

CHAPTER 30 PLANNING COMMISSION

30.01 ESTABLISHMENT OF COMMISSION

A Planning Commission for the City is hereby established. The Commission shall be the City Planning Agency.

30.02 COMPOSITION AND TERMS

Subd. 1 Composition

Such Planning Commission shall consist of 7 members, Members shall be residents of the city. Members shall be appointed by the Council and may be removed by a four-fifths vote of the Council. In addition, the Council shall select an member as well as a second alternate member from among its own council to serve on the Commission. The second alternate would be allowed to serve only to make a quorum of the commission.

Subd. 2 Terms

Of the members excluding alternate members of the Commission first appointed, one shall be appointed for the term of one (1) year, one for the term of two (2) years, one for the term of three (3) years, and one for terms of four (4) years. Their successors shall be appointed for terms of four (4) years. Both original and successive appointees shall hold their offices until their successors are appointed and qualified. Terms shall expire each year on December 31. Vacancies during the term shall be filled by the Council for the unexpired portion of the term.

Subd. 3 Compensation

All members shall be compensated at a fixed per diem rate of \$40.00 per meeting attended (regular and special).

30.03 ORGANIZATION MEETINGS

Subd. 1 Organization

The Commission shall elect a Chairman from among its appointed member's for a term of one year, and the Commission may create and fill such other offices as it may determine

Subd. 2 Meetings

The Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be public record. On or about January 1st of each year, the Commission shall submit to the Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the Council.

30.04 POWERS AND DUTIES OF THE COMMISSION

The Planning Commission shall be the planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes Chapter 462. It shall also exercise the duties conferred upon it by this Chapter.

30.05 ZONING ORDINANCES, PUBLIC HEARINGS

The Council thereto shall hold thereon by the Planning Commission upon notice as provided in Chapter 50 of this code.

30.06 PLATS - APPROVAL

Any plat of land submitted to the Council for approval shall be referred to the Planning Commission for review and recommendation. Any plat so referred shall be returned to the Council by the Commission within 30 days, and failure of the Commission to report within such period is deemed to have satisfied the requirements of this section.

30.07 ATTENDANCE

Duly appointed members of the Planning Commission shall be required to attend no less than half the official meetings of the Planning Commission unless specifically excused by the Chair of the Planning Commission and said excused absence noted in the minutes. Further, duly appointed members of the Planning Commission and said excused absence noted in the minutes. Failure to meet either of these two attendance requirements shall be considered as formal notice of resignation from said Planning Commission.

30.08 STAFF FOR THE COMMISSION

The City Administrator, Building Inspector, City Planner, City Engineer and City Attorney shall act as staff for the Planning Commission and maybe required at times to attend commission meetings. City Staff shall provide the Commission with information as requested by the Commission. The City Administrator shall act as secretary to the Commission and shall be responsible for the keeping of records.

Adopted by the City Council this 24th day of March 1992. Revised 3/28/06, 3/7/13, 09/27/22

Revised 4/30/92, ORD 251, ORD 262, ORD 297(2/13) ORD 321 (9/27/22) ORD 326 (7/25/23)