

ST. STEPHEN CITY CODE
CHAPTER 4: BUILDING, LAND USE AND REGULATIONS

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ORDINANCE 43 PLANNING COMMISSION

Section 43.01: ESTABLISHMENT AND COMPOSITION. The City establishes a Planning Commission composed of seven (7) members and two (2) non-voting, ex-officio members who are members of the City Council.

Section 43.02: MEMBERS. The members of the Planning Commission shall be residents of the City of St. Stephen and shall be eligible electors. No member, while serving on the Planning Commission, shall hold any other office, nor be an employee of the City of St. Stephen.

Section 43.03: RESPONSIBILITIES. The primary responsibility of the Planning Commission is to advise the City Council regarding the City's planning, zoning and subdivision regulations.

Section 43.04: APPOINTMENT AND TERMS OF MEMBERS. The City Council shall make all Planning Commission appointments before the existing terms' expiration. The seven (7) regular Planning Commission members shall be appointed for a term not to exceed three (3) calendar years, and their terms shall be staggered so that no more than three (3) members shall have terms expiring in any given year. The City Council shall annually appoint two ex-officio members as the remaining Planning Commission members. The ex-officio members shall be City Council members, shall not have voting powers and shall serve a term of one (1) year. The City Council shall establish and state each appointee's term at the time of the appointment. The Council may reestablish and change the present Commission members' terms to achieve staggered terms. New appointees shall assume office on the first day of the first month following their appointment and qualification, or on the first day of the first month following the expiration of the prior term and re-qualification, whichever occurs last. Upon term expiration, all appointees shall continue to hold office until the Council appoints a successor.

Section 43.05: REMOVAL. The City Council may remove any member for cause after hearing before the City Council. A vacancy created by such removal shall be filled as any other vacancy.

Section 43.06: APPOINTMENT AND VACANCY. Appointments to expiring terms and filling of vacancies shall be completed through an interview process. Two (2) members from the City Council who are acting as the two-member ad hoc personnel committee and the Planning Commission Chairperson will interview prospective members and then make recommendations to the City Council for the City Council's final approval and appointment to the Planning Commission.

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Section 43.07: COMPENSATION. Planning Commission members shall serve with reimbursement as designated by the City Council.

Section 43.08: OFFICERS. The Planning Commission shall annually elect from its members a Chair and Deputy Chair to serve for a term of one (1) year. The members may not elect a Chair who has not completed at least one (1) year as a member without Council approval. The Chair shall preside over all meetings, shall be required to represent (or appoint a representative) the Planning Commission before the City Council, and shall undertake any other responsibilities as the Planning Commission delegates or authorizes. The Deputy Chair shall assume all the Chair's duties in the Chair's absence. A Recorder will be hired by the City Council and shall prepare minutes of all meetings and maintain records of business transacted by the Planning Commission. The minutes of each meeting shall be approved at the next regular meeting and the approved minutes shall be signed by the Chair and Recorder. The Chair shall be responsible to prepare an agenda and forward the agenda to the City Clerk one (1) week prior to meetings.

Section 43.09: MEETINGS. The City Council shall establish and approve the Commission's regular meeting time and location. The Planning Commission shall hold at least one (1) regular meeting every month. Special meetings may be called by the Chair. All meetings shall be open to the public. The Chairperson can cancel the monthly meeting if there is nothing on the agenda.

Section 43.10: LIMITATIONS. The Planning Commission may not undertake any of the following actions or activities without the City Council's prior approval.

Subd. 1. Order planning, zoning, or subdivision related work to be performed by employees of the City, which is outside the scope of employees' usual and customary planning, zoning, and subdivision related duties and responsibilities.

Subd. 2. Enter into any financial agreement on behalf of the Planning Commission and/or the City without prior City Council approval.

Subd. 3. Hold public hearings.