

**TO: MAYOR AND CITY COUNCIL**  
**FROM: NEIL JENSEN, City Administrator**  
**SUBJECT: Planning and Zoning Ordinance Amendment**  
**MEETING DATE: October 5, 2021**

**BACKGROUND**

At the City Council Work Session, it was determined to review the Planning Commission structure to see if there is a need to reduce the commission size from 7 members to 5 to create some consistency in the boards and to have enough board members to have a quorum to make decisions. It was decided to have 3 residents and 2 council members with an alternate to replace a member if absent.

Please find in your packet a draft ordinance along with the current one. If the changes are acceptable, please move to the first reading.

**STAFF RECOMMENDATION**

Please review the draft ordinance and approve to move forward to the first reading or make changes as needed.

**REQUESTED COUNCIL ACTION**

If acceptable please make a motion to move forward to the first reading.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF CANNON FALLS, MINNESOTA AMENDING  
CITY CODE CHAPTER 32 RELATING TO THE PLANNING COMMISSION**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CANNON FALLS HEREBY  
ORDAINS AS FOLLOWS:

Section 1. City Code Section 32.045 is amended by deleting provision (B) and replacing it with the following:

(B) The Planning Commission shall consist of five members. Three members shall be residents of the City and shall be appointed by the Mayor and Council to serve three-year staggered terms. Two members shall be members of the Council and shall be appointed by the Mayor and Council to serve one-year terms. The Mayor and Council may also appoint one alternate member, either a Council member or a resident of the City, to serve when any other member of the Planning Commission is unable to attend a meeting.

Section 2. City Code Section 32.045 is amended by deleting provision (C) in its entirety.

Section 3. City Code Section 32.046 provision (B) is amended by deleting the words “shall adopt rules for the transaction of business and” from the second sentence.

Section 4. This ordinance shall become effective upon its passage and publication.

PASSED AND ADOPTED by the City Council of the City of Cannon Falls, Minnesota, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
John Althoff, Mayor

ATTEST:

\_\_\_\_\_  
Neil Jensen, City Administrator

***BOARD OF ADJUSTMENTS AND APPEALS***

**§ 32.030 BOARD OF ADJUSTMENTS AND APPEALS.**

The Council shall act as the Board of Adjustments and Appeals under the provisions of Chapter 152.  
(Prior Code, § 2.43)

***PLANNING COMMISSION***

**§ 32.045 ESTABLISHMENT AND COMPOSITION.**

(A) A Planning Commission is hereby established.

(B) The Planning Commission shall consist of seven members. Six members shall be appointed by the Council to serve three-year staggered terms. The Council shall appoint one of its members to the Commission to serve a one-year term.

(C) The Mayor and City Administrator or assignee shall be members ex officio.  
(Prior Code, § 2.44, Subd. 1)

**§ 32.046 ORGANIZATION, MEETINGS AND THE LIKE.**

(A) The Commission shall elect a Chairperson from among its appointed members for a term of one year; and the Commission may create and fill other offices as it may determine. The City Administrator or assignee shall act as Secretary of the Planning Commission.

(B) As necessary, the Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which record shall be a public record. Annually, the Commission shall submit to the Council a report of its work during the preceding year. Expenditures of the Commission shall be within amounts appropriated for the purpose by the Council.  
(Prior Code, § 2.44, Subd. 2)