

1. The death of a member.
2. A determination by the Council that the member's physical or mental disability renders the member incapable of service.
3. The member's resignation in writing.
4. A member's absence from 3 consecutive meetings, unless excused by action of the Council.
5. Termination of a member's residence in the City.

B. Removal from Office. Except as otherwise specified in this Chapter, a member may be removed:

1. Upon petition of a board, commission or task force. The board, commission or task force by a three-fifths vote of its members, may petition to the Council to remove any member when it believes the best interests of the City would be served thereby. The removal of the member is not accomplished unless and until the Council passes a motion removing the member.
2. By the Council. The Council shall have the authority, in its discretion, to remove any member without a petition from the board, commission or task force.

C. Delano Water, Light and Power Commission. The provisions of this Subdivision 4 shall not apply to the Delano Water, Light and Power Commission.

**Subd. 5. Term Limit.** The term of a member's appointment to any City board commission, or task force shall be 3 years. A member's appointment to any City Board commission or task force shall be limited to 2 full consecutive terms. An existing member of a City board, commission or task force whose term is set to expire must apply for re-appointment to their position and be considered with any applicants for the position. The term limit imposed by this Subdivision shall not apply if there are no eligible applicants to fill a member's position that is set to expire or if the Council, upon a majority vote, re-appoints the member whose position is set to expire for 1 additional term.

## **SECTION 205.01. PLANNING COMMISSION.**

**Subd. 1. Establishment.** The City Planning Commission is established pursuant to the provisions of Minn. Stat. §462.354, Subd. 1.

**Subd. 2. Composition.** The Planning Commission shall consist of 7 members. Members are appointed by the Council and may be removed by four-fifths vote of the Council. A member of the Council, the Building Inspector, Planning Consultant, and Engineer, shall be considered ex-officio liaisons to the Planning Commission.

**Subd. 3. Terms and Compensation.** Members of the Planning Commission are appointed for terms of 3 years in such a manner that the terms of no more than 3 of the members shall

expire on December 31<sup>st</sup> of each year. Members hold office until their successors are appointed and qualified. The terms of ex-officio liaisons shall correspond to their respective official terms. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Members shall receive financial compensation for services and meeting attendance per Section 212.02 of this Code.

**Subd. 4. Powers and Duties.** The Planning Commission shall have the powers and duties given to such agencies by the laws of Minnesota. The powers shall include, but are not necessarily limited to the following:

- A. To prepare and maintain, subject to Council approval, a comprehensive plan for the development of the City.
- B. To make recommendations to the Council, hold public hearings, perform other duties pursuant to the City of Delano Land Use Code, and perform such other tasks as are assigned to it by the Council.

**Subd. 5. Organization and Meetings.**

- A. Election of Officers. At the January meeting, the Planning Commission shall elect a chairperson, vice chairperson and a secretary from its membership for an annual term to end on December 31<sup>st</sup>.
- B. Chairperson. The chairperson shall preside at all meetings, appoint committees and perform other such duties as may be ordered by the Planning Commission.
- C. Vice Chairperson. The vice chairperson shall act in the capacity of the chairperson in the absence of the chairperson. In the event the office of the chairperson becomes vacant, the vice chairperson shall succeed to the office of the chairperson for the unexpired term and the Planning Commission shall elect a successor to the officer of vice chairperson for the unexpired term.
- D. Meetings. The Planning Commission shall hold at least one regular meeting each month.
- E. Special Meetings. The Chairperson or any two members of the Planning Commission may call a special meeting of the Planning Commission. Notice of a special meeting shall be by writing filed with the Clerk who shall then mail a notice of the time and place of the meeting to all Planning Commission members at least 1 day before the meeting. Where all Planning Commission members are present at a special meeting and take part in the proceedings, failure to give notice in the manner provided shall not invalidate the proceedings nor any action taken at the special meeting.
- F. Record/Reporting. The Planning Commission shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions and findings, which

record shall be public record. Planning Commission minutes shall be submitted to the City Council monthly as a report of its work.

G. Work Rules.

1. The Planning Commission will meet on the second Monday of each month. All Meetings shall be public.
2. A majority of the 7 members shall constitute a quorum. In the absence of a quorum, the minority shall adjourn any Planning Commission meeting to a specified time.
3. Meetings shall run from 7:00 PM to 11:00 PM. In the event that there are more Planning Commission cases than can reasonably be concluded by 11:00 PM, the Chair and the Planning Commission shall be empowered to extend the meeting time or schedule another meeting during the same month to take care of the overload.
4. In the absence of pending development applications, the Chair and/or planning staff shall have the prerogative to cancel or postpone any regularly scheduled meetings.
5. All public hearings shall be held at the City Hall or officially noticed location.
6. All meetings shall be conducted pursuant to the most recent edition of Robert's Rules of Order.
7. All recommendations shall be sent to the Council by means of written minutes, and shall include the record of the division of votes on each recommendation.
8. Minutes of the meetings shall be recorded and kept by the planning staff.

H. Meeting Attendance.

1. A Commission member may be excused from an individual meeting for reasons of illness, work, out of town trip, or other justifiable reason. Commission members shall notify the Clerk of expected absences from the meeting.
2. Any member who shall be absent for any reason for 2 consecutive meetings shall receive a reminder from the clerical secretary assigned by the City. Upon 3 consecutive absences, or absences of more than 50% of the regular Planning Commission meetings in a given year, he/she may be recommended by Planning Commission to the Council for replacement.