

CITY OF RALSTON
Independence City
PLANNING COMMISSION
BY-LAWS

ARTICLE I - Objectives

The objectives and purposes of the Planning Commission of Ralston, Nebraska are those set forth in Chapter 18-1301 to 19-1307, Nebraska State Statutes and amendments and supplements thereto, and powers and duties delegated to the Planning Commission by the Ralston City Council by ordinance and such other duties as the City Council has or may in the future delegate to the Commission.

ARTICLE II - Officers and Their Duties

Section 1. The officers of the Planning Commission shall consist of a Chairman, Vice-Chairman, Secretary, and a Recording Secretary.

Section 2. The Chairman shall reside at all meetings and hearings of the Planning Commission and shall have duties normally conferred by parliamentary usage on such officers and such other duties hereafter delegated. The Chairman shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 3. The Vice-Chairman shall act for the Chairman in his absence.

Section 4. The Planning Commission Secretary shall keep attendance records, provide notice of meetings to Commission members, and attend to correspondence of the Commission and to such other duties as are normally carried out by a secretary.

Section 5. The Recording Secretary, as assigned by the City Council, shall keep the minutes and records of the Commission, prepare agenda of regular and special meetings with the Chairman, and arrange proper and legal notice of hearings.

ARTICLE III - Election of Officers

Section 1. Nomination of officers shall be made from the floor at the annual organization meeting, which shall be held the first meeting in January in each year, and the elections shall follow immediately thereafter.

Section 2. A candidate receiving a majority vote of the members present shall be declared elected and shall serve for one year or until his successor shall take office.

Section 3. Vacancies in offices shall be filled immediately by regular election procedure.

ARTICLE IV - MEETINGS

Section 1. Regular meetings shall be held at 5:30 PM on the second Monday of each month if there is business to transact. The Commission will meet in the Ralston City Hall Council Chambers.

Section 2. A majority of the membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of the members of the Commission present. Voting shall be by roll call. A record of the roll call shall be kept as a part of the minutes.

Section 3. The Chairman may call special meetings. The Chairman shall also call a special meeting when requested to do so by three members of the Planning Commission.

Section 4. All members at which official action is taken shall be open to the general public.

Section 5. Upon the absence of any member without prior notification for four consecutive meetings, the Planning Commission shall notify the mayor and City Council for action in accordance with Section 18-1303, Nebraska State Statutes. The Mayor shall be notified of upcoming vacancies on the Commission.

ARTICLE V - ORDER OF BUSINESS

The order of business at regular meetings shall be:

- a. Roll Call
- b. Approval of minutes of previous meeting
- c. Correspondence
- d. Report of officers and committees
- e. Old business
- f. New business
- g. Adjournment

ARTICLE VI - Committees

Section 1. Committees may be appointed by the Chairman for purposes necessary for fulfilling the duties of the Planning Commission.

Section 2. The terms of the members of committees shall be concurrent with the term of the Chairman.

ARTICLE VII - Referrals

Section 1. All applications received by the City Council for amendments to the zoning ordinance, approval of subdivision plats, vacation of streets or alleys and other matters pertaining to the physical development of Ralston shall be referred to the Planning Commission for their recommendations.

Original applications shall be filed with the City Clerk at least 3 weeks prior to the second Monday of the month.

Section 2. The Planning Commission shall hold a public hearing before submitting their recommendations to the City Council for amendments to the zoning ordinance, approval of subdivision plats, and vacation of streets or alleys. The Commission may, at its discretion, hold public hearings on any other matters when it decides that such hearings will be in the public interest.

Section 3. The Commission may require of the applicant such information or data which is necessary to describe and understand the application. This will enable the Commission members to make a physical inspection.

ARTICLE VIII - Public Hearings

Section 1. Notice of public hearings required herein or called by the Commission shall be published in the official newspaper of Ralston at least 10 days before the time of the hearing. A sign needs to be posted in accordance with 11-1302 of the City of Ralston Municipal Code 10 days prior to the hearing. A notice of the hearing and subject matters shall also be mailed to the property owners within 300 ft whose names and the applicant shall furnish addresses.

Section 2. The public hearing shall be conducted in accordance with the rules and procedures determined by the Chairman in concurrence with the Commission.

ARTICLE IX - Fees

Section 1. A fee shall be paid to the City of Ralston for each application in accordance with the following fee schedule.

Rezoning	100.00
Plat or replat	100.00
Special Use Permit	100.00
Site Plan Review	100.00
Street/Alley Vacation	25.00

ARTICLE X - Records

A complete and updated copy of the By-laws of the Ralston Planning Commission must be kept at City Hall for public inspection.

ARTICLE XI - Amendments

These By-laws may be amended by two-thirds vote of the entire membership of the Planning Commission.