



Fairbanks North Star Borough

DEPARTMENT OF THE ASSEMBLY
Division of Boards and Commissions

RULES AND PROCEDURES OF THE PLANNING COMMISSION

Internal rules governing the Planning Commission are set within FNSB Code of Ordinances as set forth below; adopted rules by the Planning Commission and approved by the FNSB Assembly as set forth below.

SECTION ONE: FNSB CODE OF ORDINANCE RULES

Organization

FNSBC 4.80.010(B) The commission shall annually elect from its membership a chairperson and vice chairperson and shall adopt rules for the conduct of its meetings.

FNSBC 4.80.060 The staff of the department of community planning shall act in an advisory and support capacity to the planning commission, and shall review or coordinate the review of all applications to it.

Minutes

FNSBC 4.80.10(C) Minutes of the commission shall be filed with the borough clerk. Records of the commission shall be retained as public records within the planning department.

Quorum

FNSBC 4.80.030 A majority of the appointed and confirmed members of the commission shall constitute a quorum, except in no case may a quorum consist of fewer than five commission members. All commission actions shall be by vote of a majority of the commission's membership who are present and voting. No hearing may be held or decision made in the absence of a quorum, except that a member disqualified by law from voting on a question may be considered present for purposes of constituting a quorum.

Attendance

FNSBC 4.80.020(B) If a member of the commission leaves the borough with the intent of remaining absent more than 90 days, or fails to attend five consecutive meetings or 80 percent of the meetings annually of the commission unless excused by a majority of the commission for reasons of absence from the borough (personal or business) or personal emergency, the assembly shall declare the office of that member vacant. A vacancy is also created by the resignation of a member presented in writing and accepted by the commission, or by the death of a member, or by their failure to qualify within 30 days after their appointment. Members may also be removed for cause by the assembly at any time.

FNSBC 6.28.010(D) *Disclosure Requirements.* A board or commission member shall place the public interest above any financial or private interest when taking official action. If an appointed member's private relationships or interests prevent the member from placing the public interest above a financial or private interest, the appointed member shall disclose this fact on the record. Prior to comment, deliberation or decision on a matter coming before the appointed public body, a member shall disclose any financial or private interest in the matter, including the financial interest or personal involvement of an immediate family member as defined in FNSBC 6.32.010. The nature of the financial or private interest shall be disclosed in sufficient detail to determine if the financial interest is substantial or the personal involvement is prejudicial. If the chairperson determines that a financial interest is substantial or the personal involvement is prejudicial, the member may not participate in the matter coming before the appointed public body unless overruled by the other members by majority vote.

Parliamentary Practice and Amendments To Rules

FNSBC 4.80.010(B) Robert's Rules of Order (newly revised) shall apply unless different rules are adopted by the commission and approved by the assembly.

SECTION TWO: PLANNING COMMISSION ADOPTED RULES

Organization

Rule 1 The Chair shall preside at Commission meetings. If at any meeting the Chair is not present, or is unable to act, the Vice-Chair shall preside. If both the Chair and the Vice-Chair are not present or are unable to act, the members present shall select one from among them to preside as Acting Chair.

The duties of the Chair are:

1. To call the Commission to order at the time appointed for the meeting.
2. To ascertain the presence of a quorum.
3. To cause the journal or minutes of the preceding meeting to be read and passed upon by the Commission.
4. To lay before the Commission its business in the order indicated by RULE 3.
5. To receive any business submitted by members and put the business before the Commission.
6. To put questions submitted to them to a vote and announce the results.
7. To decide all questions or order subject to an appeal of the Commission.
8. To preserve order and decorum in debate and all other times.
9. The Chair shall not allow a Planning Commission meeting to proceed past 12 midnight
10. To inform the body, when necessary, or when any question is raised, or any point of order or practice pertinent to the pending business.
11. To sign and authenticate all official documents of the Commission.

Minutes

RULE 2 The minutes shall be handled as follows:

First: The concise proceedings of the Commission, care being taken to record a true and accurate account of all the proceedings.

Second: The vote of each motion.

Order of Business

RULE 3 The business of the Commission shall be disposed of in the following order:

- A. Roll Call
- B. Messages:
 - 1. Communications to the Planning Commission
 - 2. Citizen's Comments – limited to three (3) minutes
 - a. Agenda items not scheduled for public hearing, quasi-judicial hearing, legislative hearing, or appeal
 - b. Items other than those appearing on the agenda
 - 3. Disclosure & Statement of Conflict of Interest for items on the consent agenda
- C. Approval of Agenda and Consent Agenda
- D. *Minutes
- E. Consent Agenda Items
- F. Quasi-Judicial Hearings
- G. Public Hearings and Legislative Hearings
- H. Appeals
- I. Unfinished Business
- J. New Business
- K. Reports from Committees
- L. Excuse Absent Members
- M. Commissioner's Comments
- N. Adjournment

RULE 4 The Chair shall remove any item from the Consent Agenda for the purposes of debate or discussion at the request of any member of the Planning Commission. Upon removal, the item will be open for discussion and debate as it appears on the agenda prior to the public hearing or placed under New Business at the discretion of the Chair. Following debate, an item must be voted on or another motion may be made such as a postponement to public hearing.

Calendar

RULE 5 The Chair shall have charge of the calendar of the Commission, and shall direct the Clerk as to the order in which the business of the Commission shall be transacted, and as to when the calendar shall be closed.

RULE 6 The Chair shall, at each meeting, announce to the Commission the business in order, agreeable to the preceding rule, and no business shall be considered which is not on the calendar.

Attendance

RULE 7 Attendance is important to the conduct of the Planning Commission. As such, members are urged to make every effort to attend all meetings. In the event of an absence, a member should notify the Chair or the Planning Commission secretary as much in advance of the meeting as possible of their inability to attend and, if the member wishes the absence to be excused, the reason for the absence.

RULE 8 The Planning Commission will deem a member excused by a majority of the commission for reasons of:

1. absence from the borough (personal or business), or
2. personal emergency

Any other absence will be determined to be unexcused without a vote of the Planning Commission, but should still be communicated to the Chair for the purpose of determining a quorum.

RULE 9 The Commission may request the Borough Assembly declare the office of a member vacant and the Borough Mayor to replace any member of the Commission whose unexcused absences exceed those allowed by FNSB code.

RULE 10 No member shall be allowed to explain their vote to discuss the questions while the yeses and noes are being called, or change their vote after the result has been announced.

Decorum In Debate

RULE 11 When any member is about to speak in debate, or deliver any matter to the Commission, they shall respectfully address the Chair and being recognized, shall confine themselves to the question under debate, avoid personalities, and no member shall impugn the motive of any member's vote or argument.

RULE 12 If any member transgresses the Rules of the Commission or FNSB CODE, the Chair shall call them to order, or any member shall arise to a point of order, in which case the transgressing member will immediately take their seat unless permitted to explain; and the Commission shall, upon appeal, decide the case without debate. If there is no appeal, then the body shall abide by the decision of the Chair. If the decision be in favor of the member called to order, they shall be at liberty to proceed. If otherwise, and the case shall require it, they shall be liable to the censure of the Commission.

RULE 13 When a member is speaking, the Commission shall be in order and no private conversations shall be carried on.

RULE 14 The Chair has discretion to recognize members or not unless overruled by a majority of the members present to maintain order and not to limit debate.

Motions

RULE 15 When a motion is made and seconded, it shall be stated by the Chair or being in writing, it shall be presented to the Chair and read aloud before debate.

RULE 16 Motions shall be reduced to writing.

RULE 17 When a question is under debate, no motion shall be made except for the following privileged motions which shall have the following precedence:

1. To fix the time to adjourn
2. To adjourn
3. For a call of the Commission (to compel the attendance of unexcused absent members in order to obtain a quorum.)
4. To recess
5. To lay on the table
6. For the previous question
7. To limit or extend the limits of debate
8. To postpone to a day certain
9. To amend
10. To postpone indefinitely

RULE 18 INDEFINITE POSTPONEMENT: A measure may be indefinitely postponed by a majority vote of all votes to which the Commission is entitled, and entered in the journal. No motion to postpone indefinitely having been decided in the negative shall again be allowed on the same day. When a question is postponed indefinitely the same shall not be acted upon again, except on motion of reconsideration.

RULE 19 RECONSIDERATION: Any decision may be reconsidered unless something impossible to reverse has resulted from the decision or unless reconsideration would be to the detriment of those who have reasonably relied on the decision. Any unexecuted action may be reconsidered. Only one motion to reconsider shall be entertained on any action even if the commission overturns the original action. If a motion to reconsider a particular action fails, a second motion to reconsider the same action shall not be in order.

A notice of reconsideration may be made only by a member who voted on the prevailing side. If the action which is the subject of a motion to reconsider was not adopted on initial consideration because it did not receive the required number of yes votes, then those members voting no shall constitute the prevailing side, regardless of the relative number of yes and no votes cast on the question. A member who changes their vote before the result is announced shall be a member of the side on which their vote is finally recorded by the clerk.

Unless reconsideration is to take place before adjournment, notice must be given in writing to the Planning Commission clerk by the close of business on the following workday. A decision to reconsider at the same meeting may not be made after any interested party has left the meeting if the action to be reconsidered is a conditional use permit, variance, or platting board appeal. Prior to reconsideration of an item, a vote must be taken on the motion to reconsider. If the motion passes, the item is then brought to the floor.

RULE 20 PREVIOUS QUESTION. . The previous question may be ordered by two-thirds (2/3rds) of the members present upon all recognized motions which are debatable, and shall have the effect to cut off all debate and bring the Commission to a direct vote upon the motion or amendment than pending upon which it has been ordered.

The question shall be put in this form: "The previous question is demanded, all in favor of calling the previous question say 'yes'; all opposed say 'no'".

The results of the motion are as follows: If determined in the negative, the consideration goes on as if the motion had never been made; if it is decided in the affirmative, the Chair at once, and without debate, proceeds to put the amendment or motion as ordered. If an adjournment is had after the previous question is ordered, the subject comes up in its regular order on the next day and the previous question still operates.

RULE 21 DIVISION OF QUESTION. The division of a question cannot be demanded as a right by any member. It must be made pursuant to a motion stating precisely the division asked for, which motion can be amended. The Chair can decide, subject to an appeal of the Commission, that the division proposed cannot be made, otherwise, it is submitted to the Commission and decided by it.

Roll Call Procedures

RULE 22 The vote upon any questions shall be yeses and noes, and shall be recorded in the minutes of the Commission. The Chair shall vote when the yeses and noes are called for; their name being called last.

Suspension Of Rules

RULE 23 . These rules, or the order of business, established by the Commission, may be suspended by the majority of the membership of the Commission who are present and voting.

RULE 24 Special meetings may be held on the call of the chair, or of one-fourth (1/4) or more members and whenever practicable, upon no less than twenty-four (24) hours effective notice to each member.

The notice shall indicate the purpose of the special meeting. The calendar for a special meeting shall be as follows:

1. Roll Call
2. Consideration of matters calling for special meeting
3. Adjournment

Quasi-Judicial Hearing Rules

RULE 25 INTERESTED PERSONS DETERMINATION. A person who did not receive a "Dear Property Owner" notice letter but who wishes to participate in a quasi-judicial matter may apply to the Planning Commission for a determination that the person is an "interested person" as defined in FNSBC 18.04.010. A person may seek an interested person determination at the hearing for the quasi-judicial matter or a person may apply for a determination in advance of the hearing.

A pre-hearing application for interested person determination shall be on a form prescribed by the Planning Commission and received by the Borough Clerks Office no later than 5 p.m. on the Monday one week before the scheduled quasi-judicial hearing at which the person wishes to testify and shall include:

1. An affidavit or other adequate proof that the applicant resides within the hearing notification area; or
2. A completed pre-hearing determination form demonstrating that the applicant
 - a. Possesses a specific property interest;
 - b. Which may be significantly affected by the proposed action; and
 - c. Which may be affected in a way different than that of the general public.

The Chair of the Planning Commission or the Chair's designee shall make the interested person determination with reasonable promptness and the Planning Commission Clerk shall notify the person of the decision with reasonable promptness.

RULE 26 TELEPHONIC TESTIMONY. A party or witness wishing to testify telephonically at a quasi-judicial matter may apply for telephonic testimony on a form prescribed by the Planning Commission and by demonstrating good cause for the request. The request must be received by the Borough Clerk's Office no later than 4:30 p.m. one week before the scheduled quasi-judicial hearing at which the person wishes to testify. Upon receipt of an application for telephonic testimony, the Planning Commission Clerk shall promptly notify the parties (to include only the Applicant, Staff, and any interested person who has received a determination granting that interested person the level of standing equivalent to the Applicant and Staff), who may assert that the request for telephonic participation will result in substantial prejudice by submitting the assertion as well as the basis for the assertion to the Planning Commission Clerk no later than 5 p.m. on the business day following notification of the application.

The Chair or the Chair's designee may deny the request for telephonic testimony if good cause is not shown or if substantial prejudice to another party will result from the telephonic participation. The Chair or the Chair's designee shall make the telephonic testimony determination with reasonable promptness and the Planning Commission Clerk shall notify the person requesting telephonic testimony of the decision with reasonable promptness.

If the telephonic testimony is allowed, the person applying for telephonic testimony is responsible for making proper arrangements to accomplish the telephonic testimony. If telephonic connection cannot be made, is lost, or is unintelligible, the meeting will continue as scheduled without the telephonic testimony.

RULE 27 TESTIMONY BY AFFIDAVIT. A party or witness wishing to testify by affidavit at a quasi-judicial matter may apply for testimony by affidavit on a form prescribed by the Planning Commission. The person must submit the affidavit containing the proposed testimony with the application to testify by affidavit no later than 4:30 p.m. one week before the scheduled quasi-judicial matter at which the person wishes to testify. Upon receipt of the request:

1. The Planning Commission Clerk shall promptly distribute the affidavit to the parties (to include only the Applicant, Staff, and any interested person who has received a determination granting that interested person the level of standing equivalent to the Applicant and Staff);
2. The parties shall submit any relevant cross-examination questions to the Borough Clerk's Office no later than noon on the Friday prior to the quasi-judicial matter at which the affiant wishes to testify;
3. The Chair or the Chair's designee shall with reasonable promptness make a determination whether the submitted questions are reasonably necessary to explore any matters tending to contradict, modify, or explain the testimony;
 - a. If the questions are reasonably necessary, the affidavit may be excluded in whole or in part and the affiant may be required to testify in person or by telephone. Alternatively, those questions that are deemed reasonably necessary may be submitted to the affiant, who shall answer the questions in a second affidavit, which shall be submitted to the Borough Clerk's Office no later than the Monday prior to the quasi-judicial matter at which the affiant wishes to testify. If the affiant fails to answer the questions in a second affidavit, the original affidavit may be excluded in whole or in part;
 - b. If the questions are not reasonably necessary, the affidavit shall be accepted for Planning Commission consideration;
4. The Planning Commission Clerk shall promptly notify the parties of all determinations relating to reasonable necessity and rejection or acceptance of all or portions of an affidavit.

RULE 28 CONCURRENT APPLICATIONS. A party or witness wishing to testify either telephonically or by affidavit may submit concurrent applications complying with the respective requirements and procedures. If the party or witness has a preference to testify telephonically or by affidavit, that preference must be indicated on the application. The Chair or the Chair's designee will review the preferred application first and only if that application is denied will the Chair or the Chair's designee review the second application. If no preference is indicated, the Chair or the Chair's designee will review the application to testify telephonically first.

RULE 29 HOLIDAYS. With respect to rules 25 through 27, any deadline that falls on a Borough-observed holiday will be extended until the following business day. If a deadline falls on a holiday and the foregoing rule is not practicable under the particular circumstances, the Chair or the Chair's designee may modify the deadline in writing issued reasonably in advance of the deadline.