

## CHAPTER 1

**PLANNING COMMISSION**

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2-1-1:       **ESTABLISHMENT:** A City Planning Commission for the City is hereby established. The Commission shall be the City planning agency authorized by Minnesota Statutes section 462.354, subdivision 1. (1986 Code § 283)

2-1-2:       **MEMBERSHIP:** The City Planning Commission shall consist of seven (7) members. The City Engineer and the City Attorney shall be members ex officio and the City Council shall select one member of the Commission from its own membership. The other four (4) members shall be appointed and may be removed by the Council. (1986 Code § 283.1)

2-1-3:       **TERMS, VACANCIES, OATH:**

- A.       Term: Of the members of the Commission first appointed, one shall be appointed for a term of one year, one for a term of two (2) years, one for a term of three (3) years, and one for a term 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. The terms of ex officio members shall correspond to their respective official tenures.

- B. Vacancies: Vacancies during the term shall be filled by the Council for the unexpired portion of the term.
- C. Oath: Every appointed member shall, before entering upon the discharge of his duties, take an oath that he will faithfully discharge the duties of his office. (1986 Code § 283.2)

2-1-4:           **COMPENSATION:** All members shall serve without compensation. (1986 Code § 283.2)

2-1-5:           **OFFICERS:** The Commission shall elect a chairman from among its appointed members for a term of one year; and the Commission may create and fill such other offices as it may determine. The City Clerk shall act as secretary of the Planning Commission, but he shall not be a member. (1986 Code § 283.3)

2-1-6:           **MEETINGS, RECORDS, REPORTS:**

- A. Regular Meeting: The Commission shall hold at least one regular meeting a year.
- B. Rules And Regulations; Records: The Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record.
- C. Annual Report: On or before February 15 of each year, the Commission shall submit to the City Council a report of its work during the preceding calendar year. (1986 Code § 283.4)

2-1-7:           **EXPENDITURES:** Expenditures of the Commission shall be within amounts appropriated for the purpose by the City Council. (1986 Code § 283.4)

2-1-8:       **POWERS AND DUTIES:** The Planning Commission shall have the powers and duties given planning agencies generally by law. The Commission shall also exercise the duties conferred upon it by this Chapter and by the Council. After the Commission has prepared and adopted a Comprehensive Plan, the Commission shall periodically but at least once every three (3) years, review the Comprehensive Plan, any ordinances and any capital improvement program the Council has adopted to implement the Plan. After such review it shall, to the extent it deems necessary, revise the Comprehensive Plan, adopt the amendments or the new Comprehensive Plan, and recommend it to the Council in accordance with law. Similarly, after such review, it shall recommend to the Council any amendments it deems desirable to the capital improvement program and any ordinance implementing the Plan. (1986 Code § 283.5)

2-1-9:       **ZONING ORDINANCES; PUBLIC HEARINGS:** No zoning ordinance or amendment shall be adopted by the Council until a public hearing has been held thereon by the Planning Commission upon notice as provided in Minnesota Statutes section 462.357, subdivision 3. (1986 Code § 283.6)

2-1-10:      **PLATS, APPROVAL:** Any subdivision plat submitted to the Council for approval shall, prior to final approval, be referred to the Planning Commission for review and recommendation. Any plat so referred shall be returned to the Council by the Commission with its recommendation within thirty (30) days. Failure of the Commission to report within that period is deemed to have satisfied the requirements of this Chapter. (1986 Code § 283.7)