

# Mission Township Planning Commission



## Rules of Business

The Commission shall have the powers and duties provided it by Minnesota Statutes chapter 462 and such other powers and duties as may be delegated by the Town Board. The primary duties of the Commission shall include, but are not limited to, the following: to study and advise the Town Board on planning and zoning related matters; hear and make recommendations regarding any zoning or subdivision ordinances proposed by the Town Board; serve as a liaison between the Town and Crow Wing County regarding planning, zoning and related matters affecting the Town; and review proposed plats and provide the Town Board recommendations regarding the roads and other public ways shown on it. In conducting its business, the Commission shall communicate with the County zoning officials and coordinate its activities as needed to promote efficiency and reduce confusion among the public. To properly conduct its business, the Commission adopts the following Rules of Business.

1. Meetings. The Planning Commission shall hold meetings as determined by a published schedule adopted by the Commission, or at the call of the Chair. All meetings shall be noticed at least 5 days prior to the scheduled meeting and will be held at Mission Town Hall unless otherwise noted.
2. Field Inspections. Field inspections to review applications to be considered by the Commission may be conducted prior to the meeting at which they are considered. Such inspections must be noticed at least 5 days prior to the scheduled inspection. No decisions are made on field inspections and are open to the public subject to the landowner's permission to enter private property.
3. Quorum. A majority of the members shall constitute a quorum to conduct the Commission's business.
4. Officers. The Commission shall appoint from among its members a Chair, Vice-Chair and Secretary. If someone other than an appointed Commission member serves as the Secretary, the person shall not have a vote on the Commission.
5. Presiding Officer. The Chair shall preside at all meetings of the Commission and shall sign documents on behalf of the Commission as needed. The Vice-Chair shall conduct the duties of the Chair in the Chair's absence.
6. Minutes and Public Record. The Commission shall record its meetings. The Secretary shall take minutes of Commission meetings. The Commission shall review and approve the minutes at their subsequent meeting, and they shall not be considered 'official' until approved by the Commission. Minutes, and all documents presented or referred to at the meetings, shall be provided to and retained by the Town Clerk per the applicable retention statute.
7. Commission Matters. All materials related to an application, Ordinance or Ordinance amendment, or any other item that may come before the Commission shall be provided to the members at least 5 days prior to the meeting at which they will be considered.
8. Commission Support. The Commission shall determine the resources necessary to conduct the Commission's business. This includes working with the Township Engineer and Planning & Zoning consultant to analyze applications, prepare a staff report including potential Findings of Fact, assistance in conducting public hearings, responding to applicants and the public, and other activities as determined by the Commission. This includes the assistance of the Township Attorney as necessary.

The Commission shall be responsible annually to determine the services and fee schedule to conduct its business and present it to the Town Board for approval.

9. Order of Business. The Presiding Officer shall preserve order and decorum. The Secretary, working with the Chair, shall publish an agenda for each meeting at least 5 days prior to the meeting. The Commission shall adopt the agenda (as amended if needed) as part of the agenda. The Presiding Officer shall lead the Commission through the agenda as adopted following Robert's Rules of Order or applicable statutes.

10. Public Hearings. When a Public Hearing is part of the agenda, the following order of business shall be followed:

- The Presiding Officer shall state the purpose and open the Public Hearing.
- The Presiding Officer or Commission support staff shall present the application or item being considered in the Public Hearing.
- The applicant, and/or their representative, shall be given the opportunity to address the Commission on their application. They shall state their name and address for the public record.
- Citizens who wish to speak to the application or item being considered shall be given the opportunity to address the Commission. They shall state their name and address for the public record. Each person will generally be given up to 3 minutes to present their arguments for or against, which may be extended at the discretion of the Presiding Officer.
- Commission members, the applicant and/or their representative, and citizens may ask clarifying questions as recognized by the Presiding Officer.
- The Presiding Officer shall close the Public Hearing.
- Once the Public Hearing is closed, the opportunity for additional input to the Commission shall be at the discretion of the Presiding Officer.

11. Voting. When a question is put to a vote, every member shall vote unless a legal conflict of interest prevents a member from voting. Unless a member requests, all items will be decided by a voice vote.

12. Findings of Fact. On all applications considered and recommended by the Commission, findings of fact shall be prepared and adopted. Findings of fact are a synopsis of the facts and law the Commission used to make its recommendation. At a minimum they should identify the issue in question, the parties and property involved, the date when the Public Hearing was held, the essential facts used to reach a recommendation, references to the applicable law, and an explanation of the reasons for the recommendation.

13. Recommendation. Since the Commission serves in an advisory role to the Town Board, its recommendation, along with all documents considered in arriving at its recommendation including findings of fact, shall be forwarded to the Town Board for consideration at their next regular meeting.

14. Annual Review of Rules of Business. The Commission shall at least annually review and adopt necessary amendments to these Rules of Business.

Adopted this 10<sup>th</sup> day of April, 2023.