

1B. Consideration of election of Planning Commission officers

A. REFERENCE AND BACKGROUND:

The Planning Commission is asked to take action to elect for positions of Chair and Vice Chair of the Commission. Commissioner Konsor has been acting as chair for the Commission since January, 2021 and Commissioner Tapper as Vice-Chair since August, 2021.

At present, the City code for Planning Commission requires that the Commission elect a chair from its appointed members for a term of one year, and other officers as it determines. The Planning Commission has in the past elected a Vice Chair, in addition. The Vice Chair has fulfilled the duties of the chair in the event of absence.

Unless otherwise directed by the Commission, staff will continue to serve as Secretary.

B. ALTERNATIVE ACTIONS:

Decision 1: Chair Position

1. Motion to nominate Commissioner _____ as Chair of the Planning Commission for the balance of 2022.
2. Motion of other.

Decision 2: Vice Chair Position

1. Motion to nominate Commissioner _____ as Vice Chair of the Planning Commission for the balance of 2022.
2. Motion of other.

C. STAFF RECOMMENDATION:

Staff defers to the Planning Commission on matters of appointment.

D. SUPPORTING DATA:

- A. City Code - Planning Commission

PLANNING COMMISSION

§ 32.001 NAME OF THE COMMISSION.

The name of the organization shall be the Monticello Planning Commission.

(Prior Code, § 2-1-1)

§ 32.002 AUTHORIZATION.

(A) The authorization for the establishment of this Commission is set forth under M.S. Ch. 462, Municipal Planning Enabling Act, as it may be amended from time to time.

(B) The Planning Commission is hereby designated the planning agency of the city pursuant to the Municipal Planning Act.

(Prior Code, § 2-1-2)

§ 32.003 MEMBERSHIP.

The Planning Commission shall consist of five members appointed by the City Council. All members shall be residents of the city and shall have equal rights and privileges.

(Prior Code, § 2-1-3)

§ 32.004 TERM OF OFFICE.

(A) *Appointments.* All members shall be appointed for three-year terms ending on December 31 of a given year; however, the term may be terminated earlier by the City Council. Terms shall be staggered so that no more than two members' terms shall expire in a given year. The terms are to commence on the day of appointment by Council. 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 office.

(B) *Renewals.* When an expiring member's term is up, such member may be reappointed by Council with the effective date of the new term beginning on the first day of the next year following the expiration.

(Prior Code, § 2-1-4)

§ 32.005 ATTENDANCE.

It is the City Council's intention to encourage Planning Commission members to attend all Planning Commission meetings. Should any Planning Commission member be absent for more than three meetings in a calendar year, that member may be subject to replacement by the Council.

(Prior Code, § 2-1-5)

§ 32.006 VACANCY.

Any vacancy in the regular or at-large membership shall be filled by the City Council, and such appointee shall serve for the unexpired term so filled.

(Prior Code, § 2-1-6)

§ 32.007 OFFICERS.

(A) *Elections.* The City Planning Commission shall elect at its January meeting from its membership a Chair, Vice Chair, and a Secretary who shall serve for a term of one year and shall have powers as may be prescribed in the rules of the Commission.

(B) *Duties of Chair.* The Chair shall preside at all meetings of the Planning Commission and shall have the duties normally conferred and parliamentary usage of such officers.

(C) *Duties of Vice Chair.* The Vice Chair shall act for the Chair in his or her absence.

(D) *Duties of Secretary.*

(1) A Secretary may be appointed who is not a member of the Planning Commission but can be employed as a member of city staff.

(2) The Secretary shall keep the minutes and records of the Commission; and with the assistance of staff as is available shall prepare the agenda of the regular and special meetings for Commission members, arrange proper and legal notice of hearings when necessary, attend to correspondence of the Commission, and handle other duties as are normally carried out by a Secretary.

(Prior Code, § 2-1-7)

§ 32.008 MEETINGS.

(A) The Planning Commission shall hold at least one regular meeting each month. This meeting shall be held on the first Tuesday. Regular meeting times shall be established by the Commission and approved annually with the regular meeting schedule of Council and Commission. Hearings shall be heard as soon thereafter as possible. The Planning 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. The meeting shall be open to the general public.

(B) In the event of conflict for a regularly-scheduled meeting date, a majority at any meeting may change the date, time, and location of the meeting.

(C) Special meetings may be called by the chair or two members of the Planning Commission together, as needed, and shall be coordinated with city staff.

(Prior Code, § 2-1-8)

§ 32.009 QUORUM.

A majority of all voting Planning Commission members shall constitute a quorum for the transaction of business.

(Prior Code, § 2-1-9)

§ 32.010 DUTIES OF THE COMMISSION.

(A) The Commission has the powers and duties assigned to it under M.S. Ch. 462, Municipal Planning Enabling Act, as it may be amended from time to time, by this code, and state law.

(Prior Code, § 2-1-10)

(B) The Planning Commission shall act as the Board of Adjustment and Appeals for the Monticello zoning ordinance and shall act according to procedures as established by the Monticello zoning ordinance.

§ 32.011 AMENDMENTS.

This subchapter may be amended as recommended by the majority vote of the existing membership of the Planning Commission and only after majority vote of the City Council.

(Prior Code, § 2-1-11)

§ 32.012 COMPENSATION.

Compensation of members of the Commission shall be as set forth in city code for fee schedule.

(Prior Code, § 2-1-12) (Ord. 336, passed 11-22-1999; Ord. 337, passed 1-10-2011; Ord. 593, passed 3-10-2014; Ord. 607, passed 1-26-2015)