

## ORDINANCE 859

### AMENDING PLANNING COMMISSION MEMBERSHIP REQUIREMENTS

#### Chapter 265 - Planning Commission

**265.01 Establishment.** Pursuant to M.S. §462.354, as it may be amended from time to time, there is hereby established a Planning Commission for the City of Princeton.

**265.02 Composition.** The Planning Commission shall consist of five regular members who shall be residents of the city, except that one of the members may be a person who owns a business located within the City of Princeton, so long that person lives within the 55371 zip code and/or lives within the ISD #477 Princeton School District. ~~In addition, three ex-officio members who shall each be a member of the Municipal Board or Municipal Planning Commission and be from the Municipalities of Baldwin, Greenbush and Princeton.~~

**265.03 Appointment.**

(A) **Regular members.** The five regular members shall be appointed by the City Council at the first meeting in January of each year for staggered three-year terms. Any vacancy shall be filled by the appointing authority for the remainder of the term.

~~(B) **Ex-officio members.** The three ex-officio members shall be appointed by their respective municipal boards and shall serve staggered three-year terms. Any vacancy shall be filled by the appointing authority for the remainder of the term.~~

**265.04 Officers.** At the first meeting of each year, the Planning Commission shall appoint from its regular members a Chair, Vice-Chair and such other officers as it deems advisable.

**265.05 Powers.** The Planning Commission shall have the following powers:

(A) Adopt bylaws and rules for its procedure;

(B) Conduct all public hearings required by law and other public hearings it deems appropriate or directed by the City Council;

(C) Provide recommendations to the City Council on any item related to planning, zoning or development;

(D) Other powers contained in M.S. Ch. 462, as it may be amended from time to time, which it may exercise unless limited by this chapter or other ordinance;

(E) Conduct such reviews, investigations and studies which are related to its duties, provided all such work shall be done within funding levels approved by the City Council;

(F) Form standing or ad hoc committees. Membership on committees may consist of

regular ~~and ex-officio~~ members.

**265.06 Duties.** The Planning Commission shall have the following duties:

- (A) Conduct at least one regular meeting per month;
- (B) Maintain a record of its proceedings;
- (C) Exercise the powers conferred in M.S. §462.354, as it may be amended from time to time, except it shall be advisory in the following actions:
  - (1) Rezoning;
  - (2) Zoning ordinance adoption or amendment;
  - (3) Subdivision ordinance adoption or amendment;
  - (4) Comprehensive plan adoption or amendment.

**265.07 Staff.** The City Council shall ensure staff support is provided to the Commission to assist with the duties required of the Commission.

**265.08 Compensation.** Filling of Vacancies; Compensation. Vacancies on the Board shall be reported to the City Council and filled by like appointment for the unexpired term. Board members shall receive \$25 a per diem in accord with the adopted fee schedule for each Planning Commission meeting they attend.

**265.09 Removal From Office or Appointment.** The City Council may remove, for proper cause, any member or officer of the board and fill the vacancy; but, such removal must be by a concurrent vote of the majority of the City Council, at a meeting of whose time, place, and object the charged member or officer has been duly notified, with the reasons for such proposed removal and after the opportunity to be heard in defense against the removal. Just cause includes, but is not limited to, insubordination, engaging in conduct in violation of the City’s Social Media Policy or engaging in conduct in violation of Section 7.2 (Discipline, Suspension, and/or Dismissal) of the City’s Personnel Policy.

**EFFECTIVE DATE.** This ordinance shall take effect upon its summary publication in the City’s official newspaper. Said publication shall read as follows:

*Ordinance # 859 amends Chapter 265 in regard to Planning Commission Members. A copy of the full ordinance is available for review at City Hall.*



**ADOPTED** by the City Council this 26th day of September, 2024

\_\_\_\_\_  
Thom Walker; Mayor

ATTEST:

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Shawna Jenkins Tadych; City Clerk