

**MISSION TOWNSHIP
CROW WING COUNTY, MINNESOTA
Ordinance No. 2023-01**

**AN ORDINANCE ESTABLISHING THE
MISSION TOWNSHIP PLANNING COMMISSION**

The board of supervisors of the Town of Mission ordains:

Section 1. Establishment. The Board of Supervisors (“Town Board”) of Mission Township (“Town”) hereby establishes a planning commission pursuant to Minnesota Statutes, section 462.354. The planning commission shall serve as the Town’s planning agency and shall be known as the Mission Township Planning Commission (“Commission”). The Commission shall serve in an advisory capacity to the Town Board.

Section 2. Composition. The three supervisors serving on the Town Board shall constitute the Commission. A majority of the Commission members constitute a quorum to conduct the Commission’s business. Service on the Commission shall be deemed part of the service on the Town Board and shall not require a separate oath of office.

Section 3. Voting. Each Commission member, including the Chair and Vice-Chair, shall have one vote on all matters acted upon by the Commission. A member must be present at a meeting to vote.

Section 4. Term. The terms of Commission members shall be the same as their term on the Town Board. A vacancy on the Town Board shall cause a vacancy on the Commission, and such Commission vacancy shall be filled by the same person appointed to fill the vacancy on the Town Board.

Section 5. Expansion of the Commission. The Town Board may, by resolution, expand the number of members on the Commission to five. Upon such expansion, the Town Board will appoint the additional members to serve on the Commission. The additional members must be voters of the Town. Any vacancies in the additional positions shall be filled by Town Board appointment for the remainder of the term of the position. The additional positions shall have a term of four years, shall expire on April 1st in the last year of the term, and a member serves until a successor is appointed and qualified. The Town Board shall stagger the terms of the additional positions so that appointments are made every two years. The additional Commission members serve at the pleasure of the Town Board and may be removed by the Town Board at any time.

Section 5. Officers and Duties. The Commission shall appoint from among its members a Chair and Vice-Chair. The Chair shall be the presiding officer for Commission meetings and shall sign documents on behalf of the Commission as needed. The Vice-Chair shall conduct the duties of the Chair in the Chair’s absence. The Commission shall also appoint a Secretary, which may be the Town Clerk. If someone other than an appointed Commission member serves as the Secretary, the person shall not have a vote on the Commission. The Secretary shall

provide notices, keep records of the Commission's proceedings, and countersign the Chair's signature on Commission documents.

Section 6. Rules and Procedures. The Commission may adopt rules and procedures related to how it conducts its meetings and hearings, provided they are consistent with all applicable laws.

Section 7. Meetings. The Chairperson is authorized to call Commission meetings as necessary to conduct the Commission's business. Commission meetings may be held in conjunction with Town Board meetings.

Section 8. Commission Powers and Duties. The Commission shall have the powers and duties provided it by Minnesota Statutes chapter 462 and such other powers and duties as may be delegated by the Town Board. Initially, the primary duties of the Commission shall include, but are not limited to, the following: to study and advise the Town Board on planning and zoning related matters; hear and make recommendations regarding any zoning or subdivision ordinances proposed by the Town Board; serve as a liaison between the Town and the County regarding planning, zoning, and related matters affecting the Town; and review proposed plats and provide the Town Board recommendations regarding the roads and other public ways shown on it. In conducting its business, the Commission shall communicate with the county zoning office and coordinate its activities as needed to promote efficiency and reduce confusion among the public. To further promote coordination with the County, plats proposed to be located in the Town must, as provided in Minnesota Statutes, section 505.09, first be submitted to the Town Board for approval before the County may approve the plat. The Town is experiencing growth and the issues that go along with determining how best to respond to the impacts of such growth. The Commission's role and duties may expand in the future if the Town Board chooses to update its comprehensive plan, official controls, subdivision regulations, or other rules or regulations.

Section 9. Effective Date. The Ordinance shall be effective immediately upon adoption.

Adopted this 13th day of March 2023.

BY THE TOWN BOARD

Jon Auge, Chair

Attest: _____
Anna Anderson, Clerk