

**City Code, Chapter 3: PLANNING COMMISSION**

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**CHAPTER 3**  
**PLANNING COMMISSION**

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**CHAPTER 3  
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**ARTICLE I  
COMMISSION STRUCTURE.**

**SECTION 3-100. COMPOSITION.** The Planning Commission for the City of Columbus shall be composed of five (5) members appointed by the City Council. "Planning Commissioners" and "Members of the Planning Commission" are synonymous titles.

*[Section 3-100 amended by Ord. No. 92-8, effective September 10, 1993 and amended by Ord. No. 01-02, effective May 17, 2001, amended by Ord. No. 07-02, effective March 1, 2007, as amended by Ord. No. 11-09, effective December 8, 2011, as amended by Ord. No. 14-04, effective July 3, 2014.]*

**SECTION 3-101. TERMS.** Appointments of Planning Commissioners are staggered in order to ensure continuity and consistency. The term of each member shall be three (3) years and until a successor is appointed and qualified. Any member may be removed by the City Council-for conduct contrary to the best interests of the public as set forth in the Planning Commission Bylaws.

*[Section 3-101 amended by Ord. No. 92-8, effective September 10, 1993 and amended by Ord. No. 01-02, effective May 17, 2001, amended by Ord. No. 07-02, effective March 1, 2007, as amended by Ord. No. 11-09, effective December 8, 2011, as amended by Ord. No. 14-04, effective July 3, 2014.]*

**SECTION 3-102. VACANCIES.** If the office of any Commission member becomes vacant, the vacancy shall then be filled by appointment of the City Council based on the guidelines set forth in the Planning Commission Bylaws.

*[Section 3-102 amended by Ord. No. 92-8, effective September 10, 1993 and amended by Ord. No. 01-021 effective May 17, 2001, amended by Ord. No. 07-02, effective March 1, 2007, as amended by Ord. No. 11-09, effective December 8, 2011.]*

**SECTION 3-103. QUALIFICATIONS.**

A. **Residency Requirement.** Each member shall be a resident of the City of Columbus or a non-resident business owner who has a fee interest in the business property.

B. **Oath to Support the Law.** Each member shall qualify by taking and subscribing an oath to faithfully discharge the duties of the office, as follows:

STATE OF MINNESOTA )

COUNTY OF ANOKA ) ss.

CITY OF COLUMBUS )

I, *[insert name]* \_\_\_\_\_, do solemnly swear that I will support the Constitutions of the United States and of the State of Minnesota, that I will support the laws and ordinances of the State of Minnesota, the County of Anoka, and the City of Columbus and faithfully discharge the duties of the office of Planning Commissioner of the City of Columbus in the County of Anoka and State of Minnesota, to the best of my judgment and ability. *[signature]*

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.*[City Seal.] [signature of City Clerk.]*

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**C. Uncompensated Volunteers.** All members shall serve without compensation, but shall be granted reimbursement for expenses incurred in performance of official duties.

*[Section 3-103 amended by Ord. No. 92-8, effective September 10, 1993 and amended by Ord. No. 01-02, effective May 17, 2001, amended by Ord. No. 07-02, effective March 1, 2007, amended by Ord. No. 09-04, effective March 19, 2009, as amended by Ord. No. 11-09, effective December 8, 2011.]*

**SECTION 3-104. CHAIRPERSON.** The Planning Commission shall select one of its members as chairperson for a term of one (1) year with approval of the City Council. If the City Council does not approve the selection made by the Planning Commission, then, the City Council shall appoint an alternative chairperson for a one year term. The chairperson shall preside at all meetings of the Commission, if present and shall perform all other duties and functions assigned by the Commission or by the City Council. The Commission will appoint from among its members a vice chairperson to act for the chairperson during temporary absence or disability.

*[Section 3-104 amended by Ord. No. 07-02, effective March 1, 2007, as amended by Ord. No. 11-09, effective December 8, 2011, as amended by Ord. No. 14-01, effective March 6, 2014.]*

**SECTION 3-105. RECORDS.** The recording secretary shall provide copies of the Planning Commission minutes to the City Council. All records of the Planning Commission shall be kept at the City Hall, available to the City Council, City Administrator, Zoning Administrator, and Clerk of the City at all times.

*[Section 3-105 (previously 3-106) amended by Ord. No. 92-2, effective April 17, 1992 and amended by Ord. No. 01-02, effective May 17, 2001, amended by Ord. No. 07-02, effective March 1, 2007, amended by Ord. No. 09-04, effective March 9, 2009.]*

**SECTION 3-106. PURPOSE AND FUNCTION.** The Zoning Administrator shall receive applications for building permits, zoning, rezoning, subdivisions and variances. All applications under the zoning or subdivision ordinances are to be initiated with the Zoning Administrator and then forwarded to the Planning Commission for consideration or hearing where indicated by the City Code. The role of the Planning commission in all matters shall be advisory, except where otherwise provided by state law.

The City Council may refer any matter to the Planning Commission for study, fact finding, hearing, investigation, inspection, and advice, including but not limited to matters which involve zoning, subdivision regulation, land use planning, licensing, or matters which arise under the Nuisance Ordinance (Chapter 5 of this Code), or matters which arise under the Excavation Ordinance (Chapter 9 of this Code).

*[Section 3-106 (previously 3-107) amended by Ord. No. 92-2, effective April 17, 1992 and amended by Ord. No. 01-02, effective May 17, 2001, amended by Ord. NO. 07-02, effective March 1, 2007, as amended by Ord. No. 11-09, effective December 8, 2011.]*

## **ARTICLE II** **MEETINGS**

**SECTION 3-200. MEETINGS.** The Commission will have a scheduled meeting at least once each month as provided in the Planning Commission Bylaws. Special meetings may be held at any time upon the call of the chairperson or any two (2) other members upon three (3) days prior written notice sent to each member or upon such other notice as the Commission may provide. All meetings of the commission shall be open to the public. Unless otherwise provided, any action taken by the Commission shall be by the affirmative vote of a majority of the members present. In order for the Commission to take any action, a quorum must be present. A simple majority of all members of the Commission (i.e., one more than one-half of the members) shall constitute a quorum but a lesser number may meet and

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adjourn from time to time. The Commission shall keep a public record of its meetings, resolutions, findings and reports, and file copies of said reports with the City Clerk.

*[Section 3-103 amended by Ord. No. 92-8, effective September 10, 1993 and amended by Ord. No. 01-02, effective May 17, 2001, § 3-201 added by Ord. No. 92-8, effective September 10, 1993 and deleted by Ord. No. 01-02, effective May 17, 2001, amended by Ord. No. 07-02, effective March 1, 2007, and amended by Ord. No. 10-02, effective April 1, 2010, as amended by Ord. No. 11-09, effective December 8, 2011.]*

*[ARTICLE III – REPORTS Section 3-101, 3-103, and 3-107 amended by Ord. No. 86-2, effective February 21, 1986, amended by Ord. No. 07-02, effective March 1, 2007, amended by Ord. No. 09-04, effective, March 19, 2009, and deleted by Ord. No. 11-09, effective December 8, 2011.]*



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*History of ordinances affecting the text of Chapter 3 (since codification on August 26, 1981):*

- Ord. No. 86-2, effective February 21, 1986.*
- Ord. No. 92-2, effective April 17, 1992.*
- Ord. No. 92-8, effective September 10, 1993.*
- Ord. No. 01-02, effective May 17, 2001.*
- Ord. No. 07-02, effective March 1, 2007.*
- Ord. No. 09-04, effective March 19, 2009.*
- Ord. No. 10-02, effective April 1, 2010.*
- Ord. No. 11-09, effective December 8, 2011.*
- Ord. No. 14-01, effective March 6, 2014.*
- Ord. No. 14-04, effective July 3, 2014.*

*This Chapter has been updated through the date of the latest ordinance listed above.*

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