



PLANNING DIVISION STAFF REPORT

February 13, 2025

PREPARED FOR THE PLAN COMMISSION

Discussion Item: Amendments to the Plan Commission Policy and Procedures Manual
Legistar File ID # [86869](#)
Prepared By: Kevin Firchow, AICP, Principal Planner

The Plan Commission is scheduled to consider modifications to its current [Policies and Procedures Manual \(2023\)](#) at the February 13, 2025 Special Meeting. The Plan Commission has had a manual to guide its activities, procedures, and basic policies for decades. The most recent updates to the manual were approved in 2020 and 2023.

The proposed changes began with an interest by the Chair to reorganize and clarify typical agenda elements. In addition to these changes, Planning Division staff also identified other modifications and updates intended to correct or clarify the existing document, but that are not intended to introduce substantive changes to Plan Commission practices. This includes miscellaneous updates to references to sections of MGO and state statute to ensure accuracy.

A summary of some key modifications is noted below. Please see all of the proposed changes in the document titled [Proposed Edits to Plan Commission Manual Feb2025](#) in Legislative File 86869. Edited language is in red with the text proposed to be deleted shown with a “strike through” mark (eg. ~~yyyyyy~~) and added text is underlined. Relocated text is in green.

- **Changes to Order of Business on Agenda.** (p.12) The Chair has proposed a few modifications to the order of a typical agenda. The most significant change consolidates the items of “Business by Members, Announcements, and Communications” into a singular item. Plan Commissioners typically use these items to note things such as upcoming absences or to request additional information from staff (including items to be discussed at future meetings). This reorganization would group these topics, which have been somewhat used interchangeably, into one item which will be labeled accordingly. This item will be added near the end of the meeting, after the Public Hearing items have concluded. At the meeting, the Chair will also discuss the intent to resume noting attendance under the “Roll Call” item, so as to provide transparency when, using current virtual meeting setup, it is not possible for members of the public to see all Commissioner videos on one screen.
- **Meeting Information Updated to Reflect Current Practices.** (p.11) The proposed draft provides clarifications regarding current meeting practices including information regarding in-person Special Meetings and virtual regular meetings.
- **Meeting Conduct Clarifications.** (p.13) No changes are proposed to how the consent agenda currently operates, but the modified text is intended to better describe how the “consent agenda” process works. Similarly, clarifying language has been provided for the Public Hearing description, but no changes are proposed to how hearings are conducted.
- **Corrected Demolition Reference to Reflect 2021 Code Changes.** (p.23) The existing manual includes outdated references and does not reflect Demolition changes approved in 2021. This has been updated in this proposed draft. The proposed modifications DO NOT include any reference to the pending amendments to Section 28.185, which are scheduled for discussion at upcoming meetings. Should

changes to the demolition process be adopted by the Common Council, the manual would need to be further revised.

- **Add “Area Plan” References.** (Various Pages) The manual includes a summary of the types of Plans utilized by the Plan Commission and the roles the Plan Commission has in creating them. The current version does not include references to the new Area Plan framework, which was adopted in 2022. Various references and descriptions to Area Plans have been added to this document.