

City of Newport, MN  
Ordinance No. 2018-04

An Ordinance Amending Chapter 2, Article IV, Section 2-112- Planning  
Commission

Chapter 2- ADMINISTRATION

ARTICLE IV- BOARDS, COMMISSIONS, AND SIMILAR BODIES

Sec. 2-112. – Planning Commission

- (a) *Established.* The city has established a planning commission consisting of five members appointed by the council.
- (b) *Member terms, residency, removal; vacancies.* The term of the office of current members shall be according to conditions under which they were originally appointed. With any vacancy, the new term shall be up to 3 years ending December 31<sup>st</sup> as designated by council. The terms for a majority of members may not expire in the same year. A member may be removed at any time by a four-fifths vote of the city council. No person appointed to represent the residents shall continue to serve on the commission once that member has taken residence outside of the city limits.
- (c) *Officers.* 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 of the commission as it may determine.
- (d) *Meetings.* The commission shall hold a least one regular meeting each month and may hold special meetings as determined by the commission. All meetings shall be open to the public. Meetings may be cancelled by the call of the chair with reasonable cause and notification.
- (e) *Attendance at meetings.* Three consecutive unexcused absences or four absences during one calendar year from commission meetings shall be deemed to constitute a resignation. The chairperson shall report such absences to the council who shall make an appointment to fill the vacancy for the unexpired portion of the term.
- (f) *Rules of procedure.* It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which shall be a public record.
- (g) *Compensation.* The members of the planning commission shall receive such compensation as is established from time to time by the city council.
- (h) *Duties.* The commission shall:
  - (1) Act as planning agency of the city in accordance with M.S.A. § 462.354 and to exercise those powers and duties consistent with M.S.A. §§ 462.351 through 462.364.
  - (2) Conduct activities in accordance with duties assigned in this Code, council adopted procedures and resolutions, and state law.
  - (3) Prepare an outline of types of procedure necessary to make the city comprehensive plan effective.
  - (4) Review the comprehensive plan every two years or when requested to do so by the city council, making recommendations for updating.

- (5) Prepare zoning regulations for the city which shall be reviewed every two years, alternating with the comprehensive plan, or when requested to do so by the city council, making recommendations for updating.

Adopted this 20<sup>th</sup> day of December 2018, by the Newport City Council.

Motion by: Chapdelaine, Seconded by: Johnson

VOTE:	Lund	Aye
	Sumner	Aye
	Rahm	Aye
	Chapdelaine	Aye
	Johnson	Aye

Signed:   
Dan Lund, Mayor

Attest:   
Deb Hill, City Administrator