

PLANNING COMMISSION
INTERNAL PROCEDURES AND POLICIES-2012

A. PROCEDURE

1. Rules of Order

At the beginning of each year the Planning Commission shall establish commission meeting rules of order that will address themselves to meeting dates, times, length and minutes.

2. Meeting Attendance

Planning Commission members are expected to attend regularly the regular and work session Commission meetings. The Commission Chair shall seek the removal of any member not regularly attending Commission meetings.

3. Members Education

- a. The Planning staff shall provide to each new Commission member a packet of information to orient the member with the plans, terminology and policies of the City's planning program. An orientation meeting shall be conducted with the new Commission member with the Director of Community Development and the Commission Chair.
- b. Seminar Attendance - Commission members will be expected to attend planning seminars and schools to acquaint themselves with planning matters.
- c. Interested Commission members will chair one or more cases per year to familiarize themselves with the role of the chair.

4. Staff Attendance at Commission Meetings

A minimum of one staff member from the Community Development is expected to attend the Commission's regular monthly meetings. Staff members from the Engineering and Legal Departments are expected to attend as needed.

5. Annual Planning Commission Tour

The Commission may conduct an annual tour to visit and evaluate items or projects of mutual planning interest in the City or other metropolitan area communities.

6. Commission Attendance at Planning Conferences

A maximum of two (2) Commission members may attend the Annual Planning Conference or regional planning conference as appropriate.

7. Agenda Delivery

The Commission's agenda shall be received by Commission members sufficiently before each Commission meeting so that the Commission members have adequate time to review the Agenda before the meeting.

8. Review of Agenda

Commission members are expected to be familiar with the Commission agenda prior to the Commission meeting.

9. Review of Agenda Sites

Each Commission member should make every effort to view those sites being discussed at a Commission meeting prior to the meeting if he or she is not personally familiar with the sites. A Commission member shall not visit a site with a planning petitioner except that the Commission may visit a site as a whole or designate a subcommittee of two or more to visit a site with a petitioner provided such meeting is an open meeting, the *Coon Rapids Herald* is notified of such meeting and the visit shall be noted as a publicly held field trip in the minutes of the meeting.

10. Annual Commission Report

The Commission shall provide an annual report to the City Council. Such report shall describe the Commission's activities over the previous year. The report shall be approved by the Commission and submitted to the Council by the Commission Chair.

11. Joint Meetings with City Council

As necessary and appropriate, the Commission will request joint meetings with the City Council to discuss concepts, issues or projects of mutual interest or concern.

12. Joint Meetings with City Advisory Commissions

The Commission may seek joint meetings with the City's various advisory commissions when major items of mutual interest arise.

13. Joint Meetings with Planning Commission of Surrounding Cities

The Commission may seek joint meetings with the Planning Commissions of surrounding cities when major items of mutual concern arise.

B. PLAN CONSIDERATION

1. Plan Submittal

The Planning staff shall not place a petitioner on the Commission agenda unless necessary plan materials have been submitted to staff and sufficient time is provided to staff to review and evaluate them before the preparation of the Commission agenda.

2. Plan Modification Between Planning Commission and City Council Meeting

Should any major change in a plan be made between the action by the Planning Commission on such plan and the City Council's consideration of such a plan, the plan should be returned to the Planning Commission for a new Planning Commission review.

3. Plan Compliance

The noncompliance with a City approved plan by a petitioner should result in prompt staff action to achieve compliance with the plan.

4. Plan Design

The Planning Commission does not wish to be put in the position where it is requested to design an acceptable plan for a developer during the site plan consideration at a Commission meeting.

5. Plan Review of Public Uses

Shall be considered similarly to the review of private land uses.

C. CITIZEN PARTICIPATION

1. Public Information Meetings

The Planning Commission will actively solicit citizen participation in the City's Comprehensive Planning Process. The Commission has determined that the best means to achieve this is by holding formal public hearings and may in some instances hold public information meetings as part of the process.

2. Public Comment on Public Hearing and Non-Public Hearing Items

The Commission will receive comments at its regular meetings on public hearings and non-public hearing items provided such comments are germane to such items. The number and duration of such comments will be subject to the discretion of the Planning Commission Chair.

D. GOVERNMENTAL AND PUBLIC USE PLANS

1. Transportation Planning

The Planning Commission wishes to give consideration and recommendation on the question of new streets, street extensions or major street realignment.

2. School Planning

The Anoka-Hennepin District 11 is encouraged to seek closer ties with the City of Coon Rapids in the planning of new school site locations.

3. Other Governmental and/or Public Use Planning

All governmental units are encouraged to seek closer ties with the City of Coon Rapids in the planning of new development proposals.

E. DEVELOPMENT PLANS

1. Comprehensive Development Plan

The current Coon Rapids Comprehensive Development Plan was adopted in August, 2009. The Comprehensive Plan, and subsequent amendments to it, constitutes the formal position of the City on future development goals and objectives and on official City plans, policies and strategies for land use, housing, transportation, sanitary sewer, parks and plan implementation. The Planning Commission is committed to maintaining the continued relevance of the City's adopted Comprehensive Plan and to conducting on-going activities to support the implementation of this Plan.

2. Mississippi River Critical Area Plan

The current Plan for the Mississippi River Critical Area was adopted on August 2, 2000. The Planning Commission is committed to maintaining the continued relevance of the City's adopted Plan for the Mississippi River Critical Area and to conducting on-going activities to support implementation of this Plan.

F. RECOMMENDATION TO CITY COUNCIL ON COMMISSION APPOINTMENTS

1. The Commission will respectfully decline to provide any formal recommendation on the reappointment of current members, appointment of new members and the appointment of the Chair to the City Council.
2. Individual Commission members with expiring terms may personally communicate

their desires for continued Planning Commission service to the City Council.

3. The Planning Commission suggests that the City Council consider the following criteria in evaluating the reappointment of current Commission members or considering new appointments to the Commission:
 - a. Awareness of the time demanded for the position and the ability to regularly attend meetings.
 - b. Concern for the future of the City.
 - c. Ability to be objective and balance immediate concerns of developers and citizens with broad City development objectives.
 - d. Possess no narrow special interests that could produce potential conflict of interest during general planning or development review activities.
 - e. Ability to function under pressure and make potentially unpopular decisions.
4. The Planning Commission chooses to not formally evaluate their peers when the City Council may be considering the reappointment of current members. However, if the City Council has any specific concerns about the performance of existing Commission members being considered for reappointment, the Commission suggests that the Chair be contacted about any concerns first. Other Commission members would also be willing to discuss any concerns if deemed necessary by the City Council.
5. In considering the appointment of the Planning Commission Chair, the Commission suggests the City Council should feel free to contact individual Commission members about their personal preferences concerning the Chair appointment.

Considered and approved this 19th day of January, 2012.

PLANNING COMMISSION
CITY OF COON RAPIDS, MINNESOTA