

Planning Commission Meeting Agenda

Wednesday January 5, 2026 - 6:00 PM
Cologne Community Center, 1211 Village Parkway

Vision Statement

The City of Cologne is a vibrant small town that respects its heritage, embraces its future and offers a high quality of life for all who live, work and visit our community.

Commissioner:	<i>Bernie Shambour</i>
Commissioner:	<i>Shannon Frakie</i>
Commissioner:	<i>Kristy Naegely</i>
Commissioner:	<i>Jayson Read</i>
<i>City Council Liaison:</i>	

NOTE: AGENDA ITEMS ARE APPROXIMATE AND SUBJECT TO CHANGE ACCORDING TO LENGTH OF DISCUSSION. TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE ARRIVE AT 6:00 PM.

- 1. ELECTION OF CHAIRPERSON**
- 2. CALL MEETING TO ORDER & ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADOPT AGENDA**
- 5. PLANNING COMMISSION NEW BUSINESS**
 - a. Approve December 3, 2025 Planning Commission Minutes**
 - b. Discuss City Planner's comments on Park Board and Planning Commission Ordinance Changes**
 - c. Ordinance Review Discussion**
- 6. ADJOURN**

Planning Commission Meeting Minutes

Wednesday December 3, 2025 - 6:00 PM
Cologne Community Center, 1211 Village Parkway

Vision Statement

The City of Cologne is a vibrant small town that respects its heritage, embraces its future and offers a high quality of life for all who live, work and visit our community.

<i>Chairperson:</i>	<i>Bernie Shambour</i>
<i>Commissioner:</i>	<i>Shannon Frakie</i>
<i>Commissioner:</i>	<i>Kristy Naegely</i>
<i>Commissioner:</i>	<i>Jayson Read</i>
<i>City Council Liaison:</i>	<i>Carol Szaroletta</i>

NOTE: AGENDA ITEMS ARE APPROXIMATE AND SUBJECT TO CHANGE ACCORDING TO LENGTH OF DISCUSSION. TO ENSURE THAT YOU ARE PRESENT FOR ITEMS OF INTEREST, PLEASE ARRIVE AT 6:00 PM.

1. CALL MEETING TO ORDER & ROLL CALL

Chairperson Shambour called the meeting to order at 6:00 PM with Commissioners Franz, Naegely, Read and Szaroletta present. Also present were City Administrator Michelle Morrison.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

Commissioner Read made a motion to adopt the agenda as presented, second by Commissioner Naegely. Motion carried unanimously.

4. PLANNING COMMISSION NEW BUSINESS

a. Approve October 1, 2025 Planning Commission Minutes

Motion by Commissioner Frakie to approve the October 1st Planning Commission Minutes, second by Commissioner Read. Motion carried unanimously.

b. Ordinance Review Discussion

Commissioners had discussions around goal setting for the group and devising a plan to review the City Code of Ordinances. While the task is large, the consensus was to begin by reviewing Title III Administration that evening. Administrator Morrison took

notes on suggested edits with the intent to forward them to the City Planner for feedback.

At the end of the evening, it was agreed that Commissioners would review Chapters 71, 151 and 73 and be prepared to discuss potential edits at the January meeting.

5. ADJOURN

Motion by Commissioner Read to adjourn at 8:00 PM, second by Commissioner Szaroletta. Motion carried unanimously.

Respectfully Submitted:

Attest:

Michelle M Morrison, City Administrator

Bernie Shambour, Chairperson

REDLINE OF COLOGNE CITY CODE RELATED TO PARKS AND RECREATION BOARD AND PLANNING COMMISSION

Draft: January 1, 2026

PARKS AND RECREATION BOARD

§ 30.15 BOARD ESTABLISHED.

— There is hereby established an advisory board to be known as the Cologne Parks and Recreation Board. This Board will work with the City Administrator to provide recommendations to the City Council for policies, procedures, and purchases that affect Cologne's park facilities and recreational programming.

(Ord. 157, passed 1-3-2005)

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§ 30.16 COMPOSITION.

— The Parks and Recreation Board shall consist of five regular members, and one alternate member. They shall be appointed by the Mayor and confirmed by the Council. Three applicants for the Board must reside within the city limits of Cologne, and two may be selected from outside the city limits and one member from the City Council. The terms of the members first appointed shall be for one-, two-, and three-year terms; the term to be designated in the appointment notices the appointees receive, unless otherwise provided in the filling of vacancies. An appointive member shall not serve more than two consecutive three-year terms. All terms will begin January 1 and end December 31. Partial terms do not count toward the term limitation. The purpose of the term limit policy is to encourage resident participation on city advisory bodies and provide community members with the opportunity to participate in their local government.

(Ord. 157, passed 1-3-2005)

§ 30.17 VACANCIES.

— (A) Generally. Any vacancy in the appointive membership shall be filled in the following manner.

— (B) Specifically.

— (1) The Personnel Committee makes a recommendation to the Mayor.

— (2) The consent of the Council is obtained for the recommendation. The appointees shall serve for the unexpired term so filled.

(Ord. 157, passed 1-3-2005)

§ 30.18 MEETINGS.

— In conformance with the Minnesota Open Meeting Law, being M.S. Chapter 13D, as it may be amended from time to time, all meetings of the Board are open to the public. Regular meetings shall be held at the Community Room, City Hall, in Cologne, Minnesota. The Board will convene at 6:30 p.m. the second Wednesday of each January. At this meeting, the current members will decide on regular dates and times for each month of the current year. Regular meetings may be scheduled, canceled, or changed depending upon unique circumstances and subject to the approval and consent of the Chair and/or Vice Chair.

(Ord. 157, passed 1-3-2005)

§ 30.19 ATTENDANCE.

— In the absence of a regular member, the alternate member shall assume the seat of the absent regular member. The alternate member assuming the regular member's seat shall have all the powers, including, but not limited to, voting powers, of the regular members. Regular members are expected to attend all regularly scheduled meetings. If a member has not attended at least 80% of the regularly scheduled meetings January through December, (10/12), the City Administrator may recommend to the Personnel Committee that the member be removed from the Board. The Personnel Committee will forward this recommendation to the City Council as is deemed appropriate.

(Ord. 157, passed 1-3-2005)

§ 30.20 BOARD OFFICERS.

— The Board shall elect from its membership a Chair, Vice Chair, and Secretary who shall serve for 1 year.

(Ord. 157, passed 1-3-2005)

§ 30.21 DUTIES OF OFFICERS.

- (A) The duties of the Chair shall be to:
 - (1) Review and approve of meeting agenda;
 - (2) Preside at meetings;

— (3) Participate with the Personnel Committee in the selection of Committee members; and

— (4) Represent the Committee as appropriate.

— (B) The duties of the Vice-Chair shall be to:

— (1) Perform the duties of the Chair in his or her absence; and

— (2) Assume other duties as assigned by the Chair.

— (C) The duties of the Secretary shall be to:

— (1) Be responsible for recording and compiling a written summary of all official activities of the Committee;

— (2) Take attendance at all meetings; and

— (3) Other duties as assigned.

(Ord. 157, passed 1-3-2005)

§ 30.22 PERFORMANCE CRITERIA.

— (A) Annually, the Board shall perform a written self evaluation on the following:

— (1) Achievement of goals and objectives;

— (2) Compliance with bylaws;

— (3) Formulation of proposals and recommendations and overall accomplishments;

— (4) Visitation of subject sites as applicable; and

— (5) Member's personal attendance record.

— (B) The Board shall forward this evaluation to the City Administrator. The City Administrator will forward the evaluation to the City Council for review by the third week of December.

(Ord. 157, passed 1-3-2005)

§ 30.23 CONFLICT OF INTEREST.

— Members with a financial or vested interest with an applicant, application, proposal, policy, or other Board issue shall disclose the relationship before participating in discussion about the issue. If the conflict is deemed to be significant, the member shall refrain from discussion and voting on the issue. If the conflict involves the presiding officer, he or she shall disqualify himself or herself from discussion and pass the gavel to

the Vice-Chair or a member who has no conflict. He or she may resume the chair once the issue has been dispatched.

(Ord. 157, passed 1-3-2005)

§ 30.24 CODE OF CONDUCT.

—(A) Generally. Outside of official meetings, Board members will adhere to the following.

—(B) Specifically.

—(1) A Board member's opinion pertaining to a function, organization, or specific application or issue shall not be given to the public or media unless there is a clear qualification that the opinion is not the opinion is that of the Committee or the city. If a Board member gives or represents the opinions of the Board, he or she shall do so only after receiving the official direction from the Board.

—(2) The conduct of Board members shall reflect positively upon the Board, individual member, and city.

—(3) Board members shall avoid any actual or apparent impropriety.

(Ord. 157, passed 1-3-2005)

§ 30.25 POWERS AND DUTIES.

—The Board shall act in an advisory capacity to the Cologne City Council and shall advise the City Council on parks and recreation matters. Any recommendation of the Board submitted to the Council in writing, which requires action of the Council to carry it out, shall be submitted to the Mayor and the Council for its consideration. A majority of the membership of the Board may make Board recommendations with any minority views to be presented in a minority report to the Council.

(Ord. 157, passed 1-3-2005)

§ 30.26 SUBCOMMITTEES.

—The Board may divide its membership into subcommittees, as it deems necessary to implement its goals and objectives.

(Ord. 157, passed 1-3-2005)

§ 30.40 ESTABLISHMENT OF COMMISSIONPLANNING COMMISSION REAFFIRMED.

The Cologne Planning Commission is maintained and reaffirmed as the planning agency for the City. The Planning Commission shall be the city planning agency authorized by Minn. Stat. § 462.354, subd. 1, as it may be amended from time to time. Except as otherwise provided in this ordinance or City Code, the Planning Commission shall be advisory directly to the City Council. A City Planning Commission for the City of Cologne is hereby continued.

(Ord. 80B, passed 12-18-1989)

§ 30.41 COMPOSITION AND TERMS.

(A) Composition, Number. The Planning Commission shall consist of five members who are residents of the City. ~~Four members shall be appointed by the City Council, and the appointment may be by a 4/5 vote of the Council;~~ and the City Council shall select one member of the Planning Commission from amongst its own members.

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(B) Terms. ~~Of the~~ The members of the Commission ~~first appointed, one shall be appointed for the term of one year, one for the term of two years, one for the term of three years, and one for the shall be appointed for staggered terms~~ of four years. ~~Their successors shall be appointed for the terms of four years. Both original and successive~~ Appointees shall hold their offices until their successors are appointed and qualified. ~~The City will accept applications from any eligible individual for appointments to the commission prior to a term expiring. Current members must reapply for the position on the commission and may be appointed for consecutive terms. The City Council shall interview applicants and appoint members to the commission. The City Council shall make appointments in January of each calendar year or as soon as possible thereafter.~~ Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall, before entering upon the discharge of his or her duties, take an oath that he or she will faithfully discharge the duties of his or her office. ~~The one member selected by the Council from its members shall be approved with the Annual Appointments typically approved in January of each year to serve until the next time the City Council adopts Annual Appointments. The member so selected from the Council shall not be the Mayor.~~

Commented [CN2]: I did it this way because there could be years where the Council meets after the PC in January. Could still be a vacant seat if the outgoing person was not re-elected.

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(C) Removal. Members may be removed by the City Council with or without cause by a majority vote of the City Council.

(D) Compensation. All members shall serve with the compensation as may be set from time to time by the City Council. ~~The one member selected by the Council from its members shall serve for the period of time as shall be determined by the Council by motion. The member so selected from the Council shall not be the Mayor.~~

(Ord. 80B, passed 12-18-1989)

§ 30.42 ORGANIZATION AND MEETINGS.

(A) Officers. At its first meeting of a calendar year, The Planning Commission shall elect a Chairperson from among its appointed members for a term of one year. The Commission may create and fill the other offices as it may be determined.

(B) Meeting. The Commission shall hold at least one regular meeting each month. The Chairperson, working in conjunction with the City Administrator, may cancel the regular meeting, or schedule a special meeting.

(C) Minutes. Written minutes of meetings shall be kept and filed with the City Clerk but shall be subject to approval at the next Planning Commission meeting.

(D) Expenditures. No expenditures by the City on behalf of the Planning Comission shall be made unless and until authorized by the City Council. It 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. On or before January 1 of each year, the Commission shall submit to the City Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for that purpose by the City Council.

(Ord. 80B, passed 12-18-1989)

§ 30.43 ADOPTION OF PROGRAM OF WORK. ATTENDANCE

In the event any appointed member fails to attend either three consecutive meetings or 25 percent of those meetings held in a calendar year, a vacancy may be declared to exist by a majority vote of the City Council. The vacancy shall be filled as provided in Section § 30.41.

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—(A) Upon the appointment and organization of the Commission, it shall proceed with the preparation and adoption by resolution of a program of work, outlining activities proposed to be undertaken in the exercise of its powers and the performance of its duties.

—(B) The program will include the following:

—(1) An outline of data and information to be assembled in order to conform to the existing comprehensive plan of the City of Cologne;

—(2) An outline of the types of procedure necessary in order to implement and make effective the comprehensive city plan; and

—(3) A regular review procedure of the Cologne zoning and subdivision ordinances with suggested additions, deletions, or amendments to the ordinances in order to effectively implement the objectives of the comprehensive city plan for the City of Cologne.

(Ord. 80B, passed 12-18-1989)

§ 30.44 REVIEW OF COMPREHENSIVE PLAN-POWERS AND DUTIES

(A) Generally. The Planning Commission shall have the powers and duties given to city planning agencies generally by law, including the authority to conduct public hearings as directed by City Council or city policy. The Planning Commission also shall exercise the duties conferred upon it by this ordinance and the City Code.

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(B) Comprehensive Plan. It shall be the purpose of the Planning Commission to prepare and adopt a comprehensive plan pursuant to Minn. Stat. § 473.858, Subd. 1. This plan may be prepared in sections, each of which shall relate to a comprehensive plan program. After the City Council has adopted the comprehensive plan, the Planning Commission may periodically, but at least every ten years, review the comprehensive plan and any ordinances or programs implementing the plan.

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(C) Means of Executing Plan. Upon the adoption of a comprehensive plan or any section thereof, it shall be the concern of the Planning Commission to recommend to the City Council reasonable and practical means for putting into effect the plan or section thereof, in order that it will serve as a pattern and guide for the orderly physical development of the city and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan, among other things, shall consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the City Council.

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(D) Zoning Ordinance. Pursuant to Minn. Stat. § 462.357, subd. 3, as it may be amended from time to time, after adoption of a comprehensive plan, if any, the Planning Commission shall review all proposed amendments to the zoning ordinance, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning zoning ordinance amendments and their relation to the city comprehensive plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

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(E) Conditional Use Permits. The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

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(F) Interim Use Permits. The Planning Commission may make recommendations on all requests for an interim use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

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(G) Subdivision Regulations. The Planning Commission may make recommendations about the subdividing of land as prescribed by the ordinance and conduct public hearings as

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directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(H) Zoning Variances. All applications for variances may be referred to the Planning Commission and forwarded with or without recommendations directly to the City Council. The City Council shall have the powers of a Board of Appeals and Adjustments as provided for in Minn. Stat. § 462.357, subd. 6, as it may be amended from time to time for its decision.

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(I) Official Map. Pursuant to Minn. Stat. § 462.359, subd. 2, as it may be amended from time to time, after adoption of a major thoroughfare plan and a community facilities plan (which may be contained in the city comprehensive plan or adopted separately), the Planning Commission, for the purpose of carrying out the policies of the major thoroughfare plan and community facilities plan, may prepare and recommend to the governing body a proposed official map covering the entire municipality or any portion thereof. The governing body may, after holding a public hearing, adopt and amend the official map by ordinance. The official map or maps shall be prepared in sufficient detail to permit the establishment of the future acquisition lines on the ground. In unplatte
d areas, a minimum of a centerline survey shall have been made prior to the preparation of the final draft of the official map. The accuracy of the future acquisition lines shown on the official map shall be attested to by a licensed land surveyor. After adoption, a copy of the official map, or sections thereof with a copy of the adopting ordinance attached shall be recorded with the county recorder as provided in sections 462.351 to 462.364.

Commented [CN3]: I would recommend that variances should be reviewed at the PC level and approved by the City Council, not by the PC as they are currently.

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(J) Purchase and Sale of Real Property. Pursuant to Minn. Stat. § 462.356, subd. 2, as it may be amended from time to time, after adoption of a comprehensive plan, if any, the Planning Commission shall review all proposed acquisitions or disposals of publicly owned interests in real property within the city by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed acquisition or disposal of real property with the comprehensive municipal plan. The City Council may by resolution adopted by two-thirds vote of those present dispense with the requirements of this section when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the comprehensive municipal plan.

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(K) Capital Improvements. Pursuant to Minn. Stat. § 462.356, subd. 2, as it may be amended from time to time, and if a comprehensive plan has been adopted, the Planning Commission shall review all proposed capital improvements within the city by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed capital improvement with the comprehensive municipal plan. The City Council may by resolution adopted by two-thirds vote dispense with the requirements of this section when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the comprehensive municipal plan.

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(L) Comprehensive Plan Amendments. Pursuant to Minn. Stat. § 462.355, subds. 2, 3, as it may be amended from time to time, after adoption of a comprehensive plan, if any, the Planning Commission shall review all proposed amendments to the comprehensive plan, hold at least one public hearing, and make recommendations to the City Council comprehensive plan amendments and their relation to the city comprehensive plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

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—It shall be the function and duty of the Planning Commission to continually review the existing comprehensive city plan for the physical development of the city, including proposed public buildings, street arrangements and improvements, use of property, density of population, and other matters relating to the physical development of the city. These efforts shall be made in cooperation with and in coordination with the Council.

(Ord. 80B, passed 12-18-1989)

§ 30.45 PROCEDURE FOR REVISION OF COMPREHENSIVE PLAN.

—Before revising the comprehensive plan or any section of it or any substantial amendment thereto, the Planning Commission shall hold at least one public hearing thereon, giving notice of the time and place of the hearing by publication in the official newspaper at least ten days before the day of the hearing. A revision of the comprehensive city plan or any section or amendment thereto shall be by resolution of the Planning Commission. The Commission may from time to time amend or add to the comprehensive plan or any section thereof as herein provided as it deems necessary. Any changes in the comprehensive plan adopted by the Planning Commission shall be approved and certified by the City Council.

(Ord. 80B, passed 12-18-1989)

§ 30.46 MEANS OF EXECUTING PLAN.

—(A) Upon the adoption of the comprehensive plan or any section thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for implementing the plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the city and as a basis for the efficient expenditure of the funds thereof relating to the subjects of the comprehensive plan.

—(B) The means shall consist of a zoning plan, the control of subdivision plats, a plan for future streets, coordination of the normal public improvements of the city, a long term program of capital expenditures, and any other matters as will accomplish the purposes of this section.

(Ord. 80B, passed 12-18-1989)

§ 30.47 ZONING PLAN.

—The Planning Commission upon its own motion may, and upon instructions by the City Council shall, prepare or amend a proposed zoning plan for the city. Before recommending the plan to the City Council, the Planning Commission shall hold at least one public hearing thereon after notice as required by § 30.45. The same procedure shall apply for the preparation of any plan of proposed rights of way for future streets or highways or for the reservations of lands for other public purposes.

(Ord. 80B, passed 12-18-1989)

§ 30.48 OFFICIAL MAP OF STREET EXTENSIONS.

—(A) The Planning Commission, with the assistance of the City Engineer, may, and upon instruction by the City Council shall, prepare an official map of the platted and unplatte portions of the city and adjoining territory, or portions thereof, indicating upon the map the proposed future extensions or widening of streets of the city within the existing platted and developed territory or across the unplatte territory.

—(B) After the map has been prepared and a hearing on it has been held as provided in § 30.47, it shall be submitted to the Council which shall thereupon consider the map and may adopt it, or any part of it, with the amendments as it deems advisable. Before the adoption by the Council, a public hearing shall be held upon the proposal of at least ten days after a notice thereof has been published in the official newspaper of the city. After the map has been adopted by the Council, whenever any existing street or highway is widened or improved or whenever any new street is opened or acquired by action of the city, the city shall not be required in the proceedings to pay damages for the removal of any building or structure whatsoever constructed upon the mapped street, or situated outside of any building lane that may have been established upon the existing street or within any area thus reserved by the map for public purposes, if the building or structure has been placed there after the adoption and publication of the map.

(Ord. 80B, passed 12-18-1989)

§ 30.49 PLATS.

—(A) Every plat of land proposed within the city or within two miles of the limits of the city shall be submitted to the City Council before being filed and no plat of land shall be filed unless and until the same shall first have been approved by the City Council.

—(B) Any person who violates this provision or who sells land or offers land for sale or contracts for the sale of land by reference to or by other use of any plat before the plat has been approved by the Planning Commission and the City Council in accordance with the provisions of this section shall be guilty of a misdemeanor. Before acting on the plat, the City Council shall submit the same to the Planning Commission for its recommendations.

—(C) The Planning Commission, within 40 days after any such plat has been referred to it by the City Council, shall act on the same and shall make its recommendations with respect thereto. The recommendations may consist of:

- (1) Recommendation that the City Council approve the plat;
- (2) Recommendation that the City Council disapprove the plat, in which case the recommendation shall include a statement of the specific reasons for the recommendation; or
- (3) Recommendation that the City Council approve the plat after specified changes or revisions are made therein, which recommendations may include the condition that a revised plat, containing the changes or revisions, be submitted to the Planning Commission, in which case the revised plat shall be so submitted to the Planning Commission for its further consideration and recommendation before action thereon by the City Council.

{Ord. 80B, passed 12-18-1989}

§ 30.50 PROCEDURE FOR CHANGES.

—No change shall be made in the zoning plan, future street and public lands plan, or regulations governing the platting of land after the plans or regulations have been adopted by the City Council, until the proposed change shall have been referred to the Planning Commission for report thereon, for the holding of a public hearing pursuant to M.S. § 462.357, Subd. 3, as it may be amended from time to time, and an attested copy of the report, prepared after hearing, shall have been filed with the Council. Further, no ordinance or resolution establishing any of the plans or regulations shall be adopted by the City Council until the ordinance or resolutions establishing any of the plans or regulations shall have been adopted by the City Council and until the ordinance or resolution shall have been referred to the Planning Commission for a report thereon and an attested copy of the report shall have been filed with the Council. Failure of the Planning Commission so to report within 40 days, or any longer period as may be designated by the Council, after the reference shall be deemed to be approval of the proposed change.

{Ord. 80B, passed 12-18-1989}

§ 30.51 EFFECTIVE DATE.

—This subchapter shall be in full force and effect from and after its passage, approval, and publication as provided by law.

{Ord. 80B, passed 12-18-1989}

DLINE OF COLOGNE CITY CODE RELATED TO PARKS AND RECREATION BOARD AND PLANNING COMMISSION

Draft: January 1, 2026

PLANNING COMMISSION

§ 30.40 PLANNING COMMISSION REAFFIRMED.

The Cologne Planning Commission is maintained and reaffirmed as the planning agency for the City. The Planning Commission shall be the city planning agency authorized by Minn. Stat. § 462.354, subd. 1, as it may be amended from time to time. Except as otherwise provided in this ordinance or City Code, the Planning Commission shall be advisory directly to the City Council.

§ 30.41 COMPOSITION AND TERMS.

- (A) **Composition, Number.** The Planning Commission shall consist of five members who are residents of the City. Four members shall be appointed by the City Council; and the City Council shall select one member of the Planning Commission from amongst its own members.
- (B) **Terms.** The members of the Commission shall be appointed for staggered terms of four years. Appointees shall hold their offices until their successors are appointed and qualified. The City will accept applications from any eligible individual for appointments to the commission prior to a term expiring. Current members must reapply for the position on the commission and may be appointed for consecutive terms. The City Council shall interview applicants and appoint members to the commission. The City Council shall make appointments in January of each calendar year or as soon as possible thereafter. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall, before entering upon the discharge of his or her duties, take an oath that he or she will faithfully discharge the duties of his or her office. The one member selected by the Council from its members shall be approved with the Annual Appointments typically approved in January of each year to serve until the next time the City Council adopts Annual Appointments. The member so selected from the Council shall not be the Mayor.

- (C) Removal. Members may be removed by the City Council with or without cause by a majority vote of the City Council.
- (D) Compensation. All members shall serve with the compensation as may be set from time to time by the City Council.

§ 30.42 ORGANIZATION AND MEETINGS.

- (A) Officers. At its first meeting of a calendar year, the Planning Commission shall elect a Chairperson from among its appointed members for a term of one year.
- (B) Meeting. The Commission shall hold at least one regular meeting each month. The Chairperson, working in conjunction with the City Administrator, may cancel the regular meeting, or schedule a special meeting.
- (C) Minutes. Written minutes of meetings shall be kept and filed with the City Clerk but shall be subject to approval at the next Planning Commission meeting.
- (D) Expenditures. No expenditures by the City on behalf of the Planning Commission shall be made unless and until authorized by the City Council.

§ 30.43 ATTENDANCE

In the event any appointed member fails to attend either three consecutive meetings or 25 percent of those meetings held in a calendar year, a vacancy may be declared to exist by a majority vote of the City Council. The vacancy shall be filled as provided in Section § 30.41 .

§ 30.44 POWERS AND DUTIES

- (A) Generally.** The Planning Commission shall have the powers and duties given to city planning agencies generally by law, including the authority to conduct public hearings as directed by City Council or city policy. The Planning Commission also shall exercise the duties conferred upon it by this ordinance and the City Code.
- (B) Comprehensive Plan.** It shall be the purpose of the Planning Commission to prepare and adopt a comprehensive plan pursuant to Minn. Stat. § 473.858, Subd. 1. This plan may be prepared in sections, each of which shall relate to a comprehensive plan program. After the City Council has adopted the comprehensive plan, the Planning Commission may periodically, but at least every ten years, review the comprehensive plan and any ordinances or programs implementing the plan.
- (C) Means of Executing Plan.** Upon the adoption of a comprehensive plan or any section thereof, it shall be the concern of the Planning Commission to recommend to the City Council reasonable and practical means for putting into effect the plan or section thereof,

in order that it will serve as a pattern and guide for the orderly physical development of the city and as a basis for judging the timely disbursements of funds to implement the objective. Means of effectuating the plan, among other things, shall consist of a zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations of matters referred to the Planning Commission by the City Council.

(D) Zoning Ordinance. Pursuant to Minn. Stat. § 462.357, subd. 3, as it may be amended from time to time, after adoption of a comprehensive plan, if any, the Planning Commission shall review all proposed amendments to the zoning ordinance, conduct public hearings as directed by City Council or city policy, and make recommendations to the City Council concerning zoning ordinance amendments and their relation to the city comprehensive plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.

(E) Conditional Use Permits. The Planning Commission may make recommendations on all requests for a conditional use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(F) Interim Use Permits. The Planning Commission may make recommendations on all requests for an interim use permit under the terms of the zoning ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(G) Subdivision Regulations. The Planning Commission may make recommendations about the subdividing of land as prescribed by the ordinance and conduct public hearings as directed by City Council or city policy. The Planning Commission shall report its recommendations to the City Council for action.

(H) Zoning Variances. All applications for variances may be referred to the Planning Commission and forwarded with or without recommendations directly to the City Council. The City Council shall have the powers of a Board of Appeals and Adjustments as provided for in Minn. Stat. § 462.357, subd. 6, as it may be amended from time to time for its decision.

(I) Official Map. Pursuant to Minn. Stat. § 462.359, subd. 2, as it may be amended from time to time, after adoption of a major thoroughfare plan and a community facilities plan (which may be contained in the city comprehensive plan or adopted separately), the Planning Commission, for the purpose of carrying out the policies of the major thoroughfare plan and community facilities plan, may prepare and recommend to the governing body a proposed official map covering the entire municipality or any portion thereof. The governing body may, after holding a public hearing, adopt and amend the official map by ordinance. The official map or maps shall be prepared in sufficient detail to permit the establishment of the future acquisition lines on the ground. In unplatted areas, a minimum of a centerline survey shall have been made prior to the preparation of

the final draft of the official map. The accuracy of the future acquisition lines shown on the official map shall be attested to by a licensed land surveyor. After adoption, a copy of the official map, or sections thereof with a copy of the adopting ordinance attached shall be recorded with the county recorder as provided in sections 462.351 to 462.364.

(J) Purchase and Sale of Real Property. Pursuant to Minn. Stat. § 462.356, subd. 2, as it may be amended from time to time, after adoption of a comprehensive plan, if any, the Planning Commission shall review all proposed acquisitions or disposals of publicly owned interests in real property within the city by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed acquisition or disposal of real property with the comprehensive municipal plan. The City Council may by resolution adopted by two-thirds vote of those present dispense with the requirements of this section when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the comprehensive municipal plan.

(K) Capital Improvements. Pursuant to Minn. Stat. § 462.356, subd. 2, as it may be amended from time to time, and if a comprehensive plan has been adopted, the Planning Commission shall review all proposed capital improvements within the city by the municipality, or any special district or any agency thereof, or any other political subdivision having jurisdiction within the municipality, and make findings as to the compliance of the proposed capital improvement with the comprehensive municipal plan. The City Council may by resolution adopted by two-thirds vote dispense with the requirements of this section when in its judgment it finds that the proposed acquisition or disposal of real property has no relationship to the comprehensive municipal plan.

(L) Comprehensive Plan Amendments. Pursuant to Minn. Stat. § 462.355, subds. 2, 3, as it may be amended from time to time, after adoption of a comprehensive plan, if any, the Planning Commission shall review all proposed amendments to the comprehensive plan, hold at least one public hearing, and make recommendations to the City Council comprehensive plan amendments and their relation to the city comprehensive plan and other land use controls. The Planning Commission shall report its recommendations to the City Council for action.