

BY-LAWS
CITY OF CHESTERFIELD PLANNING COMMISSION
(Amended 03/22/2007)

ARTICLE I – OBJECTIVES

The objectives, purposes, duties and powers of the City of Chesterfield Planning Commission are those set forth in the City of Chesterfield Ordinances, as amended and supplemented and in relevant statutes of the State of Missouri as amended and supplemented.

ARTICLE II – OFFICERS AND THEIR DUTIES

Section 1 The officers of the Planning Commission shall consist of a Chair, a Vice-Chair and a Secretary, each of whom shall be a member of the Planning Commission.

Section 2 The Chair of the Planning Commission shall have the following powers and duties:

- (a) To preside at all meetings and hearing of the Commission;
- (b) To appoint all members of the committees of the Commission;
- (c) To have general charge of the activities of the Planning Commission and to generally oversee the conduct of the affairs of the Commission;
- (d) To call Special Meetings of the Commission;
- (e) To carry out other duties normally conferred by parliamentary usage on such an officer; and
- (f) To engage in other activities as directed by the Planning Commission.

Section 3 The Vice-Chair of the Planning Commission shall have the following powers and duties:

- (a) To act for the Chair in the Chair's absence;
- (b) To carry out other duties normally conferred by parliamentary usage on such officer; and
- (c) To engage in other activities as directed by the Planning Commission.

Section 4 The Secretary of the Planning Commission shall have the following duties:

- (a) To act for the Chair and Vice-Chair in their absence;

- (b) To carry out other duties normally conferred by parliamentary usage of such officer; and
- (c) To engage in other activities as directed by the Planning Commission.

ARTICLE III – ELECTION OF OFFICERS

Section 1 A nominating committee of not less than three (3) Commissioners shall be appointed by the serving Chair of the Planning Commission in May of each year to nominate officers of the Planning Commission for the following year. The committee shall report to the full Commission at the first meeting of the Planning Commission in June and the election of officers shall occur at that meeting at which time nominations from the floor shall be entertained. The new officers, when duly elected, shall hold office for one (1) year or until their successors shall take office.

Section 2 The Chair may request nomination for two (2) or three (3) officers simultaneously or, at discretion of the Chair, require separate nomination and a separate vote for each elected.

Section 3 A candidate receiving a majority vote of the Planning Commission shall be declared elected.

Section 4 A vacancy in office shall be filled as soon as possible in accordance with the election procedures set forth herein or by a special election as directed by the Chair of the Commission.

ARTICLE IV – MEETINGS

Section 1 A regular meeting of the Planning Commission shall be held on the second and fourth Mondays of each month at 7:00 p.m. in the City Council Chambers unless otherwise specified by the Planning Commission.

Section 2 An additional or special meeting may be called by the Chair or at the request in writing of any three (3) or more members of the Commission.

Section 3 A simple majority of the membership of the Commission shall constitute a quorum for the transaction of Commission business. Each member of the Commission shall have one (1) vote.

Section 4 An approval of a Conditional Use Permit or a recommendation of approval for a zoning amendment, zoning change, or a change in the comprehensive plan shall require the affirmative vote of at least five (5) members of the Planning Commission. Unless otherwise required by a specific Ordinance, all other matters may be approved by a simple majority of those members present. In the event of a minimum minority vote of three (3), any member of the minority may issue a minority report.

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Section 5 In the absence of the Chair, Vice-Chair, and Secretary the member present who is senior, in terms of service on the Planning Commission, shall preside.

Section 6 Except as otherwise specified by these by-laws, Robert's Rules of Order shall prevail at all meetings of the Commission.

Section 7 The order of business at Meetings shall be:

- (a) Public Hearings;
- (b) Approval of minutes of previous meetings and hearings;
- (c) Public Comment;
- (d) Site Plans, Building Elevations, and Signs;
- (e) Old Business;
- (f) New Business;
- (g) Reports of officers and committees; and
- (h) Adjournment.

Section 8 The Chair of the Commission or a majority of the Planning Commission may alter the order of business at any meeting.

ARTICLE V – PUBLIC HEARINGS

Section 1 Public Hearings shall be held at the beginning of each meeting as necessary by Ordinance. The Public Hearings shall be held in the City Council Chambers in the City Hall at 7:00 p.m., unless otherwise specified by the Chair.

Section 2 The order of business at a public hearing shall be as indicated in the public notice thereof.

Section 3 The Chair of the Commission or a majority of the Planning Commission may alter the order of business at the hearing.

Section 4 The rules of procedure governing hearings shall be:

- (a) The number of hearings will not exceed two (2) petitions per agenda unless related petitions are presented and heard together at which time there may be four (4) petitions per agenda;

(b) The Chair of the Planning Commission may grant an exception to the number of hearings per agenda when necessary under special conditions.

(c) The petitioner, or representative of the petitioner, shall be granted fifteen (15) minutes per hearing to explain the petition.

(d) Speakers in favor of or opposed to a petition shall be granted ten (10) minutes when representing a group or organization.

(e) Speakers in favor of or opposed to a petition shall be granted five (5) minutes when not representing a group or organization.

(f) The Chair of the Planning Commission may grant an exception to the time limit granted to the petitioner, representative and speakers in favor/opposition when necessary under special conditions or unusual circumstances.

ARTICLE VI – COMMITTEES

Section 1 At the Meeting following his or her election, the Chair of the Planning Commission shall appoint for a term of one (1) year, three (3) or more members of the Commission to each of the following standing committees and shall designate the Chair of each:

(a) **Comprehensive Planning Committee:** ~~The Comprehensive Planning Committee shall, by resolution, propose changes to the Comprehensive Plan to the Planning Commission.~~

Deleted: This Committee shall have primary responsibility for advising and directing the Department of Planning staff on intermediate and long-range planning.

(b) **Ordinance Review Committee:** ~~The Ordinance Review Committee shall, by resolution, propose new or amended ordinances regarding the planning process to the Planning Commission.~~

Deleted: This committee shall have primary responsibility for reviewing, advising, and directing the Department of Planning staff on Ordinances affecting the planning process.

(c) **Site Plan Committee:** This committee shall have primary responsibility for reviewing and advising the Planning Commission on site plans and related matters.

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(d) **Landscape Committee:** This committee shall have primary responsibility for reviewing and advising the Planning Commission on landscaping matters.

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(e) **Architectural Review Committee:** This committee shall have primary responsibility for reviewing and advising the Planning Commission on architectural matters.

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Section 2 The Chair of the Planning Commission with the approval of the Commission may appoint special committees.

Section 3 A committee's vacancy shall be filled by the Chair of the Planning Commission.

Section 4 The Chair of the Planning Commission may, with the approval of the Planning Commission, appoint as an advisory member of a committee a person who is not a member of the Planning Commission or of the Department of Planning staff.

Section 5 A committee shall meet at a times and place set by the Chair of the Committee.

ARTICLE VII- DEPARTMENT OF PLANNING

Section 1 All public officials shall, upon request, furnish to the Planning Commission, within a reasonable time, all available information it requires for its works,

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ARTICLE VIII – AMENDMENT OF BY-LAWS

Section 1 These by-laws may be amended by an affirmative vote of not less than six (6) members of the Planning Commission.

BY – LAWS

CITY OF CHESTERFIELD PLANNING COMMISSION (Amended 7/24/2000)

ARTICLE I – OBJECTIVES

The objectives, purposes, duties and powers of the City of Chesterfield Planning Commission are those set forth in the City of Chesterfield Ordinances, as amended and supplemented and in relevant statutes of the State of Missouri as amended and supplemented.

ARTICLE II – OFFICERS AND THEIR DUTIES

Section 1. The Chairman of the Planning Commission shall consist of a Chairman, a Vice-Chairman and a Secretary, each of whom shall be a member of the Planning Commission.

Section 2. The Chairman of the Planning Commission shall have the following powers and duties:

- (a) To preside at all meetings and hearings of the Commission;
- (b) To appoint all members of the committees of the Commission;
- (c) To have general charge of the activities of the Planning Commission and to generally oversee the conduct of the affairs of the Commission;
- (d) To call Special Meetings of the Commission;
- (e) To carry out other duties normally conferred by parliamentary usage on such officer; and
- (f) Engage in other activities as directed by the Planning Commission.

Section 3. The Vice-Chairman of the Planning Commission shall have the following powers and duties:

- (a) To act for the Chairman in the Chairman's absence;
- (b) To perform those duties normally conferred by parliamentary usage on such officer; and
- (c) To carry out other duties normally conferred by parliamentary usage on such officer; and
- (d) Engage in other activities as directed by the Planning Commission.

- Section 4. The Secretary of the Planning Commission shall have the following duties:
- (a) To act for the Chairman and Vice-Chairman in their absence;
 - (b) To certify and maintain a record of each meeting and hearing of the Planning Commission.
 - (c) To attend to the correspondence of the Planning Commission.
 - (d) To give to each Commission Member due notice of the time and place of each Annual, Regular, or Special Meeting and of each Public Hearing of the Commission. The Secretary may delegate this responsibility to the Planning Director;
 - (e) To carry out other duties normally conferred by parliamentary usage of such officer; and
 - (f) To engage in other activities as directed by the Planning Commission.

ARTICLE III – ELECTION OF OFFICERS

Section 1. A nominating committee of not less than three (3) Commissioners shall be appointed by the serving Chairman of the Planning Commission in May of each year to nominate officers of the Planning Commission for the following year. The committee shall report to the full Commission at the Meeting of the Planning Commission in June and the election of officers shall occur at that meeting at which time nominations from the floor shall be entertained. The new officers, when duly elected, shall hold office for one (1) year and until their successors shall take office.

Section 2. The Chairman may request nomination for two (2) or three (3) officers simultaneously or, at discretion of the Chair, require separate nomination and a separate vote for each elected.

Section 3. A candidate receiving a majority vote of the Planning Commission shall be declared elected.

Section 4. A vacancy in office shall be filled as soon as possible in accordance with the election procedure set forth herein or by a special election as directed by the Chairman of the Commission.

ARTICLE IV – MEETINGS

Section 1. A meeting of the Planning Commission shall be held on the second and fourth Mondays of each month at 7:00 p.m., in the City Council Chambers unless otherwise specified by the Chairman.

- Section 2.** An additional or special meeting may be called by the Chairman, or at the request in writing of any three (3) or more members of the Commission.
- Section 3.** A simple majority of the membership of the Commission shall constitute a quorum for the transaction of Commission business. Each member of the Commission shall have one (1) vote.
- Section 4.** An approval of a Conditional Use Permit or a recommendation of approval for a zoning amendment, or a major plan shall require the affirmative vote of at least five (5) members of the Planning Commission. All other matters may be approved by a simple majority of those members present. In the event of a minimum minority vote of three (3), any member of the minority may request a minority report be issued.
- Section 5.** In the absence of the Chairman, Vice-Chairman and Secretary the member present who is senior, in terms of service on the Planning Commission, shall preside.
- Section 6.** Except as otherwise specified by these by-laws, Robert's Rules of Order shall prevail at all meetings of the Commission.
- Section 7.** The order of business at Meetings shall be:
- (a) Public Hearings;
 - (b) Approval of minutes of previous meetings and hearings;
 - (c) Public Comment;
 - (d) Site Plans, Building Elevations, and Signs;
 - (e) Old Business;
 - (f) New Business;
 - (g) Reports of officers and committees; and
 - (h) Adjournment.
- Section 8.** The Chairman of the Commission or a majority of the Planning Commission may alter the order of business at any meeting.

ARTICLE V – PUBLIC HEARINGS

- Section 1.** Public Hearing shall be held at the beginning of each meeting as necessary by Ordinance. The Public Hearings shall be held in the City Council Chambers in the City Hall at 7:00 p.m., unless otherwise specified by the Chairman.

- Section 2. The order of business at a public hearing shall be as indicated in the public notice thereof.
- Section 3. The Chairman of the Commission or a majority of the Planning Commission may alter the order of business at the hearing.
- Section 4. The rules of procedure governing hearings shall be:
- (a) The number of hearings will not exceed two (2) petitions per agenda unless related petitions are presented and heard together at which time there may be four (4) petitions per agenda.
 - (b) The Chairman of the Planning Commission may grant an exception to the number of hearings per agenda when necessary under special conditions.
 - (c) The petitioner, or representative of the petitioner, shall be granted fifteen (15) minutes per hearing to explain the petition.
 - (d) Speakers in favor of or opposed to a petition shall be granted ten (10) minutes when representing a group or organization.
 - (e) Speakers in favor of or opposed to a petition shall be granted five (5) minutes when not representing a group or organization.
 - (f) The Chairman of the Planning Commission may grant an exception to the time limit granted to the petitioner, representative and speakers in favor/ opposition when necessary under special conditions or unusual circumstances.

ARTICLES VI – COMMITTEES

- Section 1. At the Meeting following his election, the Chairman of the Planning Commission shall appoint for a term of one (1) year, three (3) or more members of the Commission to each of the following standing committees and shall designate the Chairman of each:
- (a) Comprehensive Planning Committee: This Committee shall have primary responsibility for advising and directing the Department of Planning staff on intermediate and long-range planning.
 - (b) Ordinance Review Committee: This committee shall have primary responsibility for reviewing advising and directing the Department of Planning staff on Ordinances affecting the planning process.
 - (c) Site Plan/Landscape Committee: This committee shall have primary responsibility for review and advising the Department of Planning staff on site plans and landscaping.

- Section 2.** The Chairman of the Planning Commission with the approval of the Commission may appoint special committees.
- Section 3.** A committee's vacancy shall be filled by the Chairman of the Planning Commission.
- Section 4.** The Chairman of the Planning Commission may, with the approval of the Planning Commission, appoint as an advisory member of a committee a person who is not a member of the Planning Commission or of the Department of Planning Staff.
- Section 5.** A committee shall meet at a time and place set by the Chairman of the Committee.

ARTICLE VII – DIRECTOR OF PLANNING

- Section 1.** The Director of Planning shall provide staff assistance to the Planning Commission and shall perform those duties required by law or delegated by the Planning Commission or an officer thereof.
- Section 2.** The Director of Planning shall appoint as necessary a member of the Department of Planning staff to meet with, work for and advise any designated Committee of the Commission.
- Section 3.** The Director of Planning and/or City Attorney shall provide parliamentary assistance on the conduct of business as requested by the Chairman of the Commission.

ARTICLE VIII – AMENDMENT OF BY-LAWS

- Section 1.** These By-laws may be amended by an affirmative vote of not less than six (6) members of the Planning Commission.

