

TITLE 1000 – CITY PLANNING COMMISSION

CHAPTER 1000 - TITLE

This Ordinance shall be known, cited and referred to as the "CITY OF SPRING GROVE CITY PLANNING COMMISSION ORDINANCE" except as referenced to herein as "this Ordinance."

CHAPTER 1002 – ESTABLISHMENT OF PLANNING COMMISSION

The Planning Commission is hereby established. The Planning Commission shall be the city planning agency authorized by M.S. 462.354 subd. 1, as it may be amended from time to time. Except as otherwise provided in this ordinance, the Planning Commission shall be advisory directly to the City Council.

CHAPTER 1004 – COMPOSITION AND TERMS

- A. **Composition, Number.** Such Planning Commission shall consist of five (5) members, who are adult residents of the City. Members shall be appointed by the City Council. In addition, the City Administrator may serve on the Commission as an ex-officio, non-voting member who is not counted for quorum purpose.
- B. **City Council Members.** The City Council may appoint no more than two (2) council members to serve as voting members of the Planning Commission. Council member appointments shall be for one (1) year terms.
- C. **Terms.** Of the members of the Commission first appointed, one shall be appointed for the term of one (1) year, two for the term of two (2) years, and two for the term of three (3) years. Their successors shall be appointed for terms of three (3) years. Both original and successive appointees shall hold their offices until their successors are appointed and qualified. Terms shall expire each year on March 31.
- D. **Compensation.** Planning Commission members serve without compensation but may be reimbursed for reasonable costs and expenses as allowed under City policy.
- E. **Removal.** Members may be removed by the City Council with or without cause by a four-fifths vote of the City Council.
- F. **Vacancies.** Vacancies during the term shall be filled by the City Council for the unexpired portion of the term.
- G. **Oath.** Every appointed member shall, before exercising any of his or her duties, take an oath that he or she will faithfully discharge the duties of the office.

CHAPTER 1006 – ORGANIZATION, MEETINGS, MINUTES AND EXPENDITURES

- A. **Officers.** At its annual meeting in April, the Planning Commission shall elect a Chairperson, an Associate Chairperson, and a Secretary from among its appointed members, each for a term of one year. The Commission may create and fill other offices as it may determine necessary.
- B. **Meeting.** The Planning Commission shall hold at least four (4) regular meetings in each calendar year at the time and place as they may fix by resolution, subject to City Council approval. Special meetings may be called at any time by the Chairperson, or as directed by the City Council.
- C. **Commission Policy on Meetings, Organizational Form and Rules of Order.** Subject to approval by the City Council, the Planning Commission shall adopt rules of order or bylaws for the transaction of business, ordering meetings, adopting findings of fact and holding public hearings.
- D. **Minutes.** Written minutes of meetings shall be kept and filed with the City Administrator prior to the next regularly scheduled City Council meeting, but shall be subject to approval at the next regular meeting of the Planning Commission.
- E. **Expenditures.** No expenditures by the City on behalf of the Planning Commission shall be made unless and until authorized by the City Council.

CHAPTER 1008 - ATTENDENCE

Duly appointed members of the Planning Commission shall be required to attend no less than half of the regular meetings of the Planning Commission held within a given calendar year unless specifically excused by the Chairperson of the Planning Commission and said excused absences are noted in the minutes. Failure to attend less than half of the regular meetings within a given calendar year, without excuse of the Commission Chairperson, shall be considered as formal notice of resignation from the Commission. In addition, failure to attend two consecutive regular meetings without excuse of the Commission Chairperson, shall be considered as formal notice of resignation from the Commission.

CHAPTER 1010 – 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 the City Council or city policy. The Planning Commission shall also exercise the duties conferred upon it by this ordinance.

- B. ***Comprehensive Plan.*** The Planning Commission shall prepare and adopt a comprehensive plan for the physical development of the City of Spring Grove, including proposed public buildings, street arrangements and improvements, efficient design of major thoroughfares for moving of traffic, parking facilities, public utilities services, parks and playgrounds, a general land use plan and other matters relating to the physical development of the City. This plan may be prepared in sections, each of which shall relate to the comprehensive plan program. After the City Council has adopted the comprehensive plan, the Planning Commission may periodically, but at least every five (5) years, review the comprehensive plan and any ordinances or programs for its implementation.
- C. ***Means of Executing Plan.*** Upon the adoption of the 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 zoning ordinance, subdivision regulations, capital improvement programming and technical review, and recommendations in writing to the City Council for action.
- D. ***Zoning Ordinance.*** After adoption of a comprehensive plan, the Planning Commission shall review all proposed amendments to the zoning ordinance, conduct public hearings as directed by the 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 in writing to the City Council for action.
- E. ***Conditional Permits.*** The Planning Commission may make recommendations on all requests for conditional use permits under the terms of the zoning ordinance and conduct public hearings as directed by the City Council or City policy. The Planning Commission shall report its recommendations in writing to the City council for action.
- F. ***Interim Use Permits.*** The Planning Commission may make recommendations on all requests for interim use permits under the terms of the zoning ordinance and conduct public hearings as directed by the City Council or City policy. The Planning Commission shall report its recommendations in writing to the City Council for action.
- G. ***Subdivision Regulations.*** The Planning Commission may make recommendations regarding the subdivision of land as prescribed by ordinance and conduct public hearings as directed by the city Council or City policy. The Planning Commission shall report its recommendations in writing 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 powers of a Board of Appeals and Adjustments as provided for in M.S. 462.357, subd. 6, as it may be amended from time to time, for its decision.
- I. **Official Map.** 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 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.
- J. **Appeals to Denials of Zoning, Land Use or Building Permits Based on the Official Map.** All appeals of denials of zoning, land use or building permits based on the official map may be referred to the Planning Commission, and forward 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 M.S. 462.359, subd. 4, as it may be amended from time to time, for its decision.
- K. **Capital Improvements.** After adoption of the comprehensive plan, 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 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 capital improvement has no relationship to the comprehensive plan.
- L. **Comprehensive Plan Amendments.** After adoption of a comprehensive plan, the Planning Commission shall review all proposed amendments to the comprehensive plan, hold at least on public hearing, and make recommendations to the City Council regarding comprehensive plan amendments and their relation to the City comprehensive plan and other land use controls. The Planning Commission shall report its recommendations in writing to the City Council for action.

M. *Public Buildings and Facilities.* The Planning Commission shall review all plans for the location, acquisition architectural design, or abandonment of any publicly owned or leased building, park or playground, area for parking vehicles, or public utility and make their recommendations to the City Council.

N. *Review Period.* No final action may be taken by the City Council or any other officer or body with final authority on a matter referred to the Planning Commission has made its findings or recommendations, or thirty (30) days, or such longer period as stipulated by the City Council or City policy, has passed since referral.

CHAPTER 1012 – EFFECTIVE DATE

Passed by the Spring Grove City Council this 14th day of June 2011.

Saundra G Solum
Mayor

Attest:
Theresa Coleman
City Clerk/Administrator

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