically review the role, responsibilities and procedures of each Commission. The Council may eliminate a Commission by adopting a resolution or ordinance rescinding the resolution or ordinance establishing the Commission.

**Subd. 2. Residency.** Members of city commissions shall be residents of the City, unless an ordinance or resolution expressly provides otherwise.

**Subd. 3. Terms.** The City Council shall appoint members to the commissions for terms not to exceed three years. No member shall serve more than three consecutive terms on the same Commission. Appointment to serve on a Commission for a period of time greater than one-half of a complete term shall be counted as a full term. If the Council appoints an individual who had a break in continuous service of at least one full term, it shall be treated as a first-term appointment. Commissioners may only serve on one Commission at a time.

**Subd. 4. Youth appointments.** The City Council may appoint a maximum of two youth members to certain commissions. Terms for youth appointments shall be one year, commencing on September 1 and ending on August 31. No youth member shall serve more than three consecutive terms on the same Commission. Except as otherwise provided for by resolution of the Council, youth members must be residents of the City and enrolled in a high school or equivalent. A youth member may only serve on one Commission at a time.

**Subd. 5. Attendance.** Members are required to attend regular commission meetings. Commission members shall notify the Commission Chair or staff liaison if he or she is unable to attend a meeting. The Council shall conduct an annual review of the attendance of members of City commissions.

**Subd. 6. Removal/vacancy.** Commission members serve at the pleasure of the City Council and, unless prohibited by law, may be removed at any time for any reason, including but not limited to, excessive absences from commission meetings. When a vacancy occurs, the Council shall appoint a person to fill the unexpired term of the vacated seat. Unless provided otherwise by law or city resolution, a seat on a Commission is vacated upon any of the following:

- (a) Death;
- (b) Removal of legal residence in the City;
- (c) Resignation in writing presented to the City Manager, or designee;
- (d) Removal by the Council; or,
- (e) Election or appointment to a public office.

**Subd. 7. Committees.** Commissions may establish committees from time to time as the need arises.

**Subd. 8. Staff/council liaisons.** Each January, the City Council shall designate a Council member as liaison and one alternative liaison to each Commission. The City Manager shall appoint one City employee to serve as a staff liaison to each Commission. Council and staff liaisons are not voting members of a Commission.

**Subd. 9. Bylaws/rules of procedure.**

- (a) Commissions may adopt bylaws to govern meeting procedures and other matters not addressed in this Section. If the bylaws of a Commission and this Section conflict, this Section shall prevail. Commissions may amend bylaws with approval of a 2/3 majority vote of the Commission.
- (b) At all meetings of a Commission where formal action is required on a matter, the meeting shall be governed by Sturgis' Standard Code of Parliamentary Procedure. At meetings where no action is required, no formal parliamentary procedure shall govern the conduct of the proceedings unless necessary such as when a formal motion is before the Commission.

305.03. - Establishment of human rights commission.

**Subdivision 1. Scope of section.** It is declared that it is the public policy of the City to fulfill its responsibilities as a partner of the state department of human rights in securing for all citizens equal opportunity in housing, employment, public accommodations, public services and education, and to fully implement those goals set forth in Minnesota Statutes, Chapter 363A, the Minnesota Human Rights Act.

**Subd. 2. Establishment of commission.** There is established and continued a human rights commission.

**Subd. 3. Purpose of commission.** The purpose of the Commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of this community and to take appropriate action consistent with the Minnesota Human Rights Act. The Commission shall also advise the City Council on long range programs to improve human relations in the City.

**Subd. 4. Composition of the commission.** The Commission consists of 13 members appointed by the Council. Eleven members shall be appointed for terms of three (3) years, except that (i) a person appointed to fill a vacancy occurring prior to the expiration of the term for which the predecessor in that term was appointed shall be appointed only for the remainder of such, and (ii) two (2) persons shall be appointed as "youth" members for one (1) year terms. The two (2) youth members shall be given all rights, privileges and responsibilities granted to the other appointed members. Members serve without compensation and may be removed from office at any time by the Council.

**Subd. 5. Commission's responsibilities.** The Commission shall:

- (a) Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees;
- (b) Engage in discussions with the state department of human rights for the purpose of delineating cooperative regulatory and enforcement procedures;
- (c) Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities;
- (d) Formulate a human relations program for the City to provide increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights;
- (e) Advise the City Council and other agencies of the government on human relations and civil rights problems and act in an advisory capacity with respect to planning or operation of any City

department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community;

- (f) Study, investigate and assist in eliminating alleged violation of Minnesota Statutes, Chapter 363A by conference, conciliation and persuasion, and when necessary, cooperate with the state department of human rights in enforcing the provisions of the state act;
- (g) Develop such programs of education as will assist in the implementation of the Minnesota Human Rights Act and foster the Commission's assumption of leadership in recognizing and resolving potential human rights problems in the community; and
- (h) Develop and implement programs that enhance the advancement of human rights in the community and that promote an awareness of and appreciation for cultural diversity.

**Subd. 6. Investigations, enforcement, penalties.** The Commission may receive and investigate complaints of alleged violations of this subsection. Investigations shall conform to the Complaint Process formulated by the State Department of Human Rights.

### 305.05. - Fire Civil Service Commission.

**Subdivision 1. Abolish police civil service.** The Police Civil Service Commission is abolished.

**Subd. 2. Fire Commission continued.** The former joint police and fire civil service commission is now known as the Fire Civil Service Commission and shall continue.

**Subd. 3. Membership.** The Fire Civil Service Commission shall consist of three (3) members appointed for terms in the same manner, for the same terms, and with the same qualifications pursuant to Minnesota Statutes, Chapter 420. Terms of commissioners are for three (3) years commencing on February 1 of the year of appointment.

### 305.07. - Planning commission.

**Subdivision 1. Establishment.** Pursuant to Minnesota Statutes, section 462.354, subdivision 1, there is created and continued a City Planning Commission.

**Subd. 2. Commission form.** Except in cases in which the Planning Commission is authorized by this Code or other applicable law to render a final decision, the Planning Commission serves in an advisory capacity to the City Council. Staff services for the Commission shall be furnished by the Community Development Department of the City.

**Subd. 3. Composition of the commission.** The Commission consists of seven (7) members appointed by the Council to serve for terms of three (3) years, with terms of members to be staggered so that as nearly equal number of terms as possible shall expire each year. Terms begin on the first day of February.

**Subd. 4. Powers and duties of the commission.** The Planning Commission shall undertake the duties given by Minnesota Statutes, sections 462.351 to 462.354. The Planning Commission shall deliberate and make recommendations, or final decisions as applicable, on:

- (a) Proposed amendments to the zoning code or map;
- (b) Land development applications requiring site plan approval, interim use permits, conditional use permits or variances from the land development regulations of the City; and
- (c) Such other matters relating to planning and development within the City, as may be referred to it by the Council.

**Subd. 5. General objectives of the commission.** The Planning Commission shall, as necessary, perform the following functions on behalf of the City:

- (a) Subject planning decisions to citizens' examination and influence through technical advisory subcommittees which may study and recommend courses of action on special planning matters;
- (b) Act as an advocate of various beneficial planning projects, as directed by the Council, to stimulate interest and acceptance of planning within the City; and
- (c) Act as a coordinator of planning activities within the City by working with public, quasi-public and private planning groups to coordinate the total planning efforts of the City and other governmental units.

**Subd. 6. Additional powers and duties.** The Council may assign additional duties and responsibilities to the Planning Commission to assist the Commission in effectively carrying out the Commission's objectives, powers and duties.

### 305.09. - Board of health.

**Subdivision 1. Creation of board.** Pursuant to Minnesota Statutes, Chapter 145A, there is created and continued a board of health.

**Subd. 2. Council to constitute board.** The Board consists of the City Council and a physician who is the health officer of the City.

**Subd. 3. Powers and duties of board.** The Board shall:

- (a) Investigate and make such reports and obey such directions concerning communicable diseases as the State Board of Health may require or give; and
- (b) Cause all laws and regulations relating to the public health, including any and all health regulations contained in this code to be obeyed and enforced.

**Subd. 4. Inspection and enforcement.** The Board and authorized officers or employees of the Board shall have the right to enter into any building, conveyance or place where contagion, infection, filth or other source or cause of preventable disease exists or is reasonably suspect.

**Subd. 5. Uniform enforcement and appeals.** Orders or rules and regulations adopted or issued by the Board shall be enforced in the manner provided in Section 320. Persons aggrieved by an order or rule or regulation of the Board may appeal in accordance with the provisions of Section 320.

**BYLAWS AND RULES OF PROCEDURE  
OF THE CITY PLANNING COMMISSION  
RICHFIELD, MINNESOTA**

The following Bylaws and Rules of Procedure are adopted by the Richfield Planning Commission to facilitate the performance of its duties and functions as empowered under Chapter III, Subsection 305.07, Subdivisions 1-6 of the City Code. General requirements related to residency, terms, attendance, removal, vacancies, etc. shall be dictated by Subsection 305.01.

**PART I. MEETINGS**

**Section 1. Regular Meetings**

Regular meetings of the Planning Commission shall be on the fourth Monday of each month commencing at 7:00 P.M. in the Council Chambers of the Municipal Center, unless otherwise noticed.

**Section 2. Work Session Meetings**

Approximately six times per year, the Commission will meet to discuss and deliberate on general planning matters related to property development and future well being of the Community. These meetings shall be held on the fourth Monday of the month commencing at 6:00 P.M. whenever possible. In the event of a conflict or need for additional discussion time, meetings shall be held on the second Monday of the month commencing at 7:00 P.M. Unless otherwise noticed, meetings shall be held in the Bartholomew Conference Room of the Municipal Center.

**Section 3. Special Meetings**

Special meetings of the Planning Commission can be called by the Chairperson and one member or by three members of the Commission or at the request of the City Council. Notice, designating the time and place of the meetings, shall be given to all members in accordance with the open meeting law.

**Section 4. Quorum**

Four members of the Planning Commission shall constitute a quorum for the transaction of business. No action shall be taken in the absence of a quorum with the exception that the Planning Commission members present may take testimony for use at a later meeting at which a quorum is present, and may adjourn a meeting to a later time without further notice.

**Section 6. Voting**

At all meetings of the Planning Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice. An affirmative vote of a majority of members present shall be necessary for the passage of any matter before the Planning Commission, except as otherwise provided in these Bylaws.

## **Section 7. Proceedings**

### a) Format of Meeting

At a regular meeting of the Planning Commission, the following format shall be followed in conducting the business of the meeting.

- 1) Call to order / noting of attendance
- 2) Approval of Minutes
- 3) Approval of Agenda
- 4) Open Forum
- 5) Public Hearing Items
- 6) Other Business
- 7) Liaison Reports
- 8) Adjournment

### b) Public Hearing

The purpose of a hearing is to collect information and facts in order for the Commission to either render a decision or develop a planning recommendation for the City Council. At a public hearing the following procedure shall be followed for each case for which a public hearing is held:

- 1) Chair shall state the case to be heard.
- 2) Chair shall call upon the Community Development Director or designee to present the staff report and stand for questions from the Commission.
- 3) Chair shall ask the applicant to present his/her case.
- 4) Members of the Planning Commission shall be allowed to question the applicant about his/her proposal.
- 5) The Chair shall open the public hearing and all interested persons may address the Commission, giving relevant information regarding the proposal before the Commission.
  - a) All questions or statements by Richfield staff personnel, Planning Commissioners, applicants or interested citizens will be directed through the Chair.
  - b) All who wish to speak will be heard, but only in accordance with the above procedure and after recognition by the Chair.
  - c) No individual may speak longer than five (5) minutes, except through previous arrangement with the Chair, or by vote of the Commission.

- d) The spokesperson for a group will be allowed ten (10) minutes.
  - e) At the determination of the Chair, if questions or responses from the Commission, the applicant, the public, or City staff introduce materially new information or issues relevant to the matter under consideration, interested citizens may make additional comments in accordance with the above procedure. In order to promote meeting efficiency, the Chair may discourage duplicative comments.
- 6) The hearing shall be closed. Interested persons shall not be heard again unless the hearing is reopened by a majority vote of the Commission.
  - 7) Members of the Planning Commission may ask additional questions of City staff or the applicant, and the applicant shall be allowed to respond.
  - 8) The Commission shall discuss and clarify the item before it, and take action in the form of a motion, resolution, or report.

## **PART II. ORGANIZATION**

### **Section 1. Election of Officers**

At the first regular meeting in February of each year, the Commission shall hold an organizational meeting and elect from its membership a Chairperson, Vice-chairperson, and Secretary. Officers shall be elected by a majority vote of all the members of the Commission. Voting shall take place in a manner agreed to by the Commission. If no one receives a majority of all the members of the Commission, voting shall continue until one member receives majority support. Vice-chairperson and Secretary shall be elected from the remaining members by the same procedure.

If the Chairperson resigns from office before the next regular organizational meeting, the Vice-chairperson shall automatically become acting Chairperson until a new officer is elected at the next regular meeting. If both Chairperson and Vice-chairperson resign, the Secretary shall become acting Chairperson. In any instance, where an officer of the Commission resigns or retires from office a new officer shall be elected to the vacated position at the next regular meeting of the Commission.

If the Chairperson, Vice-chairperson, and Secretary are absent from a meeting, the Commission shall elect a temporary Chairperson by voice vote.

In the event that the Secretary is absent from a meeting, the Chairperson shall appoint a member of the Commission to approve the minutes of that meeting.

## **Section 2. Tenure**

The Chairperson, Vice-chairperson, and Secretary shall take office immediately following their election and hold office until their successors are elected and assume office.

## **Section 3. Duties of Officers**

The duties and powers of the officers of the Planning Commission shall be as follows:

### **a) Chairperson**

- 1) Presides over all meetings of the Commission.
- 2) Appoints committees and performs such other duties as may be ordered by the Commission.
- 3) Signs documents of the Commission.
- 4) Sees that all actions of the Commission are properly taken.
- 5) Calls special meetings of the Commission in accordance with these Bylaws.
- 6) Works with appropriate city staff in organizing agendas of all general Planning Commission meetings.

### **b) Vice-chairperson**

Performs all of the duties and responsibilities of the Chairperson in his/her absence.

### **c) Secretary**

- 1) Assumes duties and responsibilities of the Chairperson when both Chairperson and Vice-chairperson are absent.
- 2) Signs all minutes of the Commission as well as other official documents of the Commission.

## **PART III. MISCELLANEOUS**

### **Section 1. Suspension of Rules**

The Commission may suspend any of these Rules by a 2/3 vote of those members present.



**Section 2. Amendments**


These Rules may be amended at any regular meeting by a 2/3 majority of the members of the Commission.

**Section 3. Review**

The contents of these Bylaws and Rules of procedure should be comprehensively reviewed, evaluated, and modified where necessary, at the organizational meeting held in February of each year.

**Adopted this 26th day of February, 2018**

  
\_\_\_\_\_  
Chairperson, Richfield Planning Commission

  
\_\_\_\_\_  
Secretary, Richfield Planning Commission