

Sampling of MN Charter Cities – Planning Commissions

10/18/2021

Misc. Information on Charter Cities re: Boards and Commissions

Minnesota Local Cities (Chapter 7b, 2015). (Note populations are from 2013.):

https://www.sos.state.mn.us/media/1351/chapter-7b_local-govs-2015.pdf

Columbia Heights: Charter City, No Wards. All Councilmembers are At Large, pop. 21,973

Link to Columbia Heights Information for Applicants of Boards and Commissions. Includes the following: “Procedure for filling all other commission positions generally consists of a review of applications, Council interview of prospective commissioners and selection of successful applicants.”

<https://cms5.revize.com/revize/columbiaheights/Administration/Commission%20Items/Information%20for%20Applicants%20of%20Boards%20and%20Commissions-%20Updated%202021.pdf>

St. Louis Park: Charter City, Wards, pop. 50,010

Planning Commission, 7 regular members, 1 non-voting youth member

Link to Boards & Commissions:

<https://www.stlouispark.org/government/boards-commissions>

2019 Annual Report – Planning Commission

Includes the following:

Racial equity and inclusion

- Identify strategies to broaden participation and reduce barriers to public participation. Review notification methods, online opportunities to submit input, and consider when providing translation services, transportation or child care may be warranted.
- Participate in racial equity training, possibly jointly with other boards and commissions like ESC and police advisory commission.

<https://www.stlouispark.org/home/showpublisheddocument/17347/637497798729530000>

Minnesota Charter Cities that have Wards/Precincts/Districts

Blaine – Charter City (Wards), 7 planning commissioners by Ward (2 each), Chair is at Large, Pop. 70,022

<https://www.blainemn.gov/610/Planning-Commission>

Link to Board & Commission Application

<https://www.blainemn.gov/DocumentCenter/View/31/Application-for-Board-Appointment-PDF?bidId=>

Link to Council & Commissions List (all have Wards except Charter which is ad hoc)

<https://www.blainemn.gov/DocumentCenter/View/11383/2021-Council-and-Commissions-List?bidId=>

Did not find language in charter or code regarding appointing Planning members by Ward. However, here is a Link about how Blaine does it for Natural Conservation Board members (see Structure):

<https://www.blainemn.gov/DocumentCenter/View/7253/NRCB-Process>

Partial language from Blaine's Natural Conservation Board:

Natural Resource Conservation Board Process for Selection, Structure, Format, and Charge Policy

I. Process for Selection of Members

- a. Natural Resource Conservation board vacancies will be advertised in the City's newsletter, website, cable TV programming, and in the Blaine Spring Lake Park Life for one month following approval by City Council of this document. Applications will be available at City Hall and on the City's website.
- b. A formal interview process will take place, at a date to be determined by City Council, to appoint the Board members.

II. Structure

- a. The Natural Resource Conservation Board will be comprised of eleven members; three representing each council ward, a member representing the Park Board, and a member representing the former Citizen's Environmental Committee. Three City Council Members will service as ex-officio members of the Board. Blaine residents as well as non-resident taxpayers are eligible to serve on the Board. If a Board member moves from the council election ward they were appointed to, they shall be allowed to complete their term with approval of the Mayor and two Councilmembers from the council election ward they moved from. If a current Board members moves outside the City, their term shall end immediately.
- b. Board members will serve a three two-year terms expiring in March.
- c. Board members may be reappointed to additional terms.

Brooklyn Center, Charter City, they have 7 precincts, no wards, All City Councilmembers are At Large, population 32,400

Link to Planning Commission Roster, 7 members – they have 6 Commission Districts

<https://www.ci.brooklyn-center.mn.us/home/showpublisheddocument/176/637684285617630000>

Link to Resolutions re: Planning Commission

<https://www.ci.brooklyn-center.mn.us/home/showdocument?id=174>

Qualifications for Membership: Members of the Commission shall be residents of the City of Brooklyn Center while serving on the Commission, shall have been residents of said City for at least one year prior to their appointment, and shall represent a broad range of interest in the planning function.

Representation Requirements: Due regard shall be given by the Mayor and City Council in appointing Commission members which will take into consideration geographical distribution within the City, as described in Subdivision 10, and the representative nature of the Commission in terms of gender, religion, ethnic, racial, age, handicapped, employee, and employer groups.

Link to City Ordinances:

<https://bc-img.ci.brooklyn-center.mn.us/WebLink/DocView.aspx?id=960292&page=3&dbid=0&repo=BrooklynCenter>

Champlin, Charter, Wards, pop. 23,919

Planning Commission (9 members) has ward representation

<https://ci.champlin.mn.us/planning-commission/>

Link to City Ordinances:

https://library.municode.com/mn/champlin/codes/code_of_ordinances?nodeId=PTIGEOR_CH2_AD_ARTIVBOCO_DIV4PLCO

**Planning Commission:
Sec. 2-163. - Composition.**

The planning commission shall be composed of a chairman and eight members. Commission members must reside in the city. While it is highly desirable to have two members from each ward, at-large members may be appointed to fill vacancies when vacancies cannot be filled from the ward within 30 days. No more than three commissioners may be appointed from any one ward. When a vacancy occurs, the position will be advertised as a vacancy in the wards with the lowest number of representatives. Commissioners may resign voluntarily or may be removed from office by the mayor with the consent of the city council. Three consecutive unexcused absences from duly called commission meetings shall constitute automatic resignation from office. Vacancies on the commission shall be filled by mayoral appointment with majority consent of the city council. (Code 1977, § 3-103)

Coon Rapids, Charter, Wards (Council includes ward (5) representatives and 1 member at large), pop. 63,599

7 Planning Commissioners, no ward info, but mention in Code below re: proportional representation

Link to City Charter/Ordinances:

https://library.municode.com/mn/coon_rapids/codes/code_of_ordinances?nodeId=TIT3DEPE_C H3-200ADCOBOARDAP

- **CHAPTER 3-200 - ADVISORY COMMISSIONS AND BOARD OF ADJUSTMENT AND APPEALS**
- **3-201 - Appointments, Vacancies and Continuation.**

All appointments to advisory commissions, committees, and the Board of Adjustment and Appeals shall be such as to maintain any required proportional representation and shall be approved by a majority vote of the City Council. The term of each member shall be for three years and shall terminate on December 31 of the third year or until a successor has been appointed and qualified. When vacancies occur in a position, an appointment shall be made in like manner for the remainder of the unexpired term. Each of the members serving at the time of the adoption of this Code shall serve out his or her term. All commissions, committees, and the Board of Adjustment and Appeals, established by prior ordinances, are hereby continued.

[Revised 10/17/00, Ordinance 1711]

Crystal, Charter, Wards, pop. 23,330

Planning Commission – does have ward representation.

Link to City Code, Section 510, Administration

http://p1cdn4static.civiclive.com/UserFiles/Servers/Server_10879634/File/Resident/Community%20Development/Planning%20and%20Zoning/510.pdf

Subd. 4. Members. The planning commission shall be made up of nine members. There shall be at least two planning commission members from each of the four city wards. The remaining planning commission member shall be appointed on an at-large basis.

Hastings, Charter City, Wards, Councilmembers both Ward & At Large, Pop. 22,154

Planning Commission, 7 members, appointed by City Council

No Ward info on Planning Commission roster or in City Charter/Code.

Minnetonka, Charter City, Wards, Council made up of Wards and At Large members, Pop. 54,426

Planning Commission, 7 members, no ward info is included in roster. Application does ask for ward info.

Link to board roster:

<https://www.minnetonkamn.gov/government/boards-and-commissions>

SECTION 300.04. PLANNING COMMISSION.

1. Establishment.

A planning commission of seven members is established and will constitute the planning agency of the city. Members of the planning commission must be residents of the city and will be appointed by the mayor and confirmed by the city council. Members will serve staggered terms of two years and may be removed by a vote of two-thirds of the full city council. Members will hold office until their successors are appointed and qualified, not to exceed an additional 90 days.

Moorhead – Charter City, Wards, Pop. 44,505

Link to Planning Roster: 7 Commissioners, 4 by Ward, 1 At Large, 1 County Commissioner, 1 Councilmember,

<http://apps.cityofmoorhead.com/Reports/DetailedMembers.aspx?com=Planning%20Commission%20/%20Board%20of%20Adjustment>

Link to Code (Chapter 7, Planning Commission):

https://codelibrary.amlegal.com/codes/moorheadmn/latest/moorhead_mn/0-0-0-247

B. Composition, Term, Oath, Fees And Vote:

1. The planning commission shall consist of seven (7) appointed members. The appointed members of the commission shall all be residents of the city and shall be selected by appointment as hereinafter defined and subject to the confirmation of the council. The two (2) council members from each ward shall collectively appoint one member from the ward they represent. The mayor shall appoint one member at large. The mayor shall appoint one council member and the board of county commissioners shall appoint a member from its own membership. (Ord. 94-16, 9-19-1994, eff. 2-1-1995)

<http://www.cityofmoorhead.com/government/boards-commissions/planning-commission>

Application for Appointment:

<https://www.cityofmoorhead.com/government/boards-commissions/application-for-appointment-form>

Owatonna, Charter City, Wards; pop. 25,685

Planning Commission by Wards, 7 members

<http://ci.owatonna.mn.us/DocumentCenter/View/6067/BoardsCommissions-Member-List?bidId=>

Link to City Code:

https://codelibrary.amlegal.com/codes/owatonna/latest/owatonna_mn/0-0-0-644

§ 32.065 PLANNING COMMISSION CONTINUED.

(A) A Planning Commission is hereby continued as heretofore established to be known as the “Planning Commission of the City of Owatonna”. Said Commission shall consist of seven members, one member of which shall be appointed from each ward and two from the city at large. The Mayor shall seek candidates for each Planning Commission position. Candidates will be reviewed by a committee of the Mayor, President of the Planning Commission and City Planner, with recommendations forwarded to the City Council by May 30 for review and subsequent approval. Appointments made to fill mid-term vacancies shall be done so in an expeditious manner. Resignation from the Planning Commission shall be in writing, submitted to the Mayor who shall notify the City Council and Planning Commission of the vacancy. Each member shall be appointed for a term of three years. The members of the Planning Commission in office at this time shall hold office until April 30 of the year in which their terms expire and until their successors are appointed and qualified and the present series of staggered terms shall be continued. All department heads and other city staff members shall cooperate with the Commission and, upon request of the Commission, shall assist in every possible manner the work of the Commission. The City Planner shall act as Secretary of the Commission. The Commission shall annually elect from its members a President and a Vice-President to serve until their successors are elected and qualified. Members who have served for three full, consecutive terms shall not be eligible for reappointment.

Prepared by Councilmember Eastman

Plymouth: Charter City, Wards, Pop. 81,026

Planning Commissioners by Ward and at Large, 7 members

Link to Planning Commission Roster

<https://www.plymouthmn.gov/departments/city-council-/committees-commissions-/planning-commission/roster>

Link to info on Boards/Commissions:

<https://www.plymouthmn.gov/home/showpublisheddocument/577/637050868824670000>

PLANNING COMMISSION

C. MEMBERSHIP: The Planning Commission consists of seven members, four of whom are appointed from the four wards within the City. The four wards are shown on the attached maps. Three members of the commission are appointed from the City at large. Members of the commission are appointed by the Council for staggered three year terms expiring January 31 of each year. The Chairperson and Vice Chairperson are appointed by the commission from among members of the commission for a term of one year.

Link to City Code:

https://library.municode.com/mn/plymouth/codes/code_of_ordinances?nodeId=CICO_CHIIIADG O_S305ADCOBOCOCO_305.03PLCO

305.03. - Planning Commission.

Subd. 1. **Commission Established.** The Planning Commission is established pursuant to the Municipal Planning Enabling Act, Minn. Stats. Ch. 462, and has the powers and duties assigned to it by that Act and by this Code, State law and the Charter. The Planning Commission is hereby designated the planning agency of the City pursuant to the Municipal Planning Enabling Act.

Subd. 2. **Membership.** The Planning Commission consists of seven members appointed in the manner set forth in this Subsection. One member of the Commission is to be appointed from each ward in the City. Three members of the Planning Commission are appointed from the City at large. Members of the Commission are appointed by the Council for staggered terms of three years, expiring on January 31st of each year.

Subd. 3. **Officers; Meetings.** The Chairperson and Vice Chairperson of the Planning Commission are appointed by the Commission from among the members of the Commission, subject to approval by the Mayor, for a term of one year. The Commission shall adopt its own rules and procedures with the approval of the Council. All members of the Commission may vote on all questions before the Commission. No member of the Commission may vote on any question in which the member is directly or indirectly interested. The Commission shall determine by rules the date and time of its meetings and shall set such public hearings as are necessary and desirable or required by law or this Code.

Robbinsdale, Charter City, Wards (4), pop. 14,468

Planning Commission (5 members) has ward representation, 4 wards and 1 at large

Link to Planning Commission page (includes members)

<https://www.robinsdalemn.com/city-government/city-commissions/planning-commission>

Link to City Code (page 9 – Commissions):

<https://www.robinsdalemn.com/home/showpublisheddocument/20/636881434095970000>

Section 320 - Commissions 320.01. Certain commissions. Subdivision 1. Established. There are created and continued the Planning Commission and the Park and Recreation Commission, referred to in this subsection as "advisory commissions". The advisory commissions have the powers and duties assigned them by this subsection and law. (Amended, Ord. No. 05-10)

Subd. 2. Membership: qualifications. The planning commission is composed of one member appointed from each ward of the city, and one member from the city at large. The Park and Recreation Commission which is composed of (i) one member from each ward, (ii) three members from the city at large with no more than two members from any one ward of the city on the commission, (iii) one non-voting ex officio member from the Robbinsdale youth baseball association, and (iv) one non-voting ex officio member from the Robbinsdale youth football association. Members must be citizens of the United States and residents of the city. Before approval by the city council of an appointment, the person being considered must submit a written description of qualifications and experience for the position concerned on a form prepared by the city clerk and approved by the city council. Appointments to the commissions require approval by four-fifths vote of the city council. Members serve without compensation. (Amended, Ord. No. 05-10)

White Bear Lake, Charter City, Wards, Pop. 24,883

6 Planning Commissioners

Link to Planning Commission Roster (Roster does include Ward #)

https://www.whitebearlake.org/sites/default/files/fileattachments/planning_commission/page/125/planning_commission_roster.pdf

From City Code (no mention of Ward representation)

301. Planning Commission §301.010 PLANNING COMMISSION. There is hereby created a Planning Commission consisting of seven (7) members. Members of the Planning Commission shall be appointed by the Mayor for the term of three (3) years, and until their successors are appointed and qualified, except that of members initially appointed, three (3) shall be appointed for one (1) year terms, two (2) for two (2) year terms and two (2) for three (3) year terms. The Planning Commission now in existence shall continue as presently constituted.

Willmar – Charter City, Wards, Pop. 21,015

9 Planning Commissioners, no mention of ward representation

Link to City Charter:

<https://cms5.revize.com/revize/cityofwillmar/2018%20-%20Charter%20of%20the%20City%20of%20Willmar.pdf>

City Charter language re: Planning Commission members:

Section 4.02. The Planning Commission. Subdivision 1. Members, qualifications, term. There shall be a City Planning Commission of nine (9) members, appointed for terms of three (3) years in such manner so that the terms of three (3) members expire each year, none of whom shall hold any other office or position in the City government. The Commission shall elect a chairman, vice-chairman and a secretary and such other officers as it shall from time to time determine. The officers shall be members of the Commission. No member shall serve more than two (2) consecutive terms on the Board. The serving of a term of two (2) years or more shall be considered a full term for purposes of the preceding sentence.

Windom, Charter City, Wards, Pop. 4,332

8 Planning Commissioners by Precinct

City Charter:

<https://www.windom-mn.com/wp-content/uploads/2019/10/Windom-City-Charter-2019.pdf>

Sec. 5.06, PLANNING DEPARTMENT: The Planning Department shall be under the jurisdiction of a Planning Commission, which shall be composed of eight (8) members. All appointments shall be by the mayor and two (2) members shall be appointed from each precinct. All appointments shall be confirmed by the council. One member of the council shall be appointed to the Planning Commission as an ex officio member and said appointments shall be for that councilperson's term of office. Members appointed to the Planning Commission shall serve terms of four (4) years. Said terms shall be staggered so as to provide continuity of appointment and continuity of membership. Said appointments shall take effect upon the completion of present term of offices to comply with the staggered terms desired. The powers and duties of the Planning Commission shall be defined by ordinance.

Worthington – Charter City, Wards, Pop: 12,500

No list of planning commissioners or language re: ward representation

Link to Code re: Planning Commission

https://codelibrary.amlegal.com/codes/worthingtonmn/latest/worthington_mn/0-0-0-3745

§ 151.01 PLANNING COMMISSION.

(A) A City Planning Commission is hereby established. The Commission shall consist of nine members. Six members shall be appointed by the City Council and may be removed by a four-fifths vote of the Council; the Mayor shall elect one member of the Commission from the Council members; and the Director of Community/Economic Development and the City Attorney shall be non-voting members ex officio. The members of the Commission first appointed shall hold office until the second Tuesday of April, and thereafter two shall hold office for the term of one year, two for the term of two years, and two for the term of three years, thereafter for three year terms all commencing the second Tuesday of April. Their successors shall be appointed for terms of three years. Both original and successive appointees shall hold their offices until their successors are appointed and qualified. The term of ex officio members shall correspond to their respective official tenures. Vacancies during the term shall be filled by the Council for the unexpired portion of the term. Every appointed member shall before entering upon the discharge of his duties take an oath that he will faithfully discharge the duties of his office. All members shall serve without compensation. ('69 Code, §§ 7-23.01, 7-23.02)

Link to Planning Commission Recruitment Flyer & Application:

[http://www.ci.worthington.mn.us/sites/default/files/news_release/2020/11/Planning Commission Recruitment Flyer.pdf](http://www.ci.worthington.mn.us/sites/default/files/news_release/2020/11/Planning_Commission_Recruitment_Flyer.pdf)

Membership language from Recruitment Flyer:

The City of Worthington has an interest in providing a diverse membership of the Planning Commission. Citizens with the following skills and experiences are desirable: 1. Background in land use planning and/or engineering 2. Background of community involvement 3. Experience with business ownership 4. Interest in neighborhood and community issues 5. Interest in natural resource preservation 6. Knowledge of real estate acquisition, development, and/or law 7. Willingness and ability to commit to requirements of position