City of Oak Park Heights

Planning Commissioner

Application Packet

(ANTICIPATED FOR APPOINTMENT IN MAY 2017)

Enclosed:
1. Notice of Vacancy & Recruitment
2. Application (to be completed and submitted by January 6th 2017)
3. Planning Commission "By-Laws"

Notice of Vacancy & Recruitment

The City of Oak Park Heights is seeking Oak Park Heights residents who are looking for an interesting and rewarding opportunity to participate in the development and governance of Oak Park Heights.

Applications are now being accepted to fill a vacancy (or vacancies) on the Planning Commission. Commission terms are three years, running from June to May. The Commission typically meets at 7:00 p.m., the 2nd or 3rd Thursday of each month, and periodically holds workshops or other special meetings.

The Planning Commission is comprised of five members, who are appointed by the City Council to serve on the Commissions in an advisory capacity. The Planning Commission serves as the City's planning agency and conducts public hearings on matters affecting zoning, subdivision and building regulations, land use development and comprehensive planning. Other matters are referred to the Planning Commission by the City Council from time to time.

For consideration, pick up an application packet at Oak Park Heights City Hall, 14168 Oak Park Blvd. N. or print one from the City's website: www.cityofoakparkheights.com.

Completed applications shall be accepted for consideration until 4:30 p.m., Friday, January 6th, 2017. For additional information contact City Administrator, Eric Johnson at (651) 439-4439 or via Email at eajohnson@cityofoakparkheights.com.

CITY OF OAK PARK HEIGHTS

PLANNING COMMISSIONER APPLICATION

_____ _____

NAME **DATE**

To provide the City Council with an understanding of you, your background and your interests, please answer the following questions. (You may attach an extra sheet if necessary.)

_____

ADDRESS

_____ _____

PHONE **E-MAIL**

HOW LONG HAVE YOU LIVED IN OAK PARK HEIGHTS? _____

OCCUPATION: _____

EMPLOYER: _____ **PHONE:** _____

PRIOR EXPERIENCE ON CITY COMMISSIONS, CITY BOARDS, ETC.

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PLEASE PROVIDE A SUMMARY OF WHY YOU WOULD LIKE TO BE APPOINTED TO THE OAK PARK HEIGHTS PLANNING COMMISSION.

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IS THERE ANY OTHER INFORMATION YOU WOULD LIKE US TO CONSIDER REGARDING THIS APPOINTMENT?

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Please return to:

Date Received: _____
(For office use only)

Julie Hultman
City of Oak Park Heights
14168 Oak Park Boulevard
PO Box 2007
Oak Park Heights, MN 55082

CITY OF OAK PARK HEIGHTS

PLANNING COMMISSION BYLAWS

(With Amendment Endnotes)

ARTICLE 1 - ORIGIN AND POWERS

A. **Authorization.** The City is authorized and empowered to establish a Planning Commission by the provisions of Minnesota State Statutes 462.354.

B. **Establishment.** The Planning Commission was created in an advisory capacity by action of the Oak Park Heights City Council on April 14, 1998 by the adoption of Ordinance 210 and the amendment of Section 401, the Oak Park Heights Zoning Ordinance.

ARTICLE 2 – DUTIES AND OBJECTIVES

A. **Advisory Capacity.** The Planning Commission is designed to serve in an advisory capacity to the Oak Park Heights City Council.

B. **Objectives.** The objectives of the Planning Commission are to make recommendations to the City Council which will guide the development of land, services and facilities within the City, so as to promote the public health, safety and general welfare.

C. **Public Hearings.** The Planning Commission shall hold public hearings for variances, conditional use permits, subdivisions, PUD permits, and other applications to the City in accordance with the City Zoning Ordinance and shall make recommendations on said applications to the City Council.

D. **Special Public Hearings.** The Planning Commission may hold such public information hearings as the City Council deems necessary and may make recommendations on applications for building permits or site plan review when requested by the City Council.

ARTICLE 3 – MEMBERSHIP

A. **Voting Members.** The Planning Commission shall consist of five citizen members who are eligible voters residing within the Oak Park Heights City limits and who are appointed by the City Council.

B. **Ex-Officio Members.** There shall be a City Council person designated by the Mayor, with the consent of the City Council, to be a liaison to the Planning Commission. Such City Council person shall serve without voting power and in a capacity as ex-officio to the Planning Commission. The Mayor, with the consent of the City Council may also appoint non-voting, ex-officio members to represent other groups or organizations from the community.

C. **Terms**. The five members of the Planning Commission shall be appointed by the City Council.[1] All such appointments shall initiate and be established by resolution of the City Council. The term of each member shall be for three years with initial terms being staggered by the City Council resolution of appointment. Unless extended by special order of the City Council for a period of one year; no member shall serve more than two consecutive terms on the Planning Commission.

D. **Absenteeism.** If any voting member fails to attend three consecutive meetings or a total of four meetings (or 25 percent) [2] during the calendar year, the City Council shall be notified with a recommendation by the Planning Commission. Planning Commissioners shall notify the Chairperson or City staff when an absence is anticipated.

E. **Removal.** Any member of the Planning Commission may be removed at any time by a four-fifths (4/5) vote of the City Council with or without cause.

F. **Compensation.** Compensation of Planning Commission members as selected by the City Council shall serve without compensation except as otherwise established by resolution of the City Council.

G. **Training.** The Chairperson and the City staff shall meet with each new Planning Commissioner to explain Planning Commission procedures. Within the first year of appointment, each new Planning Commissioner shall attend a Government Training Service, Planning Commission training session at City expense.

H. **Resignation.** A member who wishes to resign shall submit a written resignation to the Chairperson, who shall in turn forward the same to the City Council.

I. **Vacancies.** Vacancies occurring within the Planning Commission shall be filled for the balance of the appointment by the City Council.

ARTICLE 4 – OFFICERS, DUTIES AND ELECTION OF OFFICERS

A. **Officers.** The officers of the Planning Commission shall be Chairperson and Vice-Chairperson.

B. **Duties of the Chairperson.** The Chairperson shall preside at all meetings, appoint Planning Commission members to committees, appoint Planning Commission representatives, rule on procedural questions (subject to reversal by a two-thirds (2/3) vote of those members in attendance), meet with all newly appointed members, exercise the same voting rights as other Planning Commissioners and carry out such other duties as are assigned by the Planning Commission or by the City Council.

C. **Duties of the Vice-Chairperson.** The Vice-Chairperson shall act in the absence or inability to act of the Chairperson, and in such instances shall have the powers and functions of the Chairperson.

D. **Terms.** The Planning Commission officers shall be elected from among its appointed members for the term of two years. No member shall serve as Chairperson or Vice-Chairperson for more than two consecutive terms. The election shall occur at the Planning Commission's annual meeting.

E. **Vote.** Candidates for office receiving a majority vote of the entire membership (three-fifths (3/5)), shall be declared duly elected.

F. **Date of Office.** Newly elected officers shall take office at the annual meeting in March.

G. **Vacancies.** Vacancies occurring in the offices of the Planning Commission shall be filled immediately by the above election procedure.

ARTICLE 5 – MEETINGS

A. **Annual Meeting.** An annual organizational meeting shall be held the second[3] Thursday in March of each year. Election of officers shall be conducted at that time.

B. **Regular Meetings.** Regular meetings of the Planning Commission shall be held at 7:00 PM on the second Thursday[4] of each month[5] [6] in the City Hall Council Chambers. The regular meeting date of the Planning Commission may be changed by resolution of the City Council.

C. **Special Meetings.** Special meetings may be called at the discretion of the Chairperson, after consultation with City staff.

D. **Notice of Meetings.** Notice in writing of all regular and special Planning Commission meetings, setting forth the time, place and agenda of such meetings, shall be mailed by the City staff to all Planning Commission members at least five days in advance of each meeting.

E. **Site Investigation.** Prior to each meeting, all Planning Commission members shall endeavor to visit any properties to be discussed at the meeting.

F. **Planning Commission Representative at City Council Meetings**. Each Planning Commission member shall in turn represent the Planning Commission at regular City Council meetings.

ARTICLE 6 – PRE-MEETING PROCEDURES

A. **Agenda.** The agenda for each meeting of the Planning Commission shall be developed in writing by the City staff and shall be available at the City Hall prior to each meeting.

B. **Withdrawal.** If a petitioner or applicant desires to withdraw a matter from an agenda, such request must be submitted to the City staff in writing, and if any public notice has been given, all persons appearing at the noticed hearing on said petition or application shall be entitled to be heard.

ARTICLE 7 – PUBLIC HEARING PROCEDURE

A. **Time.** The time of each public hearing shall be stated on the agenda, and no hearing may begin before this time. Each hearing shall begin as soon as possible after this time.

B. **Presentation.** If a public hearing is required for a request by a petitioner, the petitioner or an appointed representative shall state the request, explain the proposal and answer questions of the Planning Commissioners. If no petitioner is involved, the Chairperson or the City staff member shall explain the purpose of the hearing. The Chairperson may impose reasonable restraint upon the number of times one individual may speak.

C. **Termination of Hearing.** The Chairperson may close a public hearing after hearing those present who care to speak, or any member may move to continue the public hearing until a specified date. If a hearing on the petitioner's request is closed, the Planning Commission shall make a recommendation to the City Council within 30 days following the close of the hearing. If a hearing is continued, mailed notices of the continuation may be requested by any voting member.

ARTICLE 8 – MEETING PROCEDURES

A. **Rules of Order.** Unless otherwise specifically designated, Roberts Rules of Order, as most recently revised, shall govern the meeting procedure.

B. **Quorum.** A majority of the voting membership (three-fifths (3/5)) shall constitute a quorum for meeting purposes.

C. **Conflict of Interest.** Whenever a Planning Commission member shall have a direct or indirect personal or financial interest in an application or petition before the Planning Commission, that member shall declare such interest and excuse himself/herself from the discussion and vote.

D. **Agenda.** The order of business at regular meetings generally shall be as follows:

1. Call to order.
2. Roll call of members.
3. Approval of the minutes of the previous meeting.
4. Public hearings.
5. Informational hearings.
6. Old business.
7. New business.
8. Adjournment.

E. **Appearance of Petitioner.** No application or petition shall be given final approval unless the applicant or petitioner appears personally or by representative at the hearing called thereon, or unless he/she makes satisfactory explanation or presentation in lieu thereof.

F. **Tabling.** A tabling motion, if passed, has the effect of laying a matter over until the next regular meeting, unless otherwise specified.

G. **Reports.** Any matter may be tabled for a technical report or study which the Planning Commission may make or request of the petitioner, the City staff, the City Attorney, the City Engineer or other sources. Such report shall be presented to the City staff for forwarding to the Planning Commission at least five days prior to the meeting at which said matter will be heard again.

H. **Non-Agenda Matters.** No binding or final action may be taken on any matter not on the written agenda except by unanimous vote of the members in attendance or four-fifths (4/5) vote of the entire membership.

ARTICLE 9 – COMMITTEES

A. **Planning Commission Committees.** The Planning Commission may establish committees of its own membership for a specific purpose and duration.

B. **Ad Hoc Committees.** The Planning Commission may request that the City Council appoint other members of the community to Ad Hoc Commission committees, which may be created by the Planning Commission for a specific purpose and duration. At least one voting member of the Planning Commission also shall be appointed to each such committee.

ARTICLE 10 – RECORDS

A. **Minutes.** The City shall supply a secretary at all regular and special meetings of the Planning Commission who shall be responsible for taking full and complete minutes and record all such meetings. The City staff shall be responsible for keeping a record of all Planning Commission resolutions, transcriptions, minutes and findings.

B. **Open Meetings.** All meetings shall be a matter of public record.

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[1] Amended June 8, 1999; striking "each to serve annually."
[2] Amended June 8, 1999; inserting "(or 25 percent)."
[3] Amended December 28, 1999; meeting day change (see endnote 4) resulted in change of annual meeting date from third Thursday to the "second" Thursday in March of each year.
[4] Amended December 28, 1999; amending the regular meeting day from the third Thursday to the "second" Thursday of each month.
[5] Amended February 8, 2011; striking the word "second" before the word Thursday and inserting "immediately following the first regular City Council meeting," after the word Thursday.
[6] Amended April 28, 2016; adding the word "second" prior to the word "Thursday" and striking "immediately following the first regular City Council meeting."