



CITY HALL

207 Lafayette Street
P.O. Box 378
Winona, MN 55987-0378
FAX: 507/457-8212

April 20, 2016

Planning Commissioners
Winona, Minnesota 55987

Dear Commissioner:

The next meeting of the Planning Commission will be held on **Monday, April 25, 2016, at 4:30 p.m. in the Wenonah Room** of the Winona City Hall.

1. Call to Order
2. Minutes – April 11, 2016
3. Discussion – Development Code Update (Reference Attached)
4. Discussion/Action – Proposed Commission Resolution – Sidewalks in Commercial Areas (Reference Attached)
5. Discuss Process to Elect a Commission Vice Chair
6. Other Business
7. Future Action Items
8. Adjournment

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Moeller".

Mark Moeller
City Planner

PLANNING COMMISSION MINUTES

DATE: April 11, 2016

TIME: 4:30 p.m.

PRESENT: Vice Chair Hahn, Commissioners Boettcher, Buelow, Ballard, M. Olson, and Shortridge

ABSENT: Commissioners L. Olson and Porter

STAFF PRESENT: City Planner Carlos Espinosa

The meeting was called to order at 4:30 p.m. by Vice Chair Hahn.

Approval of Minutes – March 28, 2016

The minutes for March 28, 2016 were approved without changes upon motion by Commissioner M. Olson and second by Commissioner Shortridge. All present voted aye.

Site Plan Review – 919 Shives Road

Vice Chair Hahn asked Mr. Espinosa to review the staff report. Mr. Espinosa summarized the item and noted that a revised site plan had been submitted which includes a sidewalk along Frontenac Drive and painted crosswalks between the buildings in the development. In consideration of these additions and the responses provided by the developer to staff's review of the original plan, Mr. Espinosa stated that staff has determined that the project is consistent with applicable provisions of City Code.

Following a brief discussion, Commissioner Boettcher made a motion to approve the revised plans as submitted. The motion was seconded by Commissioner Buelow and approved unanimously.

Other Business

Mr. Espinosa notified the Commission that Chairperson Davis had resigned from the Commission due to scheduling conflicts. As such, chair duties would fall to Vice Chair Hahn. Mr. Hahn stated that he was comfortable assuming the chair position until a new chair is elected.

Mr. Espinosa noted that the Mayor is currently reviewing applications for people to fill Ms. Davis's spot on the Commission.

The consensus of the Commission was to discuss options for filling the Vice Chair position at the next meeting.

PLANNING COMMISSION MEETING MINUTES

APRIL 11, 2016

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Next, Commissioner M. Olson asked how the Commission could encourage that the sidewalk constructed at 919 Shives Road be connected to the existing sidewalk on Mankato Avenue. Mr. Espinosa responded that he could draft a resolution for the next Commission meeting.

Commissioner M. Olson and other Commissioners also voiced support for adding sidewalks in other commercial areas of the City. Mr. Espinosa stated that he could add this to the resolution.

Commissioner M. Olson asked what the next steps would be for the resolution after adoption. City Manager Steve Sarvi, who was in the audience, stated that the resolution would go to the City Council.

The consensus of the Commission was for staff to draft a resolution as discussed for consideration at the next meeting.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 4:55 p.m.

Carlos Espinosa
City Planner

PLANNING COMMISSION

AGENDA ITEM: 3. Discussion – Development Code Update (Reference Attached)

PREPARED BY: Carlos Espinosa

DATE: April 25, 2016

As part of the Development Code Update, this meeting will be focused on the Zoning Districts portion of the new Unified Development Code, including potential new mixed-use zoning districts, new use tables (principal and accessory uses), and form-based design standards.

Attachments

MEMORANDUM

Hoisington Koegler Group Inc.



TO: Winona Planning Commission

FROM: Jeff Miller, HKGi
Rita Trapp, HKGi

SUBJECT: Development Code Update Project – April 25th PC Meeting

DATE: April 20, 2016

CC: Mark Moeller, City Planner
Carlos Espinosa, City Planner

Greetings –

Our meeting with you on Monday, April 25th, will be focused on the Zoning Districts portion of the new Unified Development Code, including potential new mixed-use zoning districts, new uses tables (principal and accessory uses), and form-based design standards.

We will be presenting three potential new mixed-use zoning districts that are intended to align with the mixed-use land use designations of the Comprehensive Plan. These three zoning districts are Downtown Mixed Use (MU-DT), Downtown Fringe (MU-F), and Neighborhood Commercial (MU-N). Based on the Future Land Use Plan in the Comprehensive Plan, existing uses, and current zoning district boundaries, we will present draft boundaries for these new zoning districts. Two maps are attached which show these draft zoning district boundaries. One map has the current zoning districts as a base, while the other map has existing uses as a base. Please come prepared to discuss these draft district boundaries and any suggested changes. We will bring a large map that we can write on to show potential changes to the draft district boundaries.

We will also be presenting a new draft Principal Uses Table and Accessory Uses Table, including permitted, permitted with standards, and conditional uses by zoning district. The two tables are attached. Please note that the three potential new mixed-use zoning districts have been added to these tables: MU-DT, MU-F, and MU-N. We will bring a large scale version of this table that you can provide your input on, so please come prepared to ask questions and give your input.

Finally, we will present draft form-based design standards for the downtown mixed-use districts. We will bring these draft standards to the meeting so that we can explain them and give you a chance to ask questions and give input.

We look forward to discussing all questions, feedback, and ideas on Monday.



**Winona Development Code Update
Meeting with Planning Commission
April 25, 2016**

AGENDA

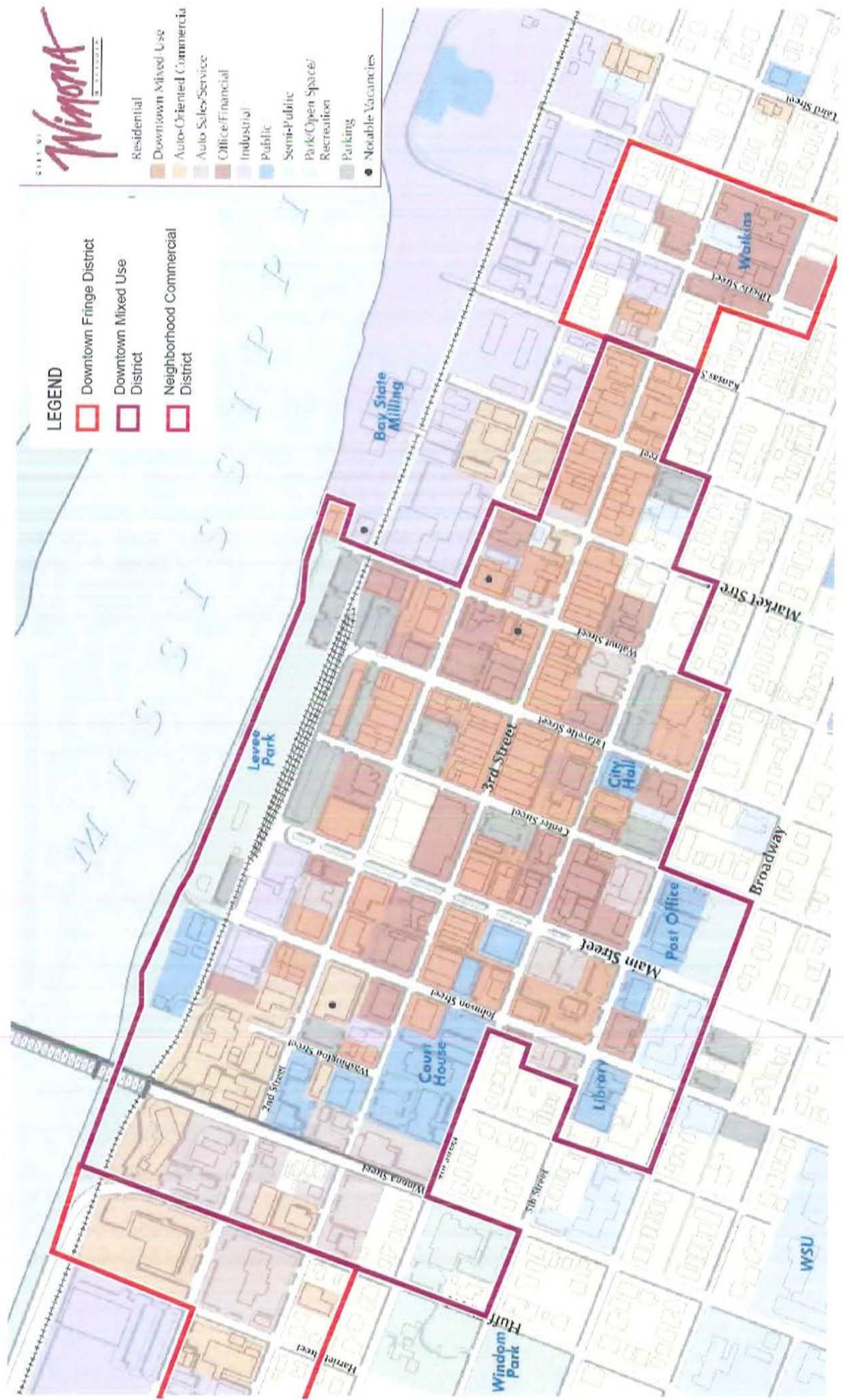
- A. Overview of UDC Format for Zoning Districts Regulations
- B. New Mixed Use Districts Boundaries
 - Downtown district
 - Downtown Fringe district
 - Neighborhood Commercial district
- C. New Uses Tables
 - Principal uses
 - Accessory uses
- D. New Form-Based Design Standards
- E. Next Steps in Development Code Updating Process



LEGEND

- Downtown Fringe District
- Downtown Mixed Use District
- Neighborhood Commercial District

- Residential
- Downtown Mixed Use
- Auto-Oriented Commercial
- Auto Sales/Service
- Office/Financial
- Industrial
- Public
- Semi-Public
- Park/Open Space/Recreation
- Parking
- Notable Vacancies



DRAFT Principal Uses Summary Table DRAFT

P = Permitted PS = Permitted with Standards C = Conditional Blank Cell = Prohibited

USE TYPE	RESIDENTIAL			MIXED USE			BUSINESS			INDUSTRIAL			CONSERVANCY/AGRICULTURAL				
	R-R	R-S	R-1	R-1.5	R-2	R-3	MU-DT	MU-F	MU-N	B-1	B-2	B-2.5	B-3	M-1	M-2	CONSERVANCY	AG
Residential																	
Household Living																	
Dwelling, single-family	P	P	P	P	P	P			P	PS	PS	PS	PS			C	P
Dwelling, two- to four-family			C	P	P	P			P	PS	PS	PS	PS				
Dwelling, attached townhouse or rowhouse			C	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				
Dwelling, apartment low rise (2-4 floors)				C	C	P	P	P	P	PS	PS	PS	PS				
Dwelling, apartment high rise (5-6 floors)							P	P	P	PS	PS	PS	PS				
Dwelling, apartment mixed use (2 to 6 floors)							P	P	P	PS	PS	PS	PS				
Manufactured home park			C	C	C	C	C	C	C								
Dwelling, conversion to two-, three-, and four-family			C	P	P	P			P	PS	PS	PS	PS				
Group Living																	
Roominghouse (3 or greater units)							C	C	C	C	C	C	C				
Residential care, licensed in-home (6 or fewer persons)	P	P	P	P	P	P	P	P	P	P	P	P	P				P
Residential care, licensed in-home (7 or more persons)				P	P	P	P	P	P	P	P	P	P				
Assisted living facilities				C	P	C	C	C	C	P	P	P	P				
Long-term or transitional care facilities				C	P	C	C	C	C	P	P	P	P				
Lodging																	
Residential retreat center, non-owner occupied tourist homes	C	C	C	C	C	PS	C	C	C	PS	PS	PS	PS				C
Bed and breakfast, owner-occupied tourist homes																	
< 3 rooms	C	C	C	C	C	PS	C	C	C	PS	PS	PS	PS				C
< 4 rooms			C	C	C	PS	C	C	C	PS	PS	PS	PS				C
< 6 rooms						C	PS	C	C	PS	PS	PS	PS				
any number of rooms						C	PS	C	C	PS	PS	PS	PS				
Motel, motor hotel						C	PS	C	C	PS	PS	PS	PS				
Hotel									P	P	C	PS	PS	PS	PS		
Public and Institutional																	
Hospitals						C				C	C	C	C				
Emergency service facilities	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				PS
School, nursery or preschool	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				PS
School, elementary or secondary	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				PS
School, college or university	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				PS
School, trade or business	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				
Parking, structural or non-structural							C	C	C	P	P	P	P				
Municipal, county, state, and federal administrative buildings	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				PS
Clubs, fraternities, lodges, other organization meeting places			C	C	C	C	C	C	C	C	C	C	C				PS
Religious facilities	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				PS

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USE TYPE	RESIDENTIAL			MIXED USE			BUSINESS			INDUSTRIAL			CONSERVANCY/AGRICULTURAL			
	R-R	R-1	R-1.5	R-2	R-3	MU-DT	MU-F	MU-N	B-1	B-2	B-2.5	B-3	M-1	M-2	CONSERVANCY	AG
Commercial																
Food, Beverage, and Indoor Entertainment																
Restaurant						P	P	P	P	P	P	P	PS	PS		
Restaurant, drive-in									C	PS	PS	PS	PS	PS		
Restaurant, drive-through						C	PS	C	C	PS	PS	PS	PS	PS		
Bar, cocktail lounge, and night club						P	P	C	C	P	P	P	PS	PS		
Brewpub						P	P	C	C	P	P	P	P	P		
Conference or convention center						C	C		C	C	C	C	C	C		
Theater						PS	PS	C	C	PS	PS	PS	PS	PS		
Public recreation facility, indoor				PS	PS	PS	PS	PS	PS	PS	P	P	P	P		
Commercial recreation or entertainment facility, indoor						PS	PS			PS	PS	PS	PS	PS		
Adult use establishment													PS	PS		
Retail Sales																
Grocery, food, or beverage store						P	P	P	P	P	P	P	P	P		
Pharmacy or convenience store						P	P	P	P	P	P	P	P	P		
Heavy consumer goods store						C	P	P	P	P	P	P	P	P		
Retail store, not listed						P	P	P	P	P	P	P	P	P		
Automotive fuel station						C	C	C	PS	PS	PS	PS	PS	PS		
Vehicle sales and leasing									PS	PS	PS	PS	PS	PS		
Billboards or outdoor advertising, off-premise sign						C	C									
Personal Services																
Personal service and repair business						P	P	P	P	P	P	P	P	P		
Day care facility						P	P	P	P	P	P	P	P	P		
Laundry, clothes cleaning, or dyeing establishments									P	P	P	P	P	P		
Animal hospital/veterinary clinic						C	C					PS	PS	PS		
Kennel																
Clinic																PS
Funeral home or mortuary						P	P	P	P	P	P	P	P	P		
Automotive service and minor repair garage						C			C	C	C	P	P	P		
Automotive repair garage, body and fender shop, paint shop						C	PS	C	PS	PS	PS	PS	PS	PS		
Bank, including drive-up facilities							PS		PS	PS	PS	PS	PS	PS		
Self-storage or commercial storage facility						C	PS	C		PS	PS	P	P	P		
Business and Technical Services																
Business, professional, and administrative offices						C	P	P	P	P	P	P	P	P		
Research and scientific laboratories							C	C	PS	PS	PS	PS	PS	PS		
Studio, commercial art and performance							C	C	C	P	P	P	P	P		
Studio, visual and sound production							C	C	C	P	P	P	P	P		

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USE TYPE	RESIDENTIAL			MIXED USE				BUSINESS			INDUSTRIAL			CONSERVANCY/AGRICULTURAL			
	R-R	R-S	R-1	R-1.5	R-2	R-3	MU-DT	MU-F	MU-N	B-1	B-2	B-2.5	B-3		M-1	M-2	CONSERVANCY
Manufacturing																	
Building and Lumber Yards							C						PS	PS	PS		
Breweries, Large																	
Breweries, Small							C						PS	PS	PS		
Contractor Yards							C						PS	PS	PS		
Crematory																	
Farm winery																	C
Microdistillery																	C
Manufacturing, Light							C	C					PS	PS	P		
Manufacturing, Heavy																	
Meat packing, stockyards or slaughterhouses																	
Newspaper printing and publishing							C	C					P	P	P		
Scrap/salvage yard																	
Silica sand processing facilities																	
Warehouses																	
Wholesale businesses							C	C					P	P	P		
Recreation & Open Space																	
Active Park, Playground, or Playfield	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Campground																	
Golf Course	C	C	C	C	C	C											
Marina	P	P	P	P	P	P											
Passive Park, Open Space, or Natural Area	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Preserves, sanctuaries, or historic areas																	
Commercial recreation, outdoor							C	C					PS	PS	PS		
Public recreation, outdoor													PS	PS	PS		
Natural Resources & Agricultural																	
Agriculture - Raising of Crops	PS																
Agriculture - Raising of Livestock	PS																
Commercial greenhouse, nursery, tree farm, or orchard													C	C	C	PS	PS
Community garden	PS	PS	PS	PS	PS	PS	PS	PS	PS								
Extraction pits																	
Private stable																	
Timber harvesting																	
Land alterations when not incidental to construction of a permitted use	C	C	C	C	C	C											

DRAFT Principal Uses Summary Table DRAFT

USE TYPE	P = Permitted			PS = Permitted with Standards					C = Conditional			Blank Cell = Prohibited					
	R-R	R-S	R-1	R-1.5	R-2	R-3	MU-DT	MU-F	MU-N	B-1	B-2	B-2.5	B-3	M-1	M-2	CONSERVANCY	CONSERVANCY / AGRICULTURAL
Utilities & Transportation																	
Airport																	
Essential services	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Public/utility maintenance facility																	
Railroad yard and freight station																	
Regional utility lines and towers (pipelines, power transmission lines, commercial radio, television and communication towers)	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		C
Water or sewer treatment facility																	
Solar or wind farm																	
Electric or heat generation plant																	
Transfer stations																	
Transportation facilities used to ship silica sand																	

DRAFT Accessory Uses Summary Table DRAFT

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Use Type	RESIDENTIAL					MIXED USE					BUSINESS					INDUSTRIAL			CONSERVANCY/AGRICULTURAL
	R-R	R-S	R-1	R-1.5	R-2	R-3	MU-DT	MU-F	MU-N	B-1	B-2	B-2.5	B-3	M-1	M-2	C-1	AG		
Accessory Buildings	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
Accessory Dwelling Unit	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				
Agriculture temporary or seasonal roadside stands										P	P	P	P	P	P		P		
Any building or structure relating to permitted agricultural activities	PS																PS		
Billboards and Outdoor Advertising																			
Detached heating systems	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		
Essential services	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		
In-home family or group daycare	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		
Home occupation	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		
Land alteration when incidental to construction of a permitted use	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		
Noncommercial garden and household pets not including fowl or farm animals	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				
Noncommercial radio and television antenna	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		
Outdoor dining area																			
Outdoor sales/display																			
Rooming unit, the keeping of not more than 2 roomers or boarders by a resident family	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P		
Signs	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				
Small-scale wind energy turbines	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				
Solar panel	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS				
Structural or nonstructural parking facilities	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		
Structural or nonstructural parking facilities exclusively for the use of the permitted use	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P		
Swimming pools, exclusively for the use of residents and their guests	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		
Wireless antennas attached to existing structures	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS		

PLANNING COMMISSION

AGENDA ITEM: 4. Discussion/Action – Proposed Commission Resolution –
Sidewalks in Commercial Areas

PREPARED BY: Carlos Espinosa

DATE: April 25, 2016

At the last meeting, Planning Commission members requested staff assemble a resolution recommending that a connection be made between the existing sidewalk at the northeast corner of Mankato Avenue and Frontenac Drive and the sidewalk approved as part of the VEH Frontenac LLC site plan for 919 Shives Road. Commissioners also asked that the resolution recommend studying the addition of sidewalks in other commercial areas of the City. In accordance, Commissioners are asked to review the attached resolution. Should Commissioners concur with the resolution, a motion to approve it would be in order.

Attachment

**CITY OF WINONA, MINNESOTA
PLANNING COMMISSION RESOLUTION 16-1**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WINONA,
MINNESOTA RECOMMENDING CONSTRUCTION OF A SIDEWALK ALONG THE
NORTH SIDE OF FRONTENAC DRIVE CONNECTING 919 SHIVES ROAD TO THE
EXISTING SIDEWALK ON THE EAST SIDE OF MANKATO AVENUE AND
SUPPORTING THE ADDITION OF SIDEWALKS IN OTHER COMMERCIAL AREAS
OF THE CITY OF WINONA**

WHEREAS, during review of site plan #761 related to a new retail center located at 919 Shives Road, the developer (VEH Frontenac LLC) agreed to construct a sidewalk along the north side of Frontenac Drive; and

WHEREAS, the City of Winona Planning Commission approved the site plan including the sidewalk on April 12, 2016; and

WHEREAS, once installed, there will be a gap in the sidewalk network between the approved development and the existing sidewalk at the northeast corner of Mankato and Frontenac Drive; and

WHEREAS, the Transportation Plan in City of Winona 2007 Comprehensive Plan contains the following:

- Goal #4: Non-motorized transportation: Establish a safe and efficient non-motorized transportation system that accesses all parts of Winona and the regional trails network.
 - Objective 1: Expand the City's network of sidewalks and crosswalks in order to provide comfortable and safe pedestrian access throughout Winona.

NOW, THEREFORE, BE IT RESOLVED THAT THE PLANNING COMMISSION OF THE CITY OF WINONA, MINNESOTA, RECOMMENDS THE FOLLOWING:

1. A connection should be made between the existing sidewalk at the northeast corner of Mankato Avenue and Frontenac Drive and the sidewalk approved in site plan # 761.
2. Other commercial locations in the City of Winona should be studied for the potential inclusion of sidewalks in the public right-of-way in accordance with the direction given by the 2007 Comprehensive Plan.

Passed by the Planning Commission of the City of Winona, Minnesota this 25th day of April, 2016.

VOTE: ___ HAHN ___ BOETTCHER ___ BALLARD ___ BUELOW ___ L. OLSON
___ M. OLSON ___ PORTER ___ SHORTRIDGE.

ATTEST:

Secretary

Chair

PLANNING COMMISSION

AGENDA ITEM: 5. Discuss Process to Elect a Commission Vice Chair

PREPARED BY: Carlos Espinosa

DATE: April 25, 2016

At the last meeting, Vice Chair Hahn stated that he was comfortable assuming the Chair position until a new Chair and Vice Chair are elected this September/October. As such, there is a vacancy in the Vice Chair position. Commissioners should discuss the desired process to elect a new Vice Chair.

One option is to follow the lead in the bylaws and appoint a nominating committee. The committee would then make a recommendation and the Vice Chair would be elected by the Commission.

The Commission's bylaws are attached for reference.

**BYLAWS OF
CITY PLANNING COMMISSION
WINONA, MINNESOTA**

The following rules of procedure are hereby adopted by the City Planning Commission in order to facilitate the performance of its duties, and the exercising of its function, as a Commission created under Section 2.02 of the City Home Rule Charter and City Code Chapter 41.

Section 1. COMMISSION MEETINGS.

- (A) Time. Unless otherwise noted, regular meetings of the Commission will be held on the second and fourth Monday of each month at 4:30 p.m. When the regular meeting day falls on a legal holiday, no meeting shall be held and Commission business shall be carried to the next regularly scheduled meeting.
- (B) Each meeting of the Commission shall convene at the time and place appointed. All public hearings shall commence at the advertised time.
- (C) Commission business shall be conducted in the order of the prepared agenda, unless an alteration is approved by a majority of the Commission. The prepared agenda may also be altered by the presiding officer to accommodate the advertised time of the public hearing.
- (D) Unless otherwise agreed to by a majority of those Commissioners present, no new agenda item will be commenced later than 7:00 p.m.
- (E) If all business has not been completed, the meeting may be adjourned to another date and time following notice.
- (F) Quorum. Five Planning Commission members shall constitute a quorum for the transaction of business. Whenever a quorum is not available, no official action may be taken, and the Chair may adjourn the meeting to a future date and time, following notice.
- (G) Place. Regular meetings will be held in City Hall.
- (H) Vote. Unless otherwise requested by the Chair, voting shall be by voice. All members shall have his or her vote recorded. Official action may be taken upon a vote of a majority in attendance.
- (I) Special Meetings. A special meeting may be called by the Chair, two or more Commission members, or by the Secretary, following consultation with the Chair.

Section 2. ORGANIZATION.

- 2.1 Election of Officers. At the first regular meeting in September of

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each year, the Chair shall appoint a nominating committee of three Commission members who will present a slate of officers for the positions of Chair and Vice-Chair. The election of officers will be held at the first regular meeting in October.

- 2.2 Tenure. The Chair and Vice-Chair shall take office immediately following their election and shall hold office until their successors assume office.
- 2.3 Duties. The Chair or in his/her absence, the Vice-Chair shall preside at meetings, appoint committees, and perform such other duties as may be requested by the Commission. The Chair shall not move for action or second a motion, but shall have all voting privileges of any Commission member.
- 2.4 Secretary. The City Planner shall serve as secretary to the Commission. The secretary shall be responsible for providing clerical and technical services to the Planning Commission. All official records of the Commission shall be kept in the City Department of Community Development Office.

Section 3. PROCEDURE.

- 3.1 Parliamentary Procedure. Parliamentary procedure, governed by Roberts Rules of Order Revised, shall be followed at all meetings.
- 3.2 Hearing Procedure. When hearings, pertaining to any issue, are required, the Commission shall be guided by the following procedure:
 - A. Chair shall state the case to be heard.
 - B. Chair shall ask the applicant to present his/her case.
 - C. Chair shall call on the City Planner, or his representative, to present staff comments.
 - D. The hearing shall be opened and interested persons, upon giving their name and address, are invited to speak to the Commission. Following recognition by the Chair, Commission members may ask questions of persons addressing the Commission in order to clarify facts. Any statement by a member, other than to question, may be ruled out of order.
 - E. After all new facts and information have been brought forth, the hearing shall be closed, and interested persons shall not be heard again unless the hearing is reopened and unless all interested parties shall be allowed to be heard again. Upon completion of the hearing, the Commission shall discuss the item at hand and render a decision or recommendation.

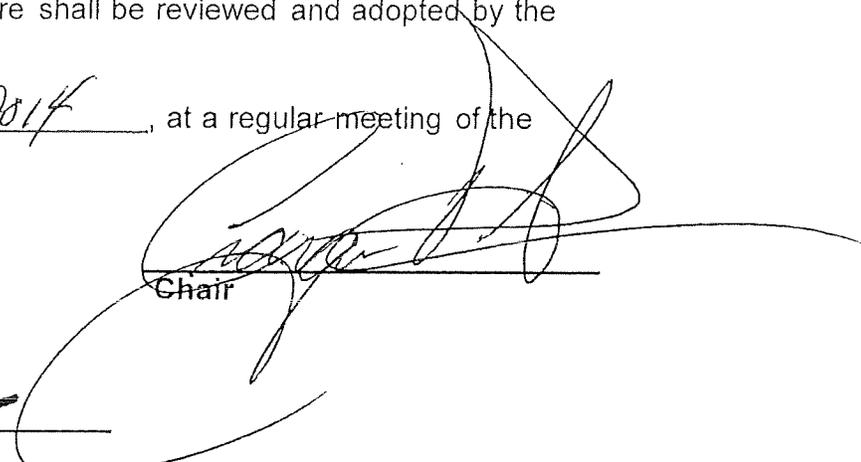
PLANNING COMMISSION BYLAWS
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F. The Chair shall have the responsibility to inform all parties of their rights to appeal on any decision or recommendation which has been rendered by the Planning Commission.

Section 4. MISCELLANEOUS.

- 4.1 Suspension of Rules. The Commission may suspend any of these rules by a unanimous vote of those members present.
- 4.2 Amendments. These rules may be amended at any regular or special meeting by a majority of the members of the Commission.
- 4.3 Review. At the first January meeting of each year, these rules of procedure shall be reviewed and adopted by the Commission.

Adopted March 10, 2014, at a regular meeting of the Commission.


Chair

Attested by:


Secretary