

Chapter 3.04

PARKS & PLANNING COMMISSION

Section 1. Parks, Planning & Zoning. A Parks, Planning and Zoning Commission for the City is hereby continued as defined by Minnesota Statute § 394.21 through 394.37 and 412.501 through 512.531 respectively hereafter referred to as the PPC.

Section 2. Composition.

Subdivision 1. The PPC shall consist of seven members. Five members shall be appointed by the City Council and may be removed by a four-fifths (4/5) vote of the council. Two standing city councilors shall be voting members as appointed at the annual organizational meeting of the city council. City administration and appropriate professional consultants of the City may act as ex-officio representatives as appropriate or needed.

Subdivision 2. The members of the PPC shall be appointed for terms of four years. Both original and successive appointees shall hold their offices until their successors are appointed and qualified. The terms of ex officio members shall correspond to their respective official tenures. Vacancies during the term shall be filled by appointment made by the council for the unexpired portion of the term. Every appointed member shall before entering the discharge of his duties take an oath that he will faithfully discharge the duties of his office. Members shall be compensated at a rate established by ordinance as adopted and modified by the city council.

Section 3. Organization and Meetings. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. The commission shall establish a proposed meeting schedule deemed appropriate to efficiently and effectively process development applications and oversee the implementation of the commission's work plan. 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. On or before January first of each year the commission shall submit to the City Council a report of its work during the preceding year. On or before July 31 of each year, the commission shall submit proposed goals and work plan that seeks to be consistent with established council goals, priorities and budgetary documents.

Section 4. Attendance. Members of the commission shall be required to attend official meetings of the commission unless specifically excused by the Chair of the Planning Commission and said excused absences noted in the minutes. Failure to attend three official meetings within a given calendar year, without excuse of the Chair of the commission, shall be considered as formal notice of resignation.

Section 5. Powers and Duties of the Commission. The PPC shall be the planning agency and shall have the powers and duties given such agencies generally by state statute regarding comprehensive land use and zoning matters and shall be the governing body responsible for matters related to the parks, recreation facilities and programs, trails, beautification, water management, and any other related matter in the City of Howard Lake. It shall also exercise the duties conferred upon it by this ordinance.

Section 6. Zoning Ordinance Public Hearings. Zoning ordinances and various planning and zoning functions and permits may be adopted by the city council upon completion of a public hearing and recommendation made by the PPC.

Section 7. Plat Approval. Any plat of land submitted to the council for approval shall, prior to final approval, be referred to the planning commission for review and recommendation. Any plat so referred shall be returned to the council by the commission within thirty (30) days.

Section 8. Parks, Trails and Public Space Amenities. The Commission duties are as follows:

- a. Serve as a forum for the public to voice their opinions and concerns in regards to the public parks, trails, recreation facilities and programs, beautification, water management and any other related matter.
- b. Evaluate and assess the condition of the City's parks and waters, and recommend any improvements to the City Council, including the purchase of equipment, materials, supplies, and services for the development and maintenance.
- c. Recommend to the City Council the construction of roadways, paths, buildings, fountains, docks, restrooms, refreshment booths, pavilions, and other necessary structures and improvements to park facilities and trails.
- d. Recommend to the City Council any rules and regulations for the city that may increase public safety, discourage vandalism, enhance use, and maintain cost-effective operations.
- e. Recommend to the city council ordinance, policy and plan creation and updates that seek enhance the city's parks & trail system, maintenance and improvement of publically owned spaces.
- f. Recommend and facilitate beautification projects for the City to the City Council.
- g. Work in conjunction with the area's organizations and surrounding governing agencies in regards to the public parks, trails, recreation facilities and programs, water management, beautification, or any other related matter with the City of Howard Lake.
- h. Perform other duties that from time to time may be prescribed by the City Council.