

**ORDINANCE #2005-11
ESTABLISHING PLANNING COMMISSION POLICY
ST. AUGUSTA, MINNESOTA**

ORDINANCE APPROVING POLICY THAT DEFINES THE ESTABLISHMENT,
COMPOSITION, PURPOSE, ORGANIZATION AND WORK RULES FOR THE ST.
AUGUSTA PLANNING COMMISSION

BE IT ORDAINED THAT THE CITY COUNCIL OF
ST. AUGUSTA, MINNESOTA HEREBY ESTABLISHES THE FOLLOWING POLICY

- A. **Establishment.** The Planning Commission hereafter established may be abolished by a four-fifths vote of the City Council. The Planning Commission shall be appointed by the City Council.
- B. **Composition.**
1. **Number.** The Planning Commission may consist of up to seven members appointed by the City Council. Before taking office, every appointed Planning Commissioner shall take an oath to faithfully perform the Planning Commission rules.
 2. **Term.** Unless sooner removed by four-fifths vote of the City Council, Planning Commission members shall serve three year terms, starting in the following sequence and appointed again in three year cycles:
 - a. Three member position shall be appointed to a three year term beginning in 2006.
 - b. Two member positions shall be appointed to a three year term beginning in 2007.
 - c. Two member positions shall be appointed to a three year term beginning in 2008.

Current members shall hold their positions until the appointment date unless sooner removed by the City Council.
 3. Planning Commission members may be removed for any reason by a four-fifths vote of the City Council.
- C. **Purpose.** The St. Augusta Planning Commission acts as an advisory group to the St. Augusta City Council. It is authorized to carry on City planning activities related to the study, review, and evaluation of:

1. The St. Augusta Comprehensive Plan.
2. The St. Augusta Zoning Ordinance text and/or map amendments.
3. Review of development applications including, but not limited to, zoning amendments, conditional use permits, site and building plan review, and variances.
4. Plat and subdivision review.
5. Community Development Committee.
6. Other City planning activities assigned or requested by the City Council.

D. Organization.

1. Offices. Annually, the Planning Commission shall elect a chair person and vice chair person.
2. Duties of the Officers:
 - a. Chair.
 - 1) The Chair shall preside at all meetings of the Commission.
 - 2) The Chair shall preserve order and decorum and shall decide questions of order
 - 3) The Chair shall appoint all assignment areas unless otherwise requested by a majority.
 - 4) The Chair with the approval of the City Administrator may call special meetings. A posting of the meeting shall be done according to required Statutes and shall include a statement of the purpose of such meeting.
 - 5) The Chair shall be responsible to have the staff report on the status of previous recommendations made to the Council, stating the Planning Commission's recommendation and Council action.
 - b. Vice-Chair. The Vice-Chair shall preside at all meetings in the absence of the Chair.

E. Work Rules.

1. The first Monday after the first Tuesday shall be considered regularly scheduled official meeting night.
 - a. The Planning Commission will meet on the first Monday after the first Tuesday of each month.
 - b. In the event that there are more Planning Commission cases than can reasonably be concluded by 10:00 PM, the Chair and the Planning Commission shall be empowered to extend the meeting

- time or schedule another meeting during the same month to take care of the overload.
- c. The Chair and/or planning staff shall have prerogative to cancel or postpone any regularly scheduled meetings.
2. All public hearings shall be held at the City Hall or Officially Noticed location. All meetings shall be called at 7:00 PM and shall conclude at 11:00 PM unless waived by the majority. Any business unfinished at the scheduled closing time may be taken up at a subsequent meeting designated by the Chair.
 3. The Commission, at the first regular meeting of the new year, shall elect from its group, a Chair and a Vice-Chair.
 4. A majority of four (4) members shall constitute a quorum. In the absence of a quorum, the minority shall adjourn any item of business requiring official Commission action, to a specified time.
 5. A member may be excused from an individual meeting for reason of illness, work, out-of-town trips, or other justifiable reason.
 6. In the absence of the Chair and Vice-Chair, the remaining members shall elect a Temporary Chair for that respective meeting.
 7. The Chair shall call the meeting to order and the Secretary to the Commission shall call the roll and announce a quorum.
 8. The order of business shall be as follows unless amended by the Chair:
 - a. Call to order.
 - b. Roll call.
 - c. Approval of the minutes of the previous meeting.
 - d. Public hearings/board of appeals.
 - 1) Old business.
 - 2) New business.
 - e. Other items of concern.
 - 1) Discussion items.
 - 2) Information items.
 - f. Adjournment.
 9. The following statement shall be printed on all agendas:

“MISSION STATEMENT:

The Planning Commission is an advisory body to the City Council. One of the Commission’s functions is to hold public hearings and make

recommendations to the City Council. The City Council makes all final decisions on these matters.

The Planning Commission reviews development applications and evaluates all applications for consistency with St. Augusta's Comprehensive Plan, Zoning Guidelines and Development regulations.

City Ordinances require that certain documents and information be included in applications. The Planning Commission may postpone consideration of an application that is incomplete and may for other reasons postpone final action on an application.

For each agenda item the Commission will receive reports prepared by the City Staff, open the hearing to the public if required, and discuss and act on the application.”

10. All recommendations shall be sent to the Council by means of written minutes, and shall include the record of the division of votes on each recommendation.
11. Minutes of the meetings shall be recorded and kept by the Planning Staff.
12. All meetings shall be public.
13. Any resolution or motion, except motion to adjourn, postpone, reconsider, table, or call the previous questions, shall be reduced to writing if requested by the Chair.
14. Any resolution or motion may be withdrawn at any time before action is taken on it.
15. When a question is under debate, no other motion shall be entertained except to table, or to call for the question, action on the question, postpone, refer to committee, or amend. Motions shall take precedence in that order and the first two shall be without debate.
16. All motions shall be carried by a majority vote of the members present, except call for the question. Any member of the Commission may call for a roll call vote on any issue.
17. Only members recognized by the Chair can make motions.
18. Speaking without recognition of the Chair shall be cause for another member to call “point of order” and the member speaking out of turn must relinquish the floor.

19. "Call for the question" or "previous question" is a motion and must be seconded. It is not debatable and must be voted upon immediately. A two-thirds majority is necessary to call the previous question. If the two-thirds majority is given, the motion or question on the floor must be immediately put to a vote without debate except for a motion to table.
20. "Question" is not a motion but only an indication to the Chair that the person making statement is ready to have the motion or question put to a vote.
21. The Chair may direct that a motion be divided if requested by a member.
22. Members must limit their remarks to the subject matter being discussed and shall not be repetitious. The speaking order shall be at the discretion of the Chair, however, all members shall be allowed to speak in their turn.
23. Any member, who shall be absent without leave of absence for two consecutive unexcused meetings, shall receive a reminder from the clerical secretary assigned by the City, as directed by the Chair. Upon three consecutive unexcused absences, he/she may be recommended to the City Council for replacement.
24. Any member having a direct financial and/or direct personal interest or conflict in an individual action under consideration by the Commission shall excuse himself/herself from the Commission and not vote on that particular matter. Said member will have the same rights as any citizen who has an interest in any action being considered by the Planning Commission.
25. These rules may be repealed or amended by a majority vote of the St. Augusta City Council. Amendments to these rules may be initiated by recommendation of the St. Augusta Planning Commission.

F. Enactment. This ordinance shall be in full force and effect upon its passage and publication.

ADOPTED this 16th day of August 2005.

B.J. Kroll, Mayor

ATTEST:

William R. McCabe, City Clerk/Administrator