

FORD TOWNSHIP

ORDINANCE

Chapter 800. Board of Adjustment and Appeals.

800.1 Establishment of the Board of Adjustment. The Town Board shall act as the Board of Adjustment and Appeals.

800.2 Powers and Duties.

- a) To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination made by an Administrative Officer in the enforcement of the Ordinance.
- b) To hear requests for Variances from the literal provisions of this Ordinance in accordance with the provisions of Chapter 700 of this Ordinance and to grant such Variances only when it is demonstrated that granting said Variance will be keeping with the spirit and intent of the Ordinance.
- c) To adopt rules for the conduct of proceedings which come before the Board of Adjustment and Appeals, including but not limited to Public Hearings, which may include provisions for giving oaths to witnesses and requiring the filing of written briefs and/or summaries by those Persons party to said Public Hearings and/or other proceedings.

800.3 Restrictions. Actions of the Planning Commission and the Town Board shall not be appealable to the Board of Adjustment and Appeals.

800.4 Other Powers. The Board of Adjustment shall have such other powers and duties as are assigned to it by law.

800.5 Findings of Fact. Separate written findings of fact shall be made by the Board of Adjustment and Appeals for each determination by the Board of Adjustment and Appeals as provided in this Chapter herein.

[END OF CHAPTER 800]

Chapter 810. Planning Commission.

810.1 Establishment of the Planning Commission. A Ford Township Planning Commission is established under authority of Minnesota Statutes §§462.351 through 462.365 for the purpose of conducting hearings and making recommendations to the Town Board and Board of Adjustment and Appeals on requests, submissions, applications, Ordinance Amendments and modifications to include, but not be limited to, submissions to the Town as a result of Variance Applications, Conditional Use Permit Applications, Re-Zoning Petitions, and/or Ordinance Amendment Petitions to the Town Board.

810.2 Composition of the Planning Commission.

- a) The Planning Commission shall consist of five (5) members, one of which shall be a member of the Town Board.
- b) The Planning Commission members must be appointed by the Town Board and shall be Town residents.
- c) The Planning Commission members shall be compensated at a per diem rate set by the Town Board and necessary and reasonable expenses to be paid monthly.
- d) All Planning Commission members shall initially be appointed for a period ending January 31, 2009. For the period commencing February 1, 2009, one member of the Planning Commission shall be appointed for a one (1) year term, two (2) members shall be appointed for two (2) year terms, and one (1) member shall be appointed for a three (3) year term. The Town Board shall appoint a member of the Town Board to serve as the fifth (5th) member of the Planning Commission. Said Town Board member shall serve on the Planning Commission for a one (1) year term. As each of the terms as herein described expire, and except for the Town Board member who shall always serve only one (1) year terms, all new terms of Planning Commission members thereafter shall be for three (3) year, staggered terms to be appointed to a term commencing on the first day in February.

810.3 Quorum. A majority of the entire Planning Commission shall constitute a quorum. To conduct and call to order a Public Hearing, a Regular Meeting of the Planning Commission, a Special Meeting of the Planning Commission, and/or an Emergency Meeting of the Planning Commission, a quorum must be present. In the event that a Planning Commission member is required to depart a Planning Commission Public Hearing, a Regular Meeting of the Planning Commission, a Special Meeting of the

Planning Commission, and/or an Emergency Meeting of the Planning Commission prior to adjournment thereof, and the departure causes a loss of quorum, a quorum shall not be considered lost and further official action may be taken by the Planning Commission.

810.4 Organization and Record Keeping.

- a) The Planning Commission may create and fill the offices of chair and vice chair and any others as it may determine from its own membership.
- b) The Town Clerk shall act as secretary of the Planning Commission. The Town Clerk shall not be considered a member of the Planning Commission and his/her function as secretary thereof shall be that of note-taker and record-keeper only.
- c) The Planning Commission may appoint such committees as it deems appropriate, adopt rules for the transaction of business, and shall keep a record of its resolutions, transactions, and findings, which record shall be public.

810.5 Powers and Duties of the Planning Commission. The Planning Commission shall be the planning agency of the Town and shall have the powers and duties given such agencies generally by Minnesota Statutes §§462.351 through 462.365. It shall also exercise the duties conferred upon it by this Ordinance.

810.6 Public Hearings. The Township Comprehensive Plan and/or Ordinance may not be amended, nor shall any Variance Application, Conditional Use Permit Application, Re-Zoning Petition or Ordinance Amendment Petition be approved, until a Public Hearing has been held by the Planning Commission.

810.7 Findings of Fact. Separate written findings of fact shall be made by the Planning Commission for each determination by the Planning Commission as provided in this Chapter herein.

810.8 Conflict of Interest. Any Planning Commission member who has a conflict of interest on any issue before the Planning Commission shall not be allowed to participate as a Planning Commission member on that issue. Any question of whether the particular issue involves a conflict of interest sufficient to disqualify a Planning Commission member from acting thereon, shall be decided by majority vote of all Planning Commission members present, excluding the Planning Commission member who is being challenged.

[END OF CHAPTER 810]

Chapter 820. Town Clerk.

- 820.1 Election. The Town Clerk shall be elected at the Town General Election to be held the first Tuesday in November of the applicable election year. The Town Clerk shall be elected to four (4) year terms commencing on the first Monday in January following the election thereof and continuing until the Town Clerk's successor is elected and qualified. The next election to be held for the election of the Town Clerk shall be November 4, 2008.
- 820.2 Bond. The Town Clerk, before beginning the duties of the office, shall give bond to the Town in an amount to be determined by the Town Board, conditioned for the faithful discharge of the duties of the Town Clerk. The bond shall be filed with the Kanabec County Auditor.
- 820.3 Oath. Prior to transacting any business of the Town or exercising any duties of the office, the Town Clerk shall take and subscribe an oath to support the Constitution of the United States and of the State of Minnesota and to discharge faithfully the duties of the Town Clerk to the best of his or her judgment and ability.
- 820.4 Delivery of Records. Any Town Clerk at the end of his or her term and upon the qualification of the successor Town Clerk, shall deliver any and all records in their possession to the successor Town Clerk upon demand of the successor Town Clerk.
- 820.5 Duties. The Town Clerk shall:
- a) take oaths of office from elected and/or appointed members of the Town Board, Planning Commission and Town Treasurer;
 - b) act as clerk of the Town Board and keep in the Town Clerk's office a true record of all of the Town Board's proceedings;
 - c) unless otherwise provided by law, have custody of the records, books, and papers of the Town and file and safely keep all papers required by law to be filed in the Town Clerk's Office as designated from time to time by the Town Board;
 - d) record minutes of the proceedings of every Regular Meeting of the Town Board, Special Meeting of the Town Board, Emergency Meeting of the Town Board, Regular Meeting of the Planning Commission, Special Meeting of the Planning Commission, Emergency Meeting of the Planning Commission and Board of Adjustment and Appeals meeting in the book of Town records and enter in said minutes at length, including every order or direction and all rules and regulations made by the Town Board, Planning

Commission, and/or Board of Adjustment and Appeals, as the case may be;

- e) mail, Publish or otherwise provide all required notices in accordance with the provisions of this Ordinance;
- f) record all Variances, Conditional Use Permits and Ordinance Amendments approved by the Town Board or Board of Adjustment and Appeals;
- g) file and preserve all accounts audited by the Town Board or allowed at a Regular Meeting of the Town Board, Special Meeting of the Town Board or Emergency Meeting of the Town Board and enter a statement of them in the book of records;
- h) record every request for a special vote or Special Meeting of the Town Board, special vote or Special Meeting of the Planning Commission meeting and/or special vote of the Board of Adjustment and Appeals and properly post the requisite notices of them;
- i) file for record with the Kanabec County Recorder or Registrar of Titles all documents required to be filed by law;
- j) post, as required by law, fair copies of all bylaws made by the Town Board, and make a signed entry in the Town records, of the time when and the places where the bylaws were posted and record in full all ordinances passed by the Town Board in an Ordinance Book;
- k) upon request of an Applicant, Petitioner, Owner, Planning Commission or Town Board distribute copies of this Ordinance to the members of the Planning Commission, Town Board, Board of Adjustment and Appeals and to the Public;
- l) furnish at the Annual Meeting of the Town Board of audit every statement from the County Treasurer of money paid to the Town Treasurer, and all other information about fiscal affairs of the Town in the Town Clerk's possession, and all accounts, claims, and demands against the Town filed with the Town Clerk; and
- m) perform any other duties required by law.

[END OF CHAPTER 820]

Chapter 821. Town Treasurer.

821.1 Election. The Town Treasurer shall be elected at the Town General Election to be held the first Tuesday in November of the applicable election year. The Town Treasurer shall be elected to four (4) year terms commencing on the first Monday in January following the election thereof and continuing until the Town Treasurer's successor is elected and qualified. The next election to be held for the election of the Town Treasurer shall be November 2, 2010.

821.2 Bond. The Town Treasurer, before beginning the duties of the office, shall give a bond to the Town in an amount to be determined by the Town Board, conditioned for the faithful discharge of the duties of the Town Treasurer. The bond shall be filed with the Kanabec County Auditor.

821.3 Oath. Prior to transacting any business of the Town or exercising any duties of the office, the Town Treasurer shall take and subscribe an oath to support the Constitution of the United States and of the State of Minnesota and to discharge faithfully the duties of the Town Treasurer to the best of his or her judgment and ability.

821.4 Delivery of Records. Any Town Treasurer at the end of his or her term and upon the qualification of the successor Town Treasurer, shall deliver any and all records in their possession to the successor Town Treasurer upon demand of the successor Town Treasurer.

821.5 Duties. The Town Treasurer shall:

- a) Receive and take charge of all money belonging to the Town, or which is required to be paid into its treasury, and to pay it out only upon the lawful order of the Town Board or its officers;
- b) Preserve all books, papers, and property pertaining to or filed in the Town Treasurer's Office, as designated from time to time by the Town Board;
- c) Keep a true account of all money received as Town Treasurer and the manner in which it is disbursed, in a book or in a digital format or in some other medium as approved under Minnesota law that is provided for that purpose, and provide the account, with the Town Treasurer's vouchers, to the Town Board of Audit, at its Annual Meeting, for adjustment;
- d) Deliver, on demand, all books, software, data and property belonging to the Town Treasurer's office, and all money in the

Town Treasurer's hands as Town Treasurer, to a qualified successor;

- e) Keep in a suitable book or in a digital format or in some other medium as approved under Minnesota law a register of all Town orders presented for payment that cannot be paid for want of funds, with the date presented, and to endorse upon the back of each the words "not paid for want of funds," with the date of the endorsement, signed by the Town Treasurer;
- f) Draw from the Kanabec County Treasurer, from time to time, money received by the Kanabec County Treasurer for the Town, and receipt for it;
- g) Make and file with the Town Clerk, within five days preceding the annual town meeting, a statement, in writing, of the money received from the Kanabec County Treasurer and all other sources, and all money paid out as Town Treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand; and
- h) To perform other duties required by law.

[END OF CHAPTER 821]

Chapter 825. Zoning Administrator.

825.1 Office Establishment. The office of the Zoning Administrator is hereby established, for which the Town Board may appoint such staff as it may deem proper. The terms of office of the Zoning Administrator staff shall be indefinite and shall terminate at the pleasure of the Town Board.

825.2 Duties. The Zoning Administrator shall:

- a) Enforce and administer the provisions of this Ordinance;
- b) Accept and review Land Use Permit Applications and Land Use Petitions.
- c) Determine an Applicant's and/or Petitioner's compliance with the provisions of this Ordinance and completeness of Land Use Permit Applications and Land Use Petitions and notify Applicants and/or Petitioners in the event said Land Use Permit Application and/or Land Use Petition is incomplete;
- d) Notify an Applicant and/or Petitioner, in writing, if a proposed Use is not in compliance with this Ordinance, and assist the Applicant and/or Petitioner with procedures, appeals, or any other administrative remedies as may be appropriate and/or necessary to attain compliance;
- e) Receive, and forward to the Planning Commission all complete Land Use Permit Applications and all complete Land Use Petitions;
- f) Interpret this Ordinance and make recommendations to the Planning Commission, Town Board, and/or Board of Adjustment and Appeals, including findings of fact, concerning Land Use Permit Applications, Land Use Petitions, fees, forms and/or any other issue that may be presented by the Town Board, Planning Commission, and/or Board of Adjustment and Appeals;
- g) Conduct technical reviews and site inspections, and make staff reports to the Planning Commission, Town Board and/or Board of Adjustment and Appeals on specific Land Use Permit Applications and Land Use Petitions;
- h) Issue appropriate Land-Use Permits when all provisions of this Ordinance are in compliance.

- i) Notify an Owner, in writing, if a Use is not in compliance with this Ordinance, and assist the Town Board with appropriate procedures, appeals, or any other administrative remedies necessary to attain compliance by Owner;
- j) Maintain a system of procedures, records, files, and documents that will provide for effective and consistent administration, and enforce the substance and intent of this Ordinance for the protection and preservation of the public health and safety of the Town;
- k) Investigate alleged violations of the Ordinance and advise Owners/Applicants/Petitioners of necessary corrective measures. Maintain an inventory of said violations including dated photographs and/or other evidence as the Zoning Administrator, Planning Commission and/or Town Board may deem necessary;
- l) Issue and enforce Stop Orders on the construction, repair, alteration, renewal, or demolition of any Building or Structure or any work done thereon in violation of this Ordinance or any Use performed in violation of this Ordinance;
- m) Coordinate the enforcement of this Ordinance with the enforcement of related land Use statutes and codes by active cooperation with other agencies;
- n) Inspect all Lots, Parcels, Buildings, Structures and Uses that are regulated under this Ordinance, and to provide inspection reports to the appropriate Owner, Applicant and/or Petitioner, as well as to the Planning Commission Town Board, and Board of Adjustment and Appeals and file records with the Town as deemed appropriate by the Planning Commission, Town Board, and/or Board of Adjustment and Appeals;
- o) Identify, inventory, and monitor Nonconforming Uses;
- p) Submit a written monthly report to the Planning Commission and to the Town Board at least one (1) week in advance of the Regular Meetings of the Planning Commission and Regular Meetings of the Town Board, as the case may be. These reports shall include a detailed list of the following: Land Use Permits issued/denied, Land Use Permit Applications received, Land Use Petitions issued/denied, Land Use Petitions received, and any other pertinent zoning administration activity and information relating thereto.

- q) Maintain the Zoning Map up-to-date;
- r) Assist with the maintenance of the Ford Township webpage (www.fordtownship.org) and keep current with zoning items and reports of all Land Use Permit Applications, Land Use Petitions, and Land Use Permits issued on at least a monthly basis, and other Planning/Zoning related documents (permit forms, etc.) and information as requested;
- s) In addition to the five (5) regular members of the Planning Commission, serve as an ex-officio member of the Planning Commission;
- t) Collect all fees required by this Ordinance and submit any and all fees to the Town Treasurer immediately upon receipt; and
- u) Complete other matters and responsibilities as the Town Board may assign from time to time.

825.3 Employment of Consultants. The Zoning Administrator may, with permission of Town Board, employ such technical or expert consultants as may be desirable to carry out the provisions of this Ordinance.

[END OF CHAPTER 825]

Chapter 830. Regular Meetings of the Town Board.

- 830.1 Setting Schedule for Regular Meetings. Regular Meetings of the Town Board shall be set at the beginning of each calendar year and Published yearly in the Official Newspaper of the Town and a schedule of all Regular Meetings of the Town Board shall be maintained on file at the Ford Town Hall.
- 830.2 Setting Agenda. The Town Clerk shall be notified of all items to appear on the Town Board Agenda not later than five (5) days before a Regular Meeting of the Town Board.
- 830.3 Notice of Agenda to Town Board. At least three (3) days before each Regular Meeting of the Town Board, the Town Clerk shall deliver via email, facsimile or Personal Delivery the Town Board Agenda to each Town Board member, setting forth the business to be discussed.
- 830.4 Explanation of Certain Items on Agenda. Where an Ordinance Amendment Petition, a Re-Zoning Petition, a Variance Application or a Conditional Use Permit Application appear on the Town Board Agenda the Town Clerk shall include a brief explanation with the Town Board Agenda.
- 830.5 Order of Business. The Town Board Order of Business to be conducted at a Regular Meeting of the Town Board shall be as follows:
- a) approval of the agenda;
 - b) approval of minutes;
 - c) review of Treasurer's report and claims and approval or denial thereof;
 - d) open forum for Public comment;
 - e) old business;
 - f) new business; and
 - g) review of mail.
- 830.6 Amending Agenda and/or Order of Business. The Town Board may, by a vote of a majority of the quorum, amend the Town Board Agenda and/or amend the Town Board Order of Business to add new items of business,

including but not limited to, Ordinance Amendment Petitions, Re-Zoning Petitions, Variance Applications or Conditional Use Permit Applications.

[END OF CHAPTER 830]

Chapter 831. Regular Meetings of the Planning Commission.

- 831.1 Setting Schedule for Regular Meetings. Regular Meetings of the Planning Commission shall be set at the beginning of each calendar year and Published yearly in the Official Newspaper of the Town and a schedule of all Regular Meetings of the Planning Commission shall be maintained on file at the Ford Town Hall.
- 831.2 Setting Agenda. The Town Clerk shall be notified of all items to appear on the Planning Commission Agenda not later than five (5) days before a Regular Meeting of the Planning Commission.
- 831.3 Notice of Agenda to Planning Commission. At least three (3) days before each Regular Meeting of the Planning Commission, the Town Clerk shall deliver by email, facsimile or by Personal Delivery the Planning Commission Agenda to each Planning Commission member setting forth the business to be discussed.
- 831.4 Explanation of Certain Items on Agenda. Where an Ordinance Amendment Petition, a Re-Zoning Petition, a Variance Application or a Conditional Use Permit Application appears on the Planning Commission Agenda the Town Clerk shall include a brief explanation with the Planning Commission Agenda.
- 831.5 Order of Business. The Planning Commission Order of Business to be conducted at a Regular Meeting of the Planning Commission shall be as follows:
- a) approval of agenda;
 - b) approval of minutes;
 - c) open forum for public comment;
 - d) old business; and
 - e) new business.
- 831.6 Amending Agenda and/or Order of Business. The Planning Commission may, by a vote of a majority of the quorum, amend the Planning Commission Agenda and/or amend the Planning Commission Order of Business to add new items of business, including but not limited to, Ordinance Amendment Petitions, Re-Zoning Petitions, Variance Applications or Conditional Use Permit Applications.

[END OF CHAPTER 831]

Chapter 840. Special Meetings of the Town Board.

840.1 Procedure to Call a Special Meeting of the Town Board. A Special Meeting of the Town Board may be called by either the Chair of the Town Board or by any two (2) Town Board members by the mailing, at least five (5) days in advance, of Written Notice of Special Meeting by the Town Clerk to all Town Board members setting forth the time, date, and purpose of the Special Meeting of the Town Board. If a Special Meeting of the Town Board is called in accordance with this Chapter upon the request of an Owner or Applicant, the Owner or Applicant shall submit any such request in writing to the Zoning Administrator together with all required fees.

840.2 Special Meeting Notification Requirements. Public notice for Special Meetings of the Town Board shall be provided as follows:

- a) Except for an Emergency Meetings of the Town Board as further described in Chapter 850 of this Ordinance, or a for Special Meeting of the Town Board for which a notice requirement is otherwise expressly established by state statute, the Town Clerk shall post a Written Notice of Special Meeting of the Town Board setting forth the date, time, place, and purpose of the Special Meeting of the Town Board on the Town Board bulletin board at least three (3) days before the date of the Special Meeting of the Town Board, or if the Town Board does not have a bulletin board, Written Notice of Special Meeting of the Town Board shall be posted on the door of the Town Hall at least three (3) days before the date of the Special Meeting of the Town Board.
- b) Written Notice of Special Meeting of the Town Board shall also be mailed or otherwise delivered to each Person who has filed a written request for Written Notice of Special Meetings of the Town Board with the Town Clerk. The Written Notice of Special Meeting of the Town Board shall be posted and mailed or delivered to such Persons at least five (5) days before the date of the Special Meeting of the Town Board.
- c) As an alternative to mailing or otherwise delivering Written Notice of Special Meetings of the Town Board to Persons who have filed a written request for Written Notice of Special Meetings of the Town Board, the Town Clerk may Publish the Written Notice of Special Meetings of the Town Board once, at least three (3) days before the Special Meeting of the Town Board, in the Official Newspaper.

- d) A Person filing a request for Written Notice of Special Meetings of the Town Board shall specifically identify the particular subjects for which the Person requests Written Notice of Special Meetings of the Town Board. The Town Clerk shall be required to send Written Notice of Special Meetings of the Town Board to that Person only concerning Special Meetings of the Town Board involving those subjects.
- e) All requests for Written Notice of Special Meetings of the Town Board shall expire on December 31 of each year and may be re-filed on or after January 1 of each calendar year.
- f) Not more than sixty (60) days before December 31 of each year, the Town Clerk shall send notice of the re-filing requirement to each Person who filed a Request for Written Notice of Special Meetings of the Town Board during the preceding year.

840.3 Actual Notice. Notwithstanding the notice requirements as set forth herein, if a Person receives Actual Notice of a Special Meeting of the Town Board at least twenty-four (24) hours before the Special Meeting of the Town Board, all notice requirements of this Chapter 840 shall be considered satisfied with respect to that Person, regardless of the method of receipt of said notice.

840.4 Business Allowed at Special Meetings. Only items of business contained in the Written Notice of Special Meeting of the Town Board may be discussed.

[END OF CHAPTER 840]

Chapter 841. Special Meetings of the Planning Commission.

841.1 Procedure to Call a Special Meeting of the Planning Commission. A Special Meeting of the Planning Commission may be called by either the Chair of the Town Board, the Chair of the Planning Commission, the Zoning Administrator or by any two (2) Planning Commission members by the mailing, at least five (5) days in advance, of Written Notice of Special Meeting of the Planning Commission by the Town Clerk to all Planning Commission members setting forth the time, date, and purpose of the Special Meeting of the Planning Commission. If a Special Meeting of the Planning Commission is called in accordance with this Chapter upon the request of an Owner or Applicant, the Owner or Applicant shall submit any such request in writing to the Zoning Administrator together with all required fees.

841.2 Special Meeting Notification Requirements. Public notice for Special Meetings of the Planning Commission shall be provided as follows:

- a) Except for an Emergency Meeting of the Planning Commission as further described in Chapter 851 of this Ordinance, or a Special Meeting of the Planning Commission for which a notice requirement is otherwise expressly established by state statute, the Town Clerk shall post Written Notice of Special Meeting of the Planning Commission setting forth the date, time, place, and purpose of the Special Meeting of the Planning Commission on the Planning Commission bulletin board at least three (3) days before the date of the Special Meeting of the Planning Commission, or if the Planning Commission does not have a bulletin board, Written Notice of Special Meeting of the Planning Commission shall be posted on the door of the Town Hall at least three (3) days before the date of the Special Meeting of the Planning Commission.
- b) Written Notice of Special Meeting of the Planning Commission shall also be mailed or otherwise delivered to each Person who has filed a written request for Written Notice of Special Meetings of the Planning Commission with the Town Clerk. The Written Notice of Special Meeting of the Planning Commission shall be posted and mailed or delivered to such Persons at least five (5) days before the date of the Special Meeting of the Planning Commission.
- c) As an alternative to mailing or otherwise delivering Written Notice of Special Meetings of the Planning Commission to Persons who have filed a written request for Written Notice of Special Meetings of the Planning Commission, the Town Clerk may Publish the

Written Notice of Special Meetings of the Planning Commission once, at least three (3) days before the Special Meeting of the Planning Commission, in the Official Newspaper.

- d) A Person filing a request for Written Notice of Special Meetings of the Planning Commission shall specifically identify the particular subjects for which the Person requests Written Notice of Special Meetings of the Planning Commission. The Town Clerk shall be required to send Written Notice of Special Meetings of the Planning Commission to that Person only concerning Special Meetings of the Planning Commission involving those subjects.
- e) All requests for Written Notice of Special Meetings of the Planning Commission shall expire on December 31 of each year and may be re-filed on or after January 1 of each calendar year.
- f) Not more than sixty (60) days before December 31 of each year, the Town Clerk shall send notice of the re-filing requirement to each Person who filed a Request for Written Notice of Special Meetings of the Planning Commission during the preceding year.

841.3 Actual Notice. Notwithstanding the notice requirements as set forth herein, if a Person receives Actual Notice of a Special Meeting of the Planning Commission at least twenty-four (24) hours before the Special Meeting of the Planning Commission, all notice requirements of this Chapter 841 shall be considered satisfied with respect to that Person, regardless of the method of receipt of said notice.

841.4 Business Allowed at Special Meetings. Only items of business contained in the Written Notice of Special Meeting of the Planning Commission may be discussed.

[END OF CHAPTER 841]

Chapter 850. Emergency Meetings of the Town Board

850.1 Purpose. An Emergency Meeting of the Town Board may be called because of circumstances that, in the judgment of the Town Board, require immediate consideration by the Town Board.

850.2 Procedure to Call an Emergency Meeting of the Town Board. An Emergency Meeting of the Town Board may be called by either the Chair of the Town Board or by any two (2) Town Board members by the Town Clerk providing Notice of Emergency Meeting of the Town Board to all Town Board members by whatever means possible, including, but not limited to, personal delivery, telephone, facsimile, and/or electronic mail, setting forth the time, date and purpose of the Emergency Meeting of the Town Board.

850.3 Emergency Meeting Notification Requirements. Public notice for Emergency Meetings of the Town Board shall be provided as follows:

- a) The Town Clerk shall make a good faith effort to provide Notice of Emergency Meetings of the Town Board to each news medium which has filed a Written Request for Notice of Emergency Meetings of the Town Board if such request includes the news medium's telephone number as soon as reasonably practicable after Notice of Emergency Meetings of the Town Board has been given to the members of the Town Board.
- b) Notice of Emergency Meetings of the Town Board shall be given by telephone or by any other method used to notify the members of the public body.
- c) Notice of Emergency Meetings of the Town Board shall include the subject of the Emergency Meeting of the Town Board. Posted or Published Notice of Emergency Meetings of the Town Board is not required
- d) If matters not directly related to the emergency giving rise to the Emergency Meeting of the Town Board are discussed or acted upon at an Emergency Meeting of the Town Board, the minutes of the Emergency Meeting of the Town Board shall include a specific description of such non-emergency matters.
- e) The notice requirements of this Chapter 850 supersede any other notice requirements for any Special Meeting of the Town Board that is also an Emergency Meeting of the Town Board.

[END OF CHAPTER 850]

Chapter 851. Emergency Meetings of the Planning Commission

- 851.1 Purpose. An Emergency Meeting of the Planning Commission may be called because of circumstances that, in the judgment of the Planning Commission, require immediate consideration by the Planning Commission.
- 851.2 Procedure to Call an Emergency Meeting of the Planning Commission. An Emergency Meeting of the Planning Commission may be called by either the Chair of the Planning Commission or by any two (2) Planning Commission members by the Town Clerk providing Notice of Emergency Meeting of the Planning Commission to all Planning Commission members by whatever means possible, including, but not limited to, personal delivery, telephone, facsimile, and/or electronic mail, setting forth the time, date and purpose of the Emergency Meeting of the Planning Commission.
- 851.3 Emergency Meeting Notification Requirements. Public notice for Emergency Meetings of the Planning Commission shall be provided as follows:
- a) The Town Clerk shall make a good faith effort to provide Notice of Emergency Meetings of the Planning Commission to each news medium which has filed a Written Request for Notice of Emergency Meetings of the Planning Commission if such request includes the news medium's telephone number as soon as reasonably practicable after Notice of Emergency Meetings of the Planning Commission has been given to the members of the Planning Commission.
 - b) Notice of Emergency Meetings of the Planning Commission shall be given by telephone or by any other method used to notify the members of the public body.
 - c) Notice of Emergency Meetings of the Planning Commission shall include the subject of the Emergency Meeting of the Planning Commission. Posted or Published Notice of Emergency Meetings of the Planning Commission is not required.
 - d) If matters not directly related to the emergency giving rise to the Emergency Meeting of the Planning Commission are discussed or acted upon at an Emergency Meeting of the Planning Commission, the minutes of the Emergency Meeting of the Planning Commission shall include a specific description of such non-emergency matters.

- e) The notice requirements of this Chapter 851 supersede any other notice requirements for any Special Meeting of the Planning Commission that is also an Emergency Meeting of the Planning Commission.

[END OF CHAPTER 851]