

RULES OF CONDUCT PLANNING COMMISSION MEETINGS & PUBLIC HEARINGS

PURPOSE:

The purpose of these rules is to set a standard of conduct and to guide the Planning Commission and the citizens we serve in the processing of public hearings and the meeting's agenda.

RULES OF CONDUCT

All attendees of Planning Commission meetings are subject to these rules of conduct under the authority of the Planning Commission as expressed in Minnesota Statutes and/or Roberts Rules of Order.

1. The Chair of the Planning Commission conducts the meeting and exercises authority to:
 - a. assure compliance with the meeting's agenda; and
 - b. ensure orderly and civil conduct by all present.
2. If the Chair is uncertain as to how a member has voted, he or she may require a roll call vote.
3. Citizens are invited to participate in the meeting by:
 - a. observing the proceedings in a manner that does not disrupt the conduct of the meeting or interfere with the ability of others to observe the meeting; and
 - b. when called for through public notice, offering comments during public hearings on specific topics or proposals.

PUBLIC HEARING PARTICIPATION

Public Hearings offer the public the opportunity to express their views and opinions about specific topics or proposals before the Commission. Participation in Public Hearings shall be subject to the following conditions:

1. Participants shall identify themselves by name and address prior to offering comment. A sign-up sheet will be available for those persons wishing to offer comment.
2. Comments and observations shall be directed to the Planning Commission and not the audience.
3. Such comments shall be limited to three (3) minutes; extensions may be granted at the discretion of the Chair.
4. At no time will anyone present be allowed to confront the applicant or members of the Planning Commission with derogatory language or in an unprofessional manner. The Chair shall have the discretion to require a person to leave the hearing if this occurs.

CONDUCT OF HEARINGS

The Chair of the Commission shall serve as the hearing officer conducting the hearing. All public hearings shall be conducted in a civil and orderly manner as follows:

1. The Chair shall identify him/herself as the hearing officer and review the above Public Hearing Participation conditions with the audience. The order of business for a public hearing is then directed by the Chair as follows:
 - a. The Chair shall open the hearing; identify the time; state the topic/purpose of the hearing; instruct the Planning Commission members and others present representing the County to introduce themselves; and instruct the applicant and representative agents thereof to introduce themselves.
 - b. The Zoning Administrator or other designated County representative shall present any relevant staff report;
 - c. The applicant or applicant's agent shall present his/her case including any witnesses and/or factual evidence;
 - d. Interested persons shall be invited to individually address the Commission and provide comment and observation about the particular proposal in accordance with the Public Hearing Participation Conditions;
 - e. the applicant or applicant's agent shall be invited to present additional facts specific to information raised by interested persons;
 - f. interested persons having earlier testified shall be allowed an opportunity to rebut any such additional facts or information presented by the applicant.
2. After all new facts and information have been brought forth, the Chair shall identify the time and cause the hearing to be closed. Interested persons shall not be heard again unless the hearing is reopened and unless all interested parties shall be allowed to be heard again;
3. Upon completion of the hearing on each case the Chair shall advise attendees of the Commission deliberation phase of the proposal under Old or New Business.

ADOPTION:

Adopted by majority vote of the Commission the 1st day of February, 2011, and may be modified upon majority vote at any regular or special Planning Commission meeting.