

City of Falcon Heights Planning Commission

City Hall
2077 Larpenteur Avenue West

Tuesday, January 28, 2020
7:00 p.m.

A G E N D A

A. CALL TO ORDER: 7:00 p.m.

B. ROLL CALL: John Larkin _____ Tom Williams _____
 Matthew Kotelnicki _____ Scott Wilson _____
 Joel Gerich _____ VACANT
 VACANT
 Council Liaison Gustafson _____ Staff Liaison Markon _____

C. APPROVAL OF MINUTES - October 22, 2019

D. PUBLIC HEARING

1. Consider changes to Chapter 54 regarding vegetation regulations

E. AGENDA

1. Election of Officers for 2020
2. Approval of Standing Rules

F. INFORMATION AND ANNOUNCEMENTS

1. 2020 Planning Schedule

G. ADJOURN

Next meeting: February 25, 2020

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

**City of Falcon Heights
City Hall
2077 Larpenteur Avenue West**

**Minutes
Planning Commission Meeting
Tuesday, October 22, 2019
7:00 PM**

A. CALL TO ORDER: The meeting was called to order by John Larkin at 7:00 PM.

B. ROLL CALL:

Present: Larkin, Williams, Stemper, Gerich, Wilson

Absent: Kotelnicki

Staff Liaison Present: Markon

Council Liaison Absent: Harris

C. APPROVAL OF MINUTES: July 23, 2019

The minutes were approved as presented by unanimous consent.

D. AGENDA

No agenda items were presented and no questions or comments were heard from the floor.

E. INFORMATION AND ANNOUNCEMENTS

1. An announcement was made by Larkin that an Amber Union PUD amendment would be presented to the City Council at the October 23rd meeting. Buhl GTA, LP had several grant application and planning issues that needed to be approved and completed by the end of the month. Larkin mentioned that it would be worth it for the Planning Commission members to attend the City Council meeting. Buhl GTA would announce at that time the changes to the PUD, including the need for additional apartments, for the approval of the City Council.

2. Also, an Environmental Commission member in attendance agreed to present changes to the FH Code during the Workshop that follows the Planning Commission meeting.

F. ADJOURN

Adjourned at 7:05 PM.

G. WORKSHOP

1. Vacant building ordinance

Community Development Coordinator Justin Markon described the current and proposed Vacant Building Ordinance, including definitions and various options, in a Workshop format. A discussion of a Vacant Building Ordinance as well as changes to the FH Code took place between Planning Commission members.



The City That Soars!

REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date	January 28, 2020
Agenda Item	Public Hearing D1
Attachment	See below
Submitted By	Justin Markon, Community Development Coordinator

Item	Public Hearing to consider changes to City Code Chapter 54 regarding vegetation regulations.
Description	<p>For most of 2019, the Environment Commission explored an Ordinance that would change the regulations regarding vegetation on private property, what is being called a native landscaping ordinance. A sub-committee of the Environment Commission presented to the Planning Commission at the September and October 2019 meetings. The draft Ordinance has been available on the city’s website since mid-December for public comments. We have received 57 responses on the website, and 51 people indicated “I like the proposed changes.”, for a support rate of 89%.</p> <p>Currently, landscaping in the zoning code is brief and vague. In the blight section of the code, any grass over six inches should be cut down, which the city does enforce. In reality, many properties have existing violations of the current code for simple gardens. The Environment Commission’s proposal seeks to clear up the definitions and allowable landscape uses while also promoting the policies and goals set in the 2040 Comprehensive Plan. A summary of the Comp Plan language is below.</p> <p><i>2040 Comprehensive Plan remarks on landscaping</i></p> <p>Housing Goals</p> <p>4. Promote the following practices:</p> <p style="padding-left: 40px;">f. Reduce irrigation and water usage for turf grass</p> <p>Housing Policies</p> <p>2. Develop an ordinance to allow alternative turf grass/ground covers.</p> <p>General Land Use Policies</p> <p>13. Encourage landscaping practices that reduce water consumption and minimize runoff.</p>

	<p>Also included in the Ordinance are changes to the regulations for public property specifically providing the city administrator with duties on how to manage boulevard trees. In 2018, the City Council approved some changes to this Chapter but the changes noted in Section 1 of the Ordinance provide further clarification.</p> <p>City staff plan to reach out to local partners after the Ordinance is adopted to provide residents with information and guidance on planting natives on their property. Resources will also be available in City Hall and on the City's website.</p>
Budget Impact	No impact
Attachment(s)	<ul style="list-style-type: none">• Draft Ordinance• Landscape diagram
Action(s) Requested	Staff recommend holding a Public Hearing and recommending approval of changes to City Code Chapter 54.

ORDINANCE NO. 20-XX

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING CHAPTER 54
OF THE FALCON HEIGHTS CITY CODE**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1 Section 54-37 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~striketrough~~.

Sec. 54-37 – Regulations for public property

(a) *Planting.*

- (1) No trees, shrubs or herbaceous plant materials, including annual or perennial flowers, may be planted in a public right-of-way except by authorized city personnel.
- (2) No tree shall be planted on a public right-of-way, except to replace a tree that has been removed or that has been identified as a new location for a tree by the city administrator ~~forester~~.
- (3) The city administrator ~~forester~~ shall determine the specific location of any tree to be planted on a public right-of-way.
- (4) Any tree to be planted on a public right-of-way must be of cultivated nursery stock, and must be at least 1½ inches in diameter, measured at a point two feet above the ground.
- (5) Any tree to be planted on a public right-of-way must be planted in soil adequate to insure growth, in accordance with standards set by the forester.

(b) *Maintenance of trees.*

- (1) Public trees will be trimmed according to a schedule established by the forester and approved by the city administrator ~~council~~.
- (2) Only persons authorized by the city administrator ~~forester~~ may trim boulevard trees.
- (3) The forester may chemically vaccinate boulevard trees against disease whenever necessary.

(c) *Removal of trees.*

- (1) The city administrator ~~forester~~ has sole authority to order removal of any tree on a public right-of-way.
- (2) Trees will be removed by city staff or contracted firms.

(d) *Miscellaneous.* No person shall:

- (1) Damage, cut, trim, carve, kill or injure any tree or plant on public property;

- (2) Attach any rope, wire or other contrivance to any tree or plant on public property unless authorized by the forester;
- (3) In any way injure or impair the natural beauty or usefulness of any area of public property; nor
- (4) Cause or permit any wire charged with electricity or any harmful gaseous, liquid or solid substances to come into contact with any tree or plant on public property.

(e) Care and maintenance of boulevards and adjacent property

Owners of property abutting the right-of-way of a public street or alley shall properly maintain the grass on the property and on the public right-of-way to the curblin or traveled portion of the street or alley. Proper maintenance shall include sodding, planting, mowing or weed abatement whenever necessary.

SECTION 2 Section 54-38 is amended as follows. Additions are shown with an underline, and deletions are shown with a ~~striketrough~~.

Sec. 54-38 – Regulations for private property

- (a) Purpose and application. It is the purpose of this section to prohibit the uncontrolled growth of vegetation, while permitting the planting and maintenance of landscaping which promotes resiliency, diversity and a richness to the quality of life. There are reasonable expectations regarding the proper maintenance of vegetation on any lot or parcel of land. It is in the public's interests to provide standards regarding the maintenance of vegetation because vegetation which is not maintained may threaten public health, safety, order, and may decrease adjacent property values. It is also in the public's interests to encourage diverse landscaping, particularly that which restores native vegetation. Native vegetation requires fewer inputs of water, fertilizers, and herbicides. It also supports pollinators and birds. The city enacts this section to balance these competing interests.
- (b) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Native plants are those grasses (including prairie grasses), sedges (solid, triangular-stemmed plants resembling grasses), rushes, forbs (flowering broadleaf plants), vines, trees and shrubs that are plant species native to the state of Minnesota prior to European settlement.

Noxious weeds are annual, biennial, or perennial plants that the Commissioner of Agriculture designated to be injurious to public health, the environment, public roads, crops, livestock, or other property (Minnesota Noxious Weed Law, Minn. Stat. Sec. 18.75-18.91.

Ornamental plants means grasses, flowering annual, biennial, and perennial plants, shrubs, trees, and vines that may not be native to Minnesota, but are adapted. Ornamental grasses do not include turfgrasses.

Turf grass means commercially available cultured turf grass varieties, including bluegrass, fescue and ryegrass blends, commonly used in regularly cut lawn areas.

Planned landscape area means an area where ornamental plants, or native plants are planted pursuant to a plan.

Rain garden means a shallow excavated depression (typically no more than 18 inches deep) with loosened sub-soils in which ornamental or native plants that are adapted to moist conditions and have deep roots are planted for the purpose of infiltrating and filtering rain water and reducing storm water runoff. Temporary ponding of water in rain gardens typically occurs for no more than 48 hours after rainfall assuming no subsequent rainfall.

Restoration area means an area where native plants are being, or have been, intentionally re-established

Weeds are (i) prohibited noxious weeds or (ii) any volunteer plant, except trees and other woody vegetation, which is not customarily or intentionally planted. For the purposes of this definition, weeds do not include dandelions or clover.

(c) Location of restoration areas and planned landscape areas.

(1) Setback. A restoration area or a planned landscape area must provide the following minimum setbacks:

a. Front lot line, corner side lot line, or rear lot line abutting a street or alley: two feet, and two feet from publicly maintained pavement or sidewalk

b. Interior side lot line or rear lot line not abutting a street or alley: two feet;

provided, however, for the exception in the required side yard or rear yard setback, as shown in section 54-38(c)(2).

(2) Mitigations for reductions in side or rear yard setback. A required interior side yard or rear yard (not abutting a street or alley) setback may be reduced to zero feet if:

a. A fence at least three feet in height is installed on the lot line adjoining the restoration area or planned landscape area; or

b. The restoration area or planned landscape area abuts:

1. A restoration area on any adjoining lot;

2. A public park or open space;

3. A vacant lot;

4. A wetland, pond, lake or stream;

5. Natural area; or

c. The restoration area or planned landscape area is located on slopes equal to, or greater than, three feet horizontal to one foot vertical (3:1).

(d) Maintenance Standards. Every owner of property shall maintain the vegetation growing thereon according to the minimum standards set forth in this subsection:

- (1) The setback area required by section 54-38(c) shall be composed of a soil retention cover such as mulch, regularly mowed turf grasses or groundcovers maintained at six inches or less, native or ornamental plants maintained at ten inches or less, trees or shrubs, or as may be required by the city administrator to protect the soil and aesthetic values on the lot and adjacent property.
- (2) It is unlawful to plant any tree or shrub within five feet of a property lot line abutting a right-of-way of a public street or alley.
- (3) Non-woody vegetation in a planned landscape area shall be cut at least once annually between May 1 and July 15 to a height no greater than 10 inches.
- (4) Properties shall be free of blight and blighting factors, as described in section 22-19.
- (5) Properties shall be free of public nuisances, as described in section 22-47.
- (6) The city may require the owner or occupant who has planted, or has allowed to be planted, native plants or other vegetation within a drainage or utility easement to remove the native plants or other vegetation from the drainage and utility easement at no expense to the city. The city will not be responsible for damage to turfgrass and/or any landscaped areas resulting from public works improvements or snow removal activities within drainage and utility easements.

(e) Trees. Persons responsible for growing any trees, shrubs or other plants on private property must comply with the following regulations:

(1) Planting.

a. It is unlawful to plant any of the following trees:

1. Box elder, *Acer negundo*;
2. Silver maple, *Acer saccharinum*;
3. Female ginkgo, *Ginkgo biloba*;
4. Eastern cottonwood, *Populus deltoides*;
5. Lombardy poplar, *Populus nigra italica*; or
6. Chinese elm, *Ulmus pumila*.

(2) Hazards.

a. Property owners shall prune trees and shrubs so they will not obstruct pedestrian sidewalk traffic, nor obstruct the view of any traffic sign, street, alley, or

intersection. Overhanging portions of trees and shrubs must be pruned to maintain a minimum clearance of eight feet over all sidewalks, and 16 feet over all streets.

- b. Property owners shall remove or trim any trees, plants or shrubs determined by ~~city staff~~ the city administrator to be a public hazard.
 - c. Property owners shall treat or remove any diseased or pest-ridden tree or plant determined by the ~~forester~~ city administrator to be a hazard to other trees or plants in the city.
- (3) *Nuisances declared.* The following are considered public nuisances whenever they may be found within the city:
- a. Any tree infected with the Dutch elm disease fungus (*Ophostoma novo-ulmi*, formerly *Ceratocystis ulmi*), or which harbors any of the elm bark beetles (~~S~~*Scolytus multistratus*, *S. schevyrewi* or ~~H~~*Hylurgopinus rufipes*), or any other pest capable of producing an epidemic; and
 - b. Any dead elm tree or part, including logs, branches, stumps, firewood or other material that contains elm bark.
- (4) *Unlawful storage, transporting and disposing of elm wood.* It is unlawful for any person other than licensed tree services to transport, store or dispose of any bark-bearing elm wood between April 15 and September 1 of each year.
- (5) *Inspection and investigation of nuisances.*
- a. The ~~forester~~ city administrator or duly authorized agents shall inspect all premises as often as practicable, to determine whether any declared public nuisance exists. The ~~forester~~ city administrator or duly authorized agents shall investigate all reported incidents of infection.
 - b. The ~~forester~~ city administrator or duly authorized agents may enter private premises at any reasonable time for the purpose of carrying out any of the duties assigned under this section, as provided in Chapter 15.05 of Department of Agriculture regulations.
- (6) *Abatement of hazards and nuisances on private property.*
- a. *Order procedure.* If the ~~forester~~ city administrator determines that trimming or removal of a tree or plant on private property is necessary to abate a public hazard or nuisance, the city shall serve a written order upon the responsible property owner or occupant to correct the condition.
 - b. *Dutch elm disease.* If Dutch elm disease is found in trees or wood on private property, the ~~forester~~ city administrator shall notify the responsible property owner, ~~and immediately file a written report with the clerk.~~
 - c. *Abatement of disease.* The ~~forester~~ city administrator shall order the removal of any infected tree or wood constituting a nuisance as described in subsection (3) of this

section. Removal and abatement shall be in accordance with the technical opinion of the forester or the Department of Agriculture. Trees impacted by a shade tree pest shall be removed or effectively treated so as to destroy and prevent as fully possible the spread of the shade tree pest.

- d. *Time limit.* The order or notification shall set a time limit for compliance, depending on the urgency of the hazard or nuisance.
- e. *Authority to abate.* If, after notification, the responsible person fails to correct the condition within the time prescribed, the ~~forester, administrator or city clerk~~ city administrator may order city staff or a contracted firm to abate the hazardous or nuisance condition.
- f. *Cost of abatement.* The responsible person shall be billed for the full cost of the abatement plus any additional administrative costs. If the bill is unpaid, the cost shall be certified to the county auditor as a special assessment against the property.

SECTION 3 Section 54-39 is deleted.

SECTION 4 Section 113-373 is deleted.

SECTION 5 This ordinance shall be effective upon its passage and a summary published in the official newspaper.

ADOPTED this 12th day of February, 2020, by the City Council of the City of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

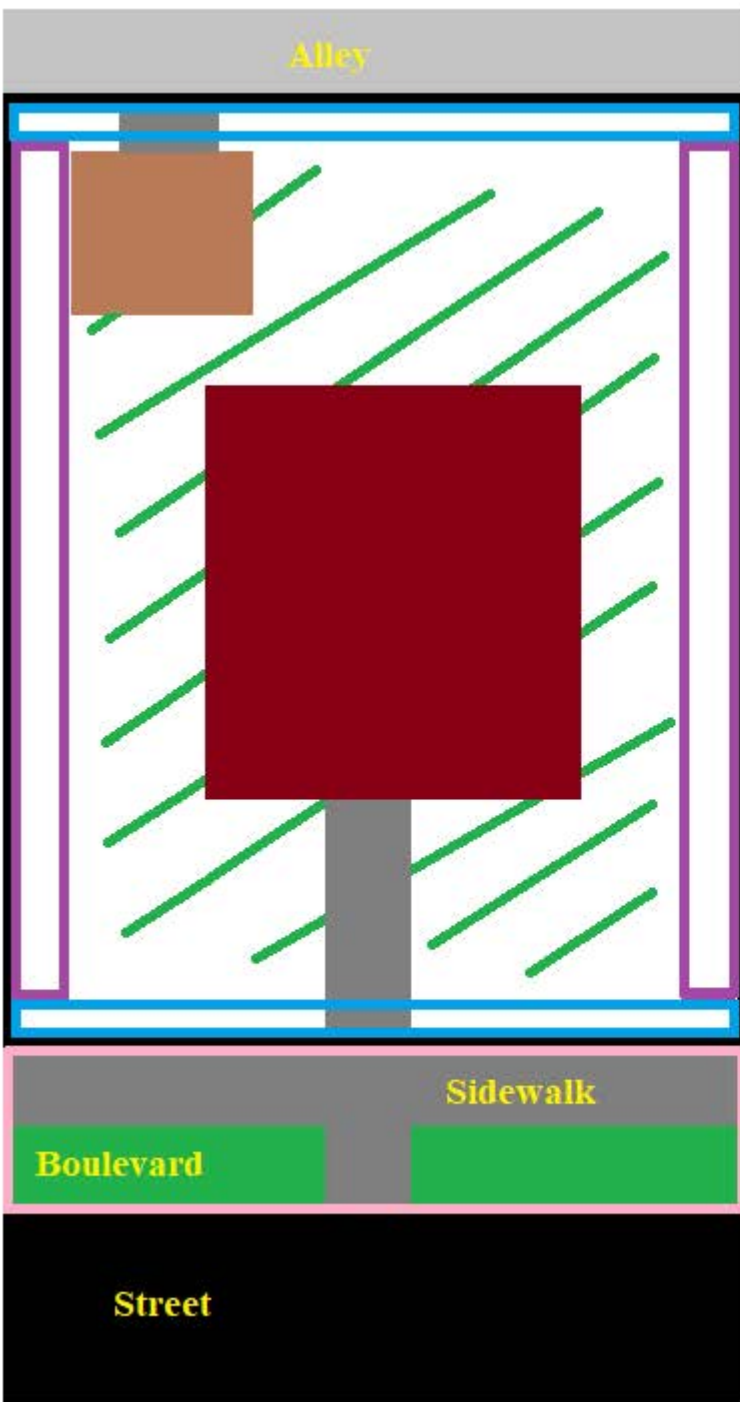
Randall Gustafson
Mayor

GUSTAFSON
LEEHY
MIAZGA
WEHYEE
ANDREWS

____ In Favor
____ Against

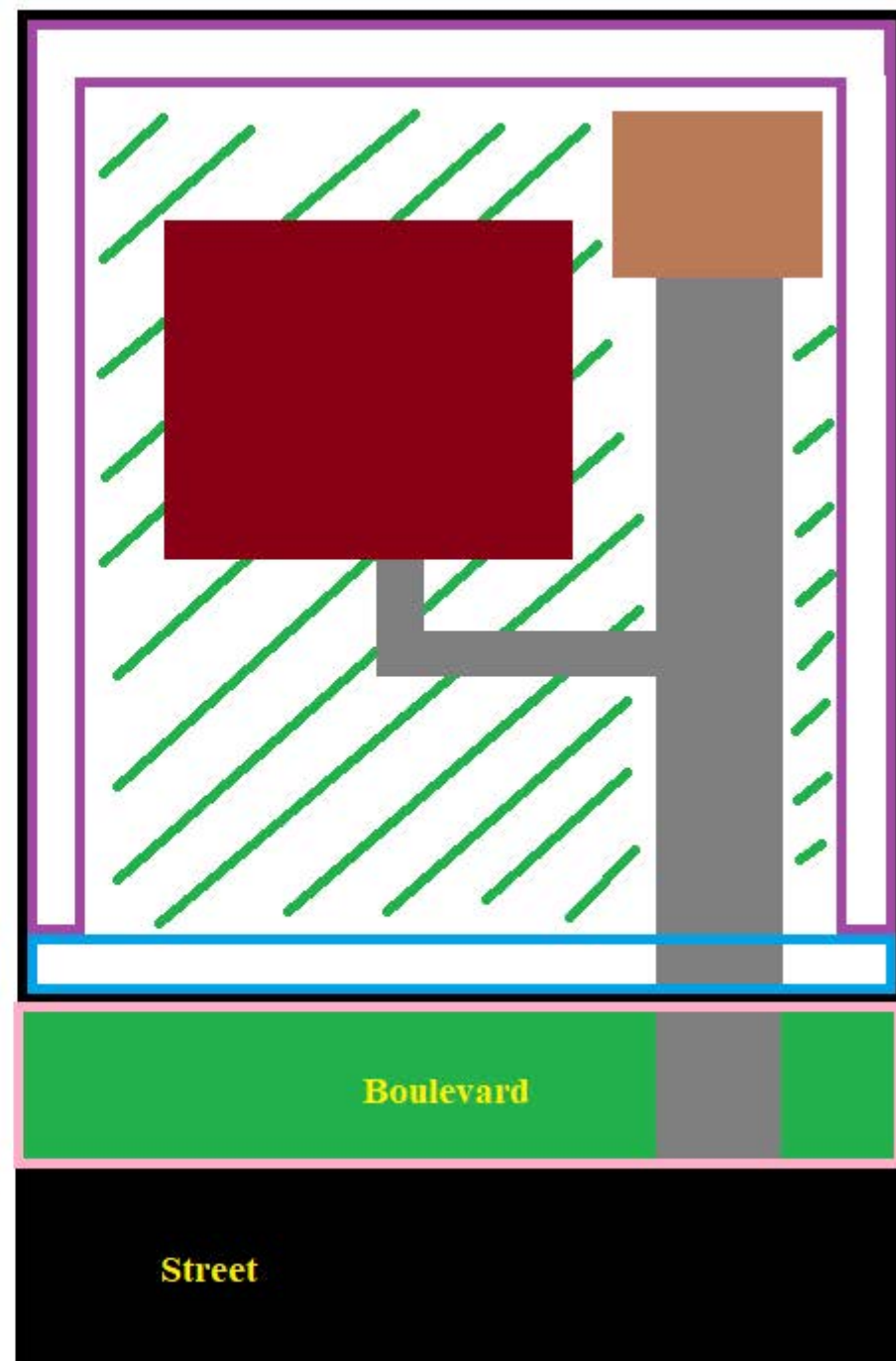
Attested by: _____

Sack Thongvanh
City Administrator



-  Property boundary
-  Public right-of-way
-  ROW setback (2 feet)
-  Yard setback (2 feet)
-  Planned landscape or restoration area

Typical Northhome property



Typical Northeast property



The City That Soars!

REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date	January 28, 2020
Agenda Item	Agenda E1
Attachment	N/A
Submitted By	Justin Markon, Community Development Coordinator

Item	Election of Officers
Description	<p>The Commission must nominate and elect officers for 2020. Historically, most Commissions consist of a Chair, Vice Chair, and Secretary. Brief descriptions of these positions are as follows:</p> <p>Chair - Conducts the meeting, opens/closes public hearings, calls for votes, consults with staff regarding agenda topics</p> <p>Vice Chair - fills duties in the Chair's absence</p> <p>Secretary - takes official minutes during meetings and sends to staff for review and approval at next meeting</p>
Budget Impact	No impact
Attachment(s)	N/A
Action(s) Requested	Staff recommends nominating and electing officers for 2020.



The City That Soars!

REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date	January 28, 2020
Agenda Item	Agenda E2
Attachment	See below
Submitted By	Justin Markon, Community Development Coordinator

Item	Approval of Standing Rules
Description	<p>Introduction to the current Planning Commission Standing Rules:</p> <p>In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.</p> <ol style="list-style-type: none"> 1. In general, free and open discussion by all interested parties should be an essential part of the decision making process. 2. The commission process should have as little procedural overhead as possible. 3. Time is better spent on substantial matters rather than pro forma matters. <p>The Standing Rules were slightly revised in 2019 to move the end time for public hearings and adjournment earlier. Staff do not have any recommended changes for 2020. Included is Sikkink's Seven Motion System, which will apply if the Standing Rules are suspended.</p>
Budget Impact	No impact
Attachment(s)	<ul style="list-style-type: none"> • City of Falcon Heights Planning Commission Standing Rules, Revised 2019 • Sikkink's Seven Motion System
Action(s) Requested	Staff recommends approving the standing rules for 2020.

FALCON HEIGHTS PLANNING COMMISSION

PLANNING COMMISSION STANDING RULES

February 26, 2008; Revised January 22, 2019

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special commission meetings as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The commission process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than pro forma matters.

MEMBERSHIP

The formal commission membership consists of seven to nine appointed commissioners. All seven to nine have one vote each and all can introduce motions. For purposes of leading the meeting, the chair, or in the absence of the chair, the vice-chair will be considered the chairperson. In the absence of the chair and vice-chair, the Commission shall name an acting chair for the duration of the meeting.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all the commission members and any other persons having responsibility for an item at least three working days prior to the meeting. Distribution may be made by electronic media, including the city website. An agenda can be modified with addenda by a majority vote but this should be used only for minor items or items with extreme time constraints.
2. Since there will be audience and possibly cable TV viewers not familiar with each item, the chair, or person appointed by the chair, will give a brief explanation of each item as it is addressed.
3. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e., a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process - Regular and Special Planning Commission Meetings

1. For these proceedings the commission will use the 'open discussion' procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city planner and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous or irrelevant.
3. The chair can make liberal use of the "unanimous consent" procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement "If there are no objections, ... stands approved (or denied)." If any commissioner has an objection, then the item reverts to the standard motion procedure. This "unanimous consent" procedure cannot be used for items requiring formal votes, i.e. resolutions.
4. The standard motion procedure is changed to not require a second. A motion need only be made to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the secretary can request a clarification.
7. The meeting will be electronically recorded and the recording will be retained for at least 6 months following approval of the minutes for that meeting and shall, if possible, be made accessible on the city website during that period. The standard retention can be extended if in the judgment of the city planner such action is warranted.
8. If the commission action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No commission meeting will extend beyond 9:00 P.M. except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process - Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation and before public input is taken, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter and any other rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard. The chair will then open the hearing to input from the public.
3. At the discretion of the chair, all individuals wishing to speak must fill out and submit an identification form and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The commission may take up to 15 minutes to review written statements presented at the meeting. If the commission decides to not act on the issue at the public hearing meeting, it may by majority vote extend the time where written input will be taken to a day no later than 1 week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be business-like, to-the-point and courteous. Anyone not abiding by these rules will be considered out-of-order.
5. The commission will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These 'point of information' requests should be held to a minimum.
6. Once the public testimony phase is complete the chair will announce the public hearing to be closed and the commission will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the commission.
7. Voting on any motion that results from a public hearing may be by roll call if requested by a commissioner.
8. It shall be the intent of the commission to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
9. No public hearing will extend beyond 8:30 p.m.
10. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
11. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

ADOPTION/MODIFICATION/SUSPENSION

These rules with the exception of the mandatory 9:00 P.M. adjournment, can be adopted, modified or suspended in whole or in part by a 3/4 vote of the commission. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any commission member and can be overruled by a majority vote.

History

- *Annual review by the Commission on 2/24/09 – No changes*
- *Annual review by the Commission on 1/26/10 – No changes*
- *Annual review by the Commission on 2/22/11 – Change recommended to clarify sequence of events in Process – Public Hearings, Item 2. Change approved 6/28/2011*
- *Annual review by the Commission on 1/22/19 – Change recommended for hour of adjournment and end of Public Hearing. Change approved 1/22/19.*

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - "Restrict Discussion" is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

Type of Motion/Rank	Purpose	Applies To What Situations	Needs Recognition	Needs Second	Can Be Discussed	Amendable	Vote Required
7. Restrict Discussion (highest rank)	To stop or limit discussion	All discussable motions	Yes	Yes	Yes	Yes	2/3
6. Appeal	To let the group vote on a chair's decision	To decision of the chairperson	No	Yes	Yes	No	Majority
5. Request	Not a motion but a way to question, challenge, or seek help	Any appropriate situation	No	No	No	No	Chair decides subject to appeal
4. Postpone	To delay action on any general motion to a future time	General motions	Yes	Yes	Yes	Yes	Majority
3. Refer	To have a general motion studied by a committee	General motions	Yes	Yes	Yes	Yes	Majority
2. Meeting Termination	To recess during a meeting or to end a meeting	Made to recess or adjourn	Yes	Yes	Yes	Yes	Majority
1. General (lowest rank)	To bring up business for majority decisions by the group	For doing business	Yes	Yes	Yes	Yes	Majority



The City That Soars!

REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date	January 28, 2020
Agenda Item	Information and Announcements F1
Attachment	2020 Planning Schedule
Submitted By	Justin Markon, Community Development Coordinator

Item	2020 Planning Schedule
Description	<p>City Staff created a Planning Schedule to lay out the timeline for Planning Commission and City Council hearings for projects. This schedule will be used for all planning applications that require a public hearing, such as variances, conditional use permits, and code amendments.</p> <p>With the closure of the Roseville Review last fall, all public hearing notices will be published in the Pioneer Press. They are also available on the city's website and posted on the bulletin board in City Hall.</p>
Budget Impact	No impact
Attachment(s)	<ul style="list-style-type: none"> • 2020 Planning Schedule
Action(s) Requested	No action necessary.

City of Falcon Heights 2020 Planning and Zoning Schedule

Planning Commission Meeting Date	Planning Application Due	Staff Plan Review	Legal Notice Newspaper Submission Deadline	Notice of Public Hearing Mailed	Legal Notice Newspaper Publication	Planning Packets Distributed	Planning Commission Review	City Council Review
	<i>22 days prior (Monday)</i>	<i>As scheduled</i>	<i>12 days prior (Thursday)</i>	<i>12 days prior (Thursday)</i>	<i>10 days prior (Saturday)</i>	<i>Friday prior to meeting</i>	<i>4th Tuesday of the month</i>	<i>2nd Wednesday of the next month</i>
JANUARY 28	Monday, January 6		Thursday, January 16	Thursday, January 16	Saturday, January 18	Friday, January 24	Tuesday, January 28	Wednesday, February 12
FEBRUARY 25	Monday, February 3		Thursday, February 13	Thursday, February 13	Saturday, February 15	Friday, February 21	Tuesday, February 25	Wednesday, March 11
MARCH 24	Monday, March 2		Thursday, March 12	Thursday, March 12	Saturday, March 14	Friday, March 20	Tuesday, March 24	Wednesday, April 8
APRIL 28	Monday, April 6		Thursday, April 16	Thursday, April 16	Saturday, April 18	Friday, April 24	Tuesday, April 28	Wednesday, May 13
MAY 26	Monday, May 4		Thursday, May 14	Thursday, May 14	Saturday, May 16	Friday, May 22	Tuesday, May 26	Wednesday, June 10
JUNE 23	Monday, June 1		Thursday, June 11	Thursday, June 11	Saturday, June 13	Friday, June 19	Tuesday, June 23	Wednesday, July 8
JULY 28	Monday, July 6		Thursday, July 16	Thursday, July 16	Saturday, July 18	Friday, July 24	Tuesday, July 28	Wednesday, August 12
AUGUST 25	Monday, August 3		Thursday, August 13	Thursday, August 13	Saturday, August 15	Friday, August 21	Tuesday, August 25	Wednesday, September 9
SEPTEMBER 22	Monday, August 31		Thursday, September 10	Thursday, September 10	Saturday, September 12	Friday, September 18	Tuesday, September 22	Wednesday, October 14
OCTOBER 27	Monday, October 5		Thursday, October 15	Thursday, October 15	Saturday, October 17	Friday, October 23	Tuesday, October 27	Wednesday, December 9
NOVEMBER 24	Monday, November 2		Thursday, November 12	Thursday, November 12	Saturday, November 14	Friday, November 20	Tuesday, November 24	Wednesday, December 9
DECEMBER 22	Monday, November 30		Thursday, December 10	Thursday, December 10	Saturday, December 12	Friday, December 18	Tuesday, December 22	Wednesday, January 13
JANUARY 26, 2021	Monday, January 4		Thursday, January 14	Thursday, January 14	Saturday, January 16	Friday, January 22	Tuesday, January 26	Wednesday, February 10