

ARTICLE IV. - BOARDS AND COMMISSIONS⁴¹

Footnotes:

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Cross reference— Park and recreation commission, § 14-16 et seq.; planning commission, § 15-16 et seq.

State Law reference— Authority to establish advisory boards and commissions, M.S. § 412.621(2).

DIVISION 1. - GENERALLY

Sec. 2-46. - Appointment to city committees and commissions.

All vacancies on committees, commissions, and boards shall be advertised to seek applicants. The city council may interview applicants before making appointment. With the exception of the housing and redevelopment authority, all appointments shall be by majority vote of the city council. Once appointed, an applicant shall serve until removed, with or without cause, by a four-fifths vote of the city council, until the expiration of the term of appointment and following appointment of the applicant's successor. Vacancies during a term shall be filled for the unexpired portion of the term.

Sec. 2-46.01. - Same—Generally.

The council determines the duties and exercises the powers of administrative boards or commissions. However, the council may establish boards or commissions as set forth in this article to investigate subjects or to perform quasi-judicial functions. Additional administrative boards or commissions shall be established as required by law or for the administration of a municipal function jointly shared with another political subdivision.

(Ord. No. 363, § 4, 1-12-04)

Sec. 2-46.03. - Planning commission.

- (a) *Commission established.* The planning commission is established pursuant to the Minnesota Municipal Planning Act, and has the powers and duties assigned to it by that Act, by this Code, and state law. The planning commission is hereby designated the planning agency of the city pursuant to the Municipal Planning Act.
- (b) *Membership.* The planning commission consists of seven members appointed in the manner set forth in this subsection. Members of the commission are appointed by the council for staggered terms of three years, expiring on March 31 of each year.
- (c) *Officers; meetings.* The chairperson and vice chairperson of the planning commission are appointed by the commission from among its membership for the term of one year. The commission shall adopt its own bylaws with the approval of the city 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 has fiduciary interest, either directly or indirectly. The commission shall determine in its bylaws the date and time of its meetings and shall set such public hearings as are necessary and desirable, or as required by law or this Code.

- (d) *Powers and duties.* The planning commission shall have the powers and duties allowed under state law, including:
- (1) To prepare a comprehensive plan for the future development of the city that is submitted to the council for implementation and to recommend amendments of the plan to the council from time to time as may be necessary or desirable.
 - (2) To initiate, direct, and review, from time to time, a study of the provisions of the zoning code and the subdivision regulations and to report to the council its advice and recommendations with respect thereto.
 - (3) To study applications and proposals for amendments to the zoning code and applications for special permits and to advise the council of its recommendations thereon.
 - (4) To study preliminary plats and to advise the council of its recommendations thereof.
 - (5) To act in an advisory capacity to the council in all matters wherein powers are assigned to the council by state law concerning comprehensive planning, zoning, platting, changes in streets, and other matters of a general planning nature.
- (e) *Reports.* The commission shall make an annual written report to the council, not later than March 31 of each calendar year, containing the commission's recommendations for the ensuing year.

(Ord. No. 363, § 5, 1-12-04)

Sec. 2-46.05. - Park and recreation commission.

- (a) *Creation.* There is established a park and recreation commission for the city.
- (b) *Membership.* The park and recreation commission consists of seven members appointed in the manner set forth in this subsection. Members of the commission are appointed by the council for staggered terms of three years expiring on March 31 of each year. Additionally, the commission may also have one or two youth representatives who shall also be voting members. Youth representatives shall be appointed for one-year terms.
- (c) *Officers; meetings.* The chairperson and vice chairperson of the park and recreation commission are appointed by the commission from among its membership for the term of one year. The commission shall adopt its own bylaws with the approval of the city 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 has fiduciary interest, either directly or indirectly. The commission shall determine in its bylaws the date and time of its meetings and shall set such public hearings as are necessary and desirable or as required by law or this Code.
- (d) *Powers and duties.* The park and recreation commission shall have the following powers and duties:
- (1) To hold meetings of its members, to consider such matters pertaining to parks and public recreation programs in the city as shall be referred to the commission by the council, or as the members of the commission themselves deem proper.
 - (2) To prepare a comprehensive plan for the future development of the city park and recreation system, to be submitted to the city council for implementation, and to maintain said plan, and recommend amendments of the plan to the city council, as may become necessary or desirable.
 - (3) To act in an advisory capacity to the council in all matters relating to park and recreation in the city.
- (e) *Reports.* The commission shall make an annual written report to the council, not later than March 31 of each calendar year, containing the commission's recommendations for the ensuing year.

(Ord. No. 363, § 6, 1-12-04; Ord. No. 582, § 1, 4-22-13)

Sec. 2-46.07. - Board of adjustments and appeals.

Pursuant to M.S. § 462.354, a board of adjustments and appeals is hereby established. The planning commission shall serve as the board of adjustments and appeals.

(Ord. No. 363, § 7, 1-12-04)

Sec. 2-46.09. - Environmental commission.

- (a) *Commission established.* The environmental commission is established to provide the residents of Chanhassen with opportunities to improve the quality of their environment, address issues that affect the city's natural resources, provide environmental education to the public, bring a comprehensive perspective to environmental issues, and advocate the benefits and necessity of Chanhassen's natural resources.
- (b) *Membership.* The environmental commission consists of seven members appointed in the manner set forth in this subsection. Members of the commission are appointed by the council for staggered terms of three years expiring on March 31 of each year.
- (c) *Officers; meetings.* The chairperson and vice chairperson of the environmental commission are appointed by the commission from among its membership for the term of one year. The commission shall adopt its own bylaws with the approval of the city 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 has fiduciary interest, either directly or indirectly. The commission shall determine in its bylaws the date and time of its meetings and shall set such public hearings as are necessary and desirable or as required by law or this Code.
- (d) *Powers and duties.* The environmental commission has the following powers and duties:
 - (1) The environmental commission shall serve as an advisory body to the city council and planning commission in addressing the needs of the environment as directed by the city council. All final decisions are to be made by the city council.
 - (2) The environmental commission will consider and make recommendations at the direction of the city council regarding environmental issues.
 - (3) The environmental commission will make recommendations at the direction of the city council regarding funding for environmental projects.
 - (4) The environmental commission may propose studies to the city council and make recommendations according to the results.
 - (5) The environmental commission will coordinate services with other governmental and private agencies for related issues.
- (e) *Reports.* The environmental commission shall make an annual written report to the council, not later than March 31 of each calendar year, containing the commission's recommendations for the ensuing year.

(Ord. No. 363, § 8, 1-12-04)

Sec. 2-46.11. - Senior commission.

- (a) *Commission established.* The senior commission serves as an advisory body to the city council in addressing the special needs of people over age 55 living in Chanhassen. They consider and make recommendations to the city council regarding the special needs of seniors in the areas of transportation, information and assistance, independent living in the home, social and recreational

programs, senior center and senior housing, but are not limited to these issues. All final decisions are made by the city council.

- (b) *Membership.* The senior commission consists of seven or eight members appointed in the manner set forth in this subsection. Members of the commission are appointed by the council for staggered terms of three years, expiring on March 31 of each year.
- (c) *Officers; meetings.* The chairperson and vice chairperson of the senior commission are appointed by the commission from among its membership for the term of one year. The commission shall adopt its own bylaws with the approval of the city 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 has fiduciary interest, either directly or indirectly. The commission shall determine in its bylaws the date and time of its meetings and shall set such public hearings as are necessary and desirable or as required by law or this Code.
- (d) *Powers and duties.* The senior commission shall have the following powers and duties:
 - (1) They make recommendations to the city council regarding funding for special services to be provided for citizens over age 55.
 - (2) They may propose needs studies for this age group where necessary and make recommendations to the city council based on the results.
 - (3) They coordinate services with other governments and private agencies for this age group.
- (e) *Reports.* The commission shall make an annual written report to the council, not later than the last day of March of each calendar year, containing the commission's recommendations for the ensuing year.

(Ord. No. 363, § 9, 1-12-04; Ord. No. 581, § 1, 4-8-13)

Sec. 2-46.15. - Resignations and removal from commissions.

Commissioners may resign voluntarily or may be removed from office by a majority vote of the city council. Vacancies on any advisory board or commission shall be filled by appointment with a majority vote of the city council. Vacancies shall be announced in the city's official newspaper and posted within city hall. Applications shall be available at the city clerk's office and shall be forwarded to the city council within the time prescribed.

(Ord. No. 363, § 10, 1-12-04)

Sec. 2-46.17. - Compensation.

Commissioners shall serve without compensation.

(Ord. No. 363, § 11, 1-12-04)

Secs. 2-47—2-55. - Reserved.