

CHAPTER 14.
MUNICIPAL PLANNING COMMISSION

Table of Contents

14.10. Establishment of Commission [Ch. 14 Pg. 1](#)

14.11. Membership [Ch. 14 Pg. 1](#)

14.12. Terms, Vacancies, Oath of the Members of the Commission [Ch. 14 Pg. 1](#)

14.13. Officers [Ch. 14 Pg. 2](#)

14.14. Meetings, Records, Reports [Ch. 14 Pg. 2](#)

14.15. Powers and Duties of the Commission [Ch. 14 Pg. 2](#)

14.16. Zoning Ordinances, Public Hearing [Ch. 14 Pg. 2](#)

14.17. Plats, Approval [Ch. 14 Pg. 2](#)

14.18. Preparation of Comprehensive City Plan [Ch. 14 Pg. 2](#)

14.19. Compensation [Ch. 14 Pg. 3](#)

14.10. **Establishment of Commission.** A city planning commission for the City of Tyler is hereby established. The commission shall be the City Planning Agency authorized by Minnesota Statute, Section 462.354, Subdivision 205.02.

14.11. **Membership.** The city planning commission shall consist of seven members. The City Administrator and city attorney shall be ex-officio members, and the City Council shall select one member of the commission from its own membership. The other four members shall be appointed and may be removed at the discretion of the City Council by a 4/5 vote of the Council.

14.12. **Terms, Vacancies, Oath of the Members of the Commission.** First appointed, one shall be appointed for a term of one year, one for a term of two years, one for a term of three years, and one for a term of four years. Both original and successive appointees shall hold their office until their successors are appointed and qualified. The terms of the ex-officio members shall correspond to their respective official terms. Vacancies during the term shall be filled by the City

Council for the unexpired portion of the term. Every appointed member shall before entering upon discharging the duties, take an oath that he or she will faithfully discharge the duties of office. All members shall serve without compensation.

14.13. **Officers.** The commission shall elect a chairperson from among its appointed members for a term of one year, and a secretary for such term as desirable, and such other officers as it may from time to time determine.

14.14. **Meetings, Records, Reports.** The commission shall hold at least one meeting annually, and such other meetings as necessary or desirable. 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 September 1st of each year the commission shall submit a report to the City Council of its work the previous year, along with a proposed public improvement plan and work program for the coming year. Expenditures of the planning commission shall be within amounts appropriated for the purpose by the City Council.

14.15. **Powers and Duties of the Commission.** The planning commission shall have the powers and duties given planning agencies generally by law. The commission shall also exercise the duties conveyed by this ordinance and as determined from time to time by the City Council. Once adopted, the commission shall review these elements from time to time, and recommend appropriate amendments.

14.16. **Zoning Ordinances, Public Hearing.** No zoning ordinance, or amendment shall be adopted by the City Council until a public hearing has been held thereon by the planning commission, upon notice as provided by Minnesota Statutes, Section 462.357, Subdivision 3.

14.17. **Plats, Approval.** Any subdivision plat submitted to the City 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 with its recommendation within 30 days, and failure of the commission to report within that period is deemed to have satisfied the requirements of the action.

14.18. **Preparation of Comprehensive City Plan.** It shall be the function and duty of the Planning Commission to prepare, review, update, amend the plan from time to time and adopt a comprehensive City plan for the physical, economic and social development of the City, including, but not limited to, proposed public buildings, and other similar developments, the use of property, the density of population, and other matters relating to the development of the City. The comprehensive plan may also include a land use plan, a community facilities plan, a transportation plan, and recommendations for plan execution. The plan may be prepared in sections, each of which shall relate to a major subject of the plan or to a major geographical section of the City as outlined in the Commission's program of work.

14.18.01 **Procedure for Adoption of Plan.**

14.18.01.01 **Public Hearing.** Before adopting the City plan or any section of it, or any amendment thereof, the Commission shall hold at least one public hearing thereon, notice of the time, place and purpose of which shall be given by publication in the official City newspaper at least ten days before the day of the hearing. The adoption of the City plan or any section or amendment thereof shall be by resolution of the Commission, approved by a majority of all the members of the Commission. The Commission may from time to time propose to amend or add to the City plan or section thereof as herein provided for the adoption of the original plan whenever changed conditions or further studies by the Commission indicated that such amendment or addition is necessary.

14.18.01.02. **Council Copy.** An attested copy of the plan or of any section, amendment, or addition to the City plan adopted by the Planning Commission shall be certified to the City Council.

14.18.01.03. **Procedure for Plan Effectuation.** Upon the adoption of the Comprehensive City Plan or any section or amendment thereof, it shall be the duty of the Planning Commission to recommend to the City Council reasonable and practicable means for putting into effect such plan or section or amendment thereof in order that the same will serve as a pattern and guide for the orderly physical, economic and social development of the City and as a basis for the efficient expenditure of the funds thereof relating to the subjects of the City Plan. Such means shall consist of zoning regulations, regulations of the control of subdivision plats, an official map, coordination of the normal public improvements of the City, a long-term program of capital expenditures and such other matters as will accomplish the purposes of this Section.

14.18.02. **Official Map.**

14.18.02.01. **Preparation.** The Planning Commission with the assistance of the City Administrator and the Public Works Director may and upon instructions by the City Council shall prepare an official map of the platted and unplatted portions of the City and adjoining territory, or portions thereof, indicating upon the map the use of the land and what land is needed for future street purposes and as sites for other necessary public facilities and services within the City.

14.18.02.02 **Adoption.** After the map has been prepared, it shall be submitted to the Council, which shall thereupon consider the map and may

adopt it or any part of it with such amendments as it deems advisable. Before the adoption by the Council, a public hearing shall be held upon the proposal at least ten days after a notice of the time, place and purpose thereof has been published in the official City newspaper.

14.19. **Compensation.** Members of the Tyler Planning and Zoning Commission shall each be entitled to compensation at the per diem special meeting rate for City Council persons at the established by Chapter 18 of the Tyler Code for their attendance at all properly noticed and called meetings of the Planning Commission.