

CHAPTER 34: PLANNING COMMISSION

Section

- 34.01 Establishment
- 34.02 Compensation
- 34.03 Organization, meetings and the like
- 34.04 Powers and duties of the Commission
- 34.05 Zoning ordinances; public hearings
- 34.06 Plats; approval

§ 34.01 ESTABLISHMENT.

A City Planning Commission for the City of Waterville is hereby continued. The Commission shall be the city planning agency authorized by M.S. § 462.354, Subd. 1, as it may be amended from time to time.

(1982 Code, § 205.01)

§ 34.02 COMPENSATION.

(A) *Membership.* The City Planning Commission shall consist of five members. The City Administrator-Clerk and the city attorney shall be members ex-officio. The other five members shall be appointed and may be removed by the Council. All members shall be compensated \$15 per meeting.

(B) *Terms, vacancies, oath.*

(1) Of the members of the Commission first appointed, one shall be appointed for a term of one year, two for a term of two years and two for a term of three years. Their successors shall be appointed for terms of three 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.

(2) Vacancies during the term shall be filled by the Council for the unexpired portion of the term.

(3) 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.
(1982 Code, § 205.02)

§ 34.03 ORGANIZATION, MEETINGS AND THE LIKE.

(A) *Officers.* The Commission shall elect a Chairperson from among its appointed members for a term of one year; and the Commission may create and fill any other offices as it may determine. The City Administrator-Clerk shall act as a secretary of the Planning Commission, but he or she shall not be a member.

(B) *Meetings, records, reports.* 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 a public record. 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. Expenditures of the Commission shall be within amounts appropriated for the purpose by the City Council.
(1982 Code, § 205.03)

§ 34.04 POWERS AND DUTIES OF THE COMMISSION.

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 two years, review the comprehensive plan, any ordinances and any capital improvement program the Council has adopted to implement the plan. After the 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 the review, it shall recommend to the Council any amendments it deems desirable to the capital improvement program and any ordinance implementing the plan.
(1982 Code, § 205.04)

§ 34.05 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 M.S. § 462.357, Subd. 3, as it may be amended from time to time.
(1982 Code, § 205.05)

§ 34.06 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 recommendations within 30 days, and failure of the Commission to report within that period is deemed to have satisfied the requirements of this chapter.

(1982 Code, § 205.06)