

## **SECTION 26 - PLANNING COMMISSION** *Amended December 18, 2012*

### **SUBDIVISION 1. CREATION AND MEMBERSHIP**

The Faribault County Board of Commissioners hereby establishes the Faribault County Planning Commission. Such Planning Commission shall consist of no less than five (5) nor more than eleven (11) members, appointed by the Chair of the Board of Commissioners and ratified by the Board.

1. No more than one voting member of the Planning Commission shall be an officer or employee of the County. The County Board may also designate any county officer or employee as a non-voting member of the Commission. No voting member of the Planning Commission shall have received, during the two years prior to appointment, any substantial portion of his or her income from business operations involving the development of land within Faribault County for urban and urban related purposes.
2. At least two members shall be residents of the portion of the county outside the corporate limits of municipalities.
3. The term of each member shall be for three (3) years with staggered terms so that no more than (4) four appointments are made in any one year. There shall be no limitation on the number of terms which an appointee may serve.
4. The Planning Commission may call for the removal of any member for non-performance of duty or misconduct in office. If a member has three (3) consecutive unexcused absences in any one year, it shall be recommended to the County Board to replace that member. The County Board shall appoint a replacement for the unexpired term, as if the member had resigned.
5. Should any vacancy occur among the members by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the Chair of the County Board and they shall appoint a replacement.
6. The Planning Commission shall elect a chair, and a vice-chair from among its members and the zoning office shall assume the duties of secretary.
7. The meetings of the Planning Commission shall be held at the call of the Chair and/or Zoning Administrator and at such other times as the Commission specifies.
8. The members of the Planning Commission may be compensated in an amount determined by the County Board and may be paid their necessary expenses in attending meetings of the Planning Commission and in the conduct of the business of the Commission.

### **SUBDIVISION 2. AUTHORITY AND DUTIES OF COMMISSION**

1. Advisory Body. The Planning Commission shall act as an advisory body to the County Board. The Commission shall forward all findings and recommendations to the County Board within sixty days of the date of the application.
2. Duties. The Planning Commission shall have the following duties and any other duties and responsibilities as may be assigned by the County Board from time to time.

- A. The Planning Commission shall cooperate with the Zoning Administrator and other employees of the County in preparing and recommending to the County Board, updates of the County Comprehensive Land Use Plan and any amendments to the Ordinance as well as any additional forms of official controls which may be adopted pursuant to the provisions of Section 394.21 to 394.27, Minnesota Statutes, as amended.
- B. The Planning Commission shall review all applications and hold public hearings for platting, rezoning, subdivisions of land, and make recommendations to the County Board regarding such applications.
- C. The Planning Commission shall review applications and hold public hearings for Conditional Use Permits and make recommendations to the County Board regarding such applications.

**SUBDIVISION 3    ADDITIONAL DUTIES**

The board may by ordinance assign additional duties and responsibilities to the planning commission including but not restricted to the conduct of public hearings, the authority to order the issuance of some or all categories of conditional use permits, the authority to approve some or all categories of subdivisions of land, and the authority to approve some or all categories of planned unit developments. The planning commission may be required by the board to review any comprehensive plans and official controls and any plans for public land acquisition and development sent to the county for that purpose by any local unit of government or any state or federal agency and shall report thereon in writing to the board.