



# Richfield Planning Commission Agenda

February 23, 2026 -- 7:00 PM

Richfield Municipal Center  
Council Chambers  
6700 Portland Avenue South

1. **Call to Order**
2. **Roll Call**
3. **Open Forum**
  - a. Participants can share their comments in person, by voicemail, or email, and may also request to participate virtually. For more information on submitting comments, refer to the Planning Commission Agenda and Minutes page on the [City's Website](#).
4. **Approval of the Agenda**
5. **Approval of Minutes**
  - a. Approval of the Minutes of the Regular Planning Commission Meeting of December 8, 2025.
6. **Presentations**
  - a. Penn Avenue Planning and Land Use Presentation
7. **Public Hearings**
8. **Resolutions**
9. **Other Business**
  - a. Election of Planning Commission Chairperson, Vice-Chairperson and Secretary.
  - b. Appointment of liaisons to the City Council, Community Services Advisory Commission, Housing and Redevelopment Authority, School Board, Transportation Commission, Chamber of Commerce, and Sustainability Commission.
  - c. Review and amend the Planning Commission bylaws.
  - d. Annual re-scheduling task.
10. **Liaison Reports**
11. **City Planner's Report**
  - a. The following is some 2025 year-end data for the planning division:
    - Work sessions: 7 (MICC, Legion, Ordinances)
    - Land use cases: 9 (3 administrative, 5 to PC/CC, 1 time ext.)
    - Ordinances: 8 (7 MR-2/3, 1 STR)
    - Code cases: 56
    - Driveway permits: 63
    - Sign permits: 86
    - Zoning letters: 22
    - Other permits: 65
    - Other: Leadership Training, 3 neighborhood meetings, started the metal detector "rental" program.
  - On January 13th, the City Council held a joint work session with the HRA to review a revised sketch plan from the Legion. They discussed design expectations and the mix of affordability. The video is available on the "meetings and agendas" page of the City's website.
  - On January 27th, the City Council approved MICC's request for land use entitlements.
  - On February 10th, the City Council held a joint work session with the Planning Commission to review a draft Request for Proposals to solicit consultants to assist with the Comprehensive Plan update. One small adjustment to the language was made in relation to land use: to focus on transportation corridors as well as the I-494 and Cedar

Avenue corridors. Staff will continue to keep you updated as the project progresses.

**12. Next Meeting**

- a. March 30, 2026.

**13. Adjournment**

Auxiliary aids for individuals with accessibility needs are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

Includes Materials - Materials relating to these agenda items can be found in the Planning Commission agenda packet located by the entrance. The complete Planning Commission agenda packet is available electronically on the [City of Richfield's website](#).



**PLANNING COMMISSION MEETING MINUTES**  
Richfield, Minnesota

**Regular Planning Commission Meeting**

**December 8, 2025**

**CALL TO ORDER**

The meeting was called to order by Acting Chair Stursa at 7:00 p.m. in the Council Chambers.

Planning Commissioners Present: Brett Stursa, Acting Chair; Cole Hooey; Matt Taraldsen; Benjamin Surma; and Stephanie Kowalkowski

Commissioners Excused: Eddie Holmvgig-Johnson and Brendan Kennealy

Staff Present: Sam Crosby, City Planner; and Ruby Villa, Planner I

Others Present: Amy Gudmestad, Minnesota Independence College and Community (MICC)  
See item #7a for public hearing speakers

**OPEN FORUM**

There were no speakers.

**APPROVAL OF THE AGENDA**

M/Taraldsen, S/Kowalkowski, to approve the agenda.

Motion carried: 5-0.

**APPROVAL OF MINUTES**

M/Hooey, S/Taraldsen, to approve the minutes of the Regular Planning Commission Meeting of November 24, 2025.

Motion carried: 5-0.

<b>ITEM #7a</b>	<b>PUBLIC HEARING TO CONSIDER A REQUEST BY MINNESOTA INDEPENDENCE COLLEGE &amp; COMMUNITY FOR A REZONING, CONDITIONAL USE PERMIT, PRELIMINARY PLAT, AND VARIANCES.</b>
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Planner Crosby presented Agenda Item No. 7a and reviewed statements of support sent by Best Buy and Kathleen Posai (Richfield resident).

Planner Crosby addressed questions presented by Commissioner Hooley regarding the need for a rezoning and the purpose behind dividing the parcels into two lots now as opposed to when a project comes forward for the housing portion.

Amy Gudmestad, Chief Executive Officer of MICC, introduced herself to the Commission.

Acting Chair Stursa opened the public hearing.

Elizabeth Sunne-Ojeda, Richfield resident, spoke in opposition to the request.

Jeff Thayer, Richfield resident and member of MICC’s Board of Directors, spoke in favor of the request.

Mark Otness, partner for Colony Apartment Homes, spoke in favor of the request.

M/Taraldsen, S/Hooley, to close the public hearing.

Motion carried: 5-0.

In response to Commissioner Stursa, Planner Crosby addressed a resident’s concern for increased traffic: a traffic analysis was provided by the applicant which indicated that there will be a very low increase in trip generations as part of the proposed project. This is because MICC already operates in the area and thus a lot of their trips are already accounted for in the existing conditions.

M/Hooley, S/Surma, to recommend approval of the requested rezoning, conditional use permit, preliminary plat, and variances for Minnesota Independence College and Community.

Several commissioners expressed their support for the project and for MICC’s mission.

Motion carried: 5-0.

<b>LIAISON REPORTS</b>
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- Community Services Commission: Commissioner Hooley had no report.
- City Council: Chair Holmwig-Johnson was absent.
- Housing and Redevelopment Authority (HRA): Commissioner Stursa had no report.
- Richfield School Board: Commissioner Kennealy was absent.

- Transportation Commission: Commissioner Surma stated that the County and City are seeking public involvement for the 2028 Penn Avenue reconstruction project. There is a survey open right now.
- Chamber of Commerce: Commissioner Kowalkowski had no report.
- Sustainability Commission: Commissioner Taraldsen had no report.

<b>ITEM #11</b>	<b>CITY PLANNER'S REPORT</b>
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Planner Crosby had no report.

<b>ITEM #12</b>	<b>NEXT MEETING TIME AND LOCATION</b>
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Although likely to be cancelled, the next regular meeting is scheduled for January 26, 2026, at 7:00 p.m. in the Richfield Council Chambers.

<b>ITEM #13</b>	<b>ADJOURNMENT</b>
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M/Taraldsen, S/Kowalkowski, to adjourn the meeting.

Motion carried: 5-0 and the meeting was adjourned at 7:40 p.m.

Submitted by:

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Ruby Villa  
Planner I

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Matt Taraldsen  
Planning Commission Secretary



**Planning Commission Meeting 2/23/2026**

**Agenda Section:** Other Business

**Agenda Item:** 9.a.

**Report Prepared By:**

Ruby Villa, Planner I

**Department Director:**

Melissa Poehlman, Community Development Director

**Item for Consideration:**

Election of Planning Commission Chairperson, Vice-Chairperson and Secretary.

**EXECUTIVE SUMMARY**

The bylaws of the Planning Commission require that the Planning Commission hold an annual organizational meeting at the first regular meeting in February and elect from its membership a Chairperson, Vice Chairperson and Secretary. Any member of the Planning Commission may nominate another member, or they may nominate themselves. A nomination of an officer requires a motion, a second, and a majority vote.

According to the bylaws (Part II, Organization), a majority vote is necessary to first elect a Chairperson, and then to elect the remaining officers. The Chairperson, Vice-Chairperson, and Secretary are to take office immediately upon election and hold office until their successors are elected next year. As such, there is no limit on tenure, except for the officer's willingness to serve in such capacity.

The Chairperson is responsible for conducting all Planning Commission meetings and public hearings. The Chairperson is also responsible for representing the Commission in dealing with the City Council and staff. The Vice-Chairperson fulfills the responsibilities of the Chairperson in the event the Chairperson is absent. The Secretary assumes these responsibilities when both the Chairperson and Vice-chairperson are absent and signs all minutes and official Commission documents.

**RECOMMENDED ACTION**

By motion: Elect a Planning Commission Chairperson, Vice-Chairperson, and Secretary.

**HISTORICAL CONTEXT**

Commissioner Holmvig-Johnson is the current Chair and has been acting in that role since 2023. The Vice Chair role is currently vacant (formerly Commissioner Stursa). Commissioner Taraldsen is the current Secretary, since February 2025.

**EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

None.

**POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)**

None.

**CRITICAL TIMING ISSUES**

None.

**FINANCIAL IMPACT**

None.

**LEGAL CONSIDERATIONS**

None.

**ALTERNATIVE RECOMMENDATION(S)**

None.

**ATTACHMENTS**

None



**Planning Commission Meeting 2/23/2026**

**Agenda Section:** Other Business

**Agenda Item:** 9.b.

**Report Prepared By:**

Ruby Villa, Planner I

**Department Director:**

Melissa Poehlman, Community Development Director

**Item for Consideration:**

Appointment of liaisons to the City Council, Community Services Advisory Commission, Housing and Redevelopment Authority, School Board, Transportation Commission, Chamber of Commerce, and Sustainability Commission.

**EXECUTIVE SUMMARY**

The role of a liaison is to keep the Planning Commission informed of other work or decisions happening in the City by attending or watching meetings (or reading recent meeting minutes) and sharing updates with members of the Planning Commission. A description of each liaison position is below:

**City Council:**

The City Council is the legislative branch of the City government. The City Council is responsible for the efficient operation of the City through the enactment of policies and ordinances that are administered by staff. The City Council meets every second and fourth Tuesday at 7:00 p.m. (Currently Commissioner Holmwig-Johnson.)

**Community Services Commission:**

The Community Services Commission is an advisory group appointed by the City Council to discuss and provide feedback on City issues relating to recreation, parks, public works, and any other issues as directed. The Community Services Commission meets on the third Tuesday of the month at 7:00 p.m. (Currently Commissioner Hooey.)

**Housing and Redevelopment Authority:**

The Housing and Redevelopment Authority (HRA) is responsible for certain types of housing, economic, and commercial/industrial development and redevelopment in the City. The HRA meets every third Monday at 7:00 p.m. (Formerly Commissioner Stursa, currently vacant.)

**Richfield School Board:**

The School Board is composed of locally elected public officials who provide strategic guidance for the Richfield Public Schools and oversee and review the schools' management. Although the Richfield Public Schools are a completely separate entity from Richfield City Government, the Planning Commission also appoints a liaison to the Richfield School Board. The School Board generally meets the first and third Monday of each month at 7:00 p.m. (Currently Commissioner Kennealy.)

**Transportation Commission:**

The Transportation Commission was appointed by the City Council to review transportation-related topics and to make recommendations to the City Council. The Committee meets the first Wednesday of each month at 7:00 p.m. (Currently Commissioner Surma.)

**Chamber of Commerce:**

Though a separate entity from Richfield City Government, the Chamber of Commerce provides a connection between the City of Richfield and our local business community. The Chamber's goal is to connect businesses for a prosperous community, and its board meets on the first Tuesday of each month.(Currently Commissioner Kowalkowski.)

**Sustainability Commission:**

The Sustainability Commission works to support the education, promotion and implementation of environmentally sustainable measures and practices in the City of Richfield. The board also makes recommendations to the City Council regarding sustainability-related initiatives and policies. The Sustainability Commission meets on the fourth Thursday of each month at 7:00 pm. (Currently Commissioner Taraldsen.)

**RECOMMENDED ACTION**

Discuss and agree upon which Commissioner will serve as liaison to each board or commission.

**HISTORICAL CONTEXT**

Although not expressly required by the bylaws, liaisons have traditionally been appointed annually.

**EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

None.

**POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)**

None.

**CRITICAL TIMING ISSUES**

None.

**FINANCIAL IMPACT**

None.

**LEGAL CONSIDERATIONS**

None.

**ALTERNATIVE RECOMMENDATION(S)**

None.

**ATTACHMENTS**

None



**Planning Commission Meeting 2/23/2026**

**Agenda Section:** Other Business

**Agenda Item:** 9.c.

**Report Prepared By:**

Ruby Villa, Planner I

**Department Director:**

Melissa Poehlman, Community Development Director

**Item for Consideration:**

Review and amend the Planning Commission bylaws.

**EXECUTIVE SUMMARY**

Part 3, Section 3 of our bylaws requires that the Planning Commission review the bylaws each year at the February organizational meeting.

The City selected CivicPlus as our new agenda building software platform last year. In an effort to make agendas more consistent, Commissions are adjusting their order of operations to better align with City Council agendas. Therefore, staff proposes changing the order of operations to match the City Council, with the approval of the agenda going first, then approval of minutes, and open forum thereafter.

If any of the Commissioners have any other change they would like to consider, now is the time to bring it up for discussion.

**RECOMMENDED ACTION**

By motion: Amend Part 1, Section 7 of the Planning Commission bylaws to change the format of meetings in order to conduct the Open Forum after the Approval of Agenda and Minutes.

**HISTORICAL CONTEXT**

None.

**EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

None.

**POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)**

An annual review of Planning Commission bylaws is required, and bylaws must align with the City Code. Amending the bylaws requires a 2/3 majority of the members of the Commission (5 Commissioners).

**CRITICAL TIMING ISSUES**

None.

**FINANCIAL IMPACT**

None.

**LEGAL CONSIDERATIONS**

None.

**ALTERNATIVE RECOMMENDATION(S)**

None.

**ATTACHMENTS**

1. Proposed Bylaw Revisions
2. City Code Section 305

**BYLAWS AND RULES OF PROCEDURE  
OF THE CITY PLANNING COMMISSION  
RICHFIELD, MINNESOTA**

The following Bylaws and Rules of Procedure are adopted by the Richfield Planning Commission to facilitate the performance of its duties and functions as empowered under Chapter III, Subsection 305.07, Subdivisions 1-6 of the City Code. General requirements related to residency, terms, attendance, removal, vacancies, etc. shall be dictated by Subsection 305.01.

**PART I. MEETINGS**

**Section 1. Regular Meetings**

Regular meetings of the Planning Commission shall be on the fourth Monday of each month commencing at 7:00 P.M. in the Council Chambers of the Municipal Center, unless otherwise noticed.

**Section 2. Work Session Meetings**

Approximately six times per year, the Commission will meet to discuss and deliberate on general planning matters related to property development and future well being of the Community. These meetings shall be held on the fourth Monday of the month commencing at 6:00 P.M. whenever possible. In the event of a conflict or need for additional discussion time, meetings shall be held on the second Monday of the month commencing at 7:00 P.M. Unless otherwise noticed, meetings shall be held in the Bartholomew Conference Room of the Municipal Center.

**Section 3. Special Meetings**

Special meetings of the Planning Commission can be called by the Chairperson and one member or by three members of the Commission or at the request of the City Council. Notice, designating the time and place of the meetings, shall be given to all members in accordance with the open meeting law.

**Section 4. Quorum**

Four members of the Planning Commission shall constitute a quorum for the transaction of business. No action shall be taken in the absence of a quorum with the exception that the Planning Commission members present may take testimony for use at a later meeting at which a quorum is present, and may adjourn a meeting to a later time without further notice.

**Section 6. Voting**

At all meetings of the Planning Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice. An affirmative vote of a majority of members present shall be necessary for the passage of any matter before the Planning Commission, except as otherwise provided in these Bylaws.

## Section 7. Proceedings

### a) Format of Meeting

At a regular meeting of the Planning Commission, the following format shall be followed in conducting the business of the meeting:

- 1) Call to order / noting of attendance
- 2) ~~Open Forum~~ Approval of Agenda
- 3) Approval of Minutes
- 4) ~~Approval of Agenda~~ Open Forum
- 5) Public Hearing Items
- 6) Other Business
- 7) Liaison Reports
- 8) Adjournment

### b) Public Hearing

The purpose of a hearing is to collect information and facts in order for the Commission to either render a decision or develop a planning recommendation for the City Council. At a public hearing the following procedure shall be followed for each case for which a public hearing is held:

- 1) Chair shall state the case to be heard.
- 2) Chair shall call upon the Community Development Director or designee to present the staff report and stand for questions from the Commission.
- 3) Chair shall ask the applicant to present his/her case.
- 4) Members of the Planning Commission shall be allowed to question the applicant about his/her proposal.
- 5) The Chair shall open the public hearing and all interested persons may address the Commission, giving relevant information regarding the proposal before the Commission.
  - a) All questions or statements by Richfield staff personnel, Planning Commissioners, applicants or interested citizens will be directed through the Chair.
  - b) All who wish to speak will be heard, but only in accordance with the above procedure and after recognition by the Chair.
  - c) No individual may speak longer than five (5) minutes, except through previous arrangement with the Chair, or by vote of the Commission.

- d) The spokesperson for a group will be allowed ten (10) minutes.
  - e) At the determination of the Chair, if questions or responses from the Commission, the applicant, the public, or City staff introduce materially new information or issues relevant to the matter under consideration, interested citizens may make additional comments in accordance with the above procedure. In order to promote meeting efficiency, the Chair may discourage duplicative comments.
- 6) The hearing shall be closed. Interested persons shall not be heard again unless the hearing is reopened by a majority vote of the Commission.
  - 7) Members of the Planning Commission may ask additional questions of City staff or the applicant, and the applicant shall be allowed to respond.
  - 8) The Commission shall discuss and clarify the item before it, and take action in the form of a motion, resolution, or report.

## **PART II. ORGANIZATION**

### **Section 1. Election of Officers**

At the first regular meeting in February of each year, the Commission shall hold an organizational meeting and elect from its membership a Chairperson, Vice-chairperson, and Secretary. Officers shall be elected by a majority vote of all the members of the Commission. Voting shall take place in a manner agreed to by the Commission. If no one receives a majority of all the members of the Commission, voting shall continue until one member receives majority support. Vice-chairperson and Secretary shall be elected from the remaining members by the same procedure.

If the Chairperson resigns from office before the next regular organizational meeting, the Vice-chairperson shall automatically become acting Chairperson until a new officer is elected at the next regular meeting. If both Chairperson and Vice-chairperson resign, the Secretary shall become acting Chairperson. In any instance, where an officer of the Commission resigns or retires from office a new officer shall be elected to the vacated position at the next regular meeting of the Commission.

If the Chairperson, Vice-chairperson, and Secretary are absent from a meeting, the Commission shall elect a temporary Chairperson by voice vote.

In the event that the Secretary is absent from a meeting, the Chairperson shall appoint a member of the Commission to approve the minutes of that meeting.

## **Section 2. Tenure**

The Chairperson, Vice-chairperson, and Secretary shall take office immediately following their election and hold office until their successors are elected and assume office.

## **Section 3. Duties of Officers**

The duties and powers of the officers of the Planning Commission shall be as follows:

### **a) Chairperson**

- 1) Presides over all meetings of the Commission.
- 2) Appoints committees and performs such other duties as may be ordered by the Commission.
- 3) Signs documents of the Commission.
- 4) Sees that all actions of the Commission are properly taken.
- 5) Calls special meetings of the Commission in accordance with these Bylaws.
- 6) Works with appropriate city staff in organizing agendas of all general Planning Commission meetings.

### **b) Vice-chairperson**

Performs all of the duties and responsibilities of the Chairperson in his/her absence.

### **c) Secretary**

- 1) Assumes duties and responsibilities of the Chairperson when both Chairperson and Vice-chairperson are absent.
- 2) Signs all minutes of the Commission as well as other official documents of the Commission.

## **PART III. MISCELLANEOUS**

### **Section 1. Suspension of Rules**

The Commission may suspend any of these Rules by a 2/3 vote of those members present.

**Section 2. Amendments**

These Rules may be amended at any regular meeting by a 2/3 majority of the members of the Commission.

**Section 3. Review**

The contents of these Bylaws and Rules of procedure should be comprehensively reviewed, evaluated, and modified where necessary, at the organizational meeting held in February of each year.

**Adopted this 23rd day of February, 2026**

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Chairperson, Richfield Planning Commission

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Secretary, Richfield Planning Commission

## SECTION 305. - ADMINISTRATION; COMMISSIONS; BOARDS

### 305.00. - Definitions.

**Subdivision 1.** The following terms, when used in this Section, shall have the following meanings unless the context clearly indicates otherwise:

**Subd. 2.** "Commission" means a body established by the City Council to advise the Council on matters of municipal concern. The terms "commission" and "board" may be used interchangeably in this Section.

**Subd. 3.** "Youth" means an individual who is at least 15 years of age.

### 305.01. - Creation; general requirements.

Unless otherwise provided by law or herein, the provisions in this subsection apply to all City commissions.

**Subdivision 1. Creation.** A Commission may be established by a majority of the City Council. The Council shall adopt a resolution or ordinance that will describe the purpose and function of the Commission. City Commissions are advisory bodies to the City Council. The Council shall periodically review the role, responsibilities and procedures of each Commission. The Council may eliminate a Commission by adopting a resolution or ordinance rescinding the resolution or ordinance establishing the Commission.

**Subd. 2. Residency.** Members of city commissions shall be residents of the City, unless an ordinance or resolution expressly provides otherwise.

**Subd. 3. Terms.** The City Council shall appoint members to the commissions for terms not to exceed three years. No member shall serve more than three consecutive terms on the same Commission. Appointment to serve on a Commission for a period of time greater than one-half of a complete term shall be counted as a full term. If the Council appoints an individual who had a break in continuous service of at least one full term, it shall be treated as a first-term appointment. Commissioners may only serve on one Commission at a time.

**Subd. 4. Youth appointments.** The City Council may appoint a maximum of two youth members to certain commissions. Terms for youth appointments shall be one year, commencing on September 1 and ending on August 31. No youth member shall serve more than three consecutive terms on the same Commission. Except as otherwise provided for by resolution of the Council, youth members must be residents of the City and enrolled in a high school or equivalent. A youth member may only serve on one Commission at a time.

**Subd. 5. Attendance.** Members are required to attend regular commission meetings. Commission members shall notify the Commission Chair or staff liaison if he or she is unable to attend a meeting. The Council shall conduct an annual review of the attendance of members of City commissions.

**Subd. 6. Removal/vacancy.** Commission members serve at the pleasure of the City Council and, unless prohibited by law, may be removed at any time for any reason, including but not limited to, excessive absences from commission meetings. When a vacancy occurs, the Council shall appoint a person to fill the unexpired term of the vacated seat. Unless provided otherwise by law or city resolution, a seat on a Commission is vacated upon any of the following:

- (a) Death;
- (b) Removal of legal residence in the City;
- (c) Resignation in writing presented to the City Manager, or designee;
- (d) Removal by the Council; or,
- (e) Election or appointment to a public office.

**Subd. 7. Committees.** Commissions may establish committees from time to time as the need arises.

**Subd. 8. Staff/council liaisons.** Each January, the City Council shall designate a Council member as liaison and one alternative liaison to each Commission. The City Manager shall appoint one City employee to serve as a staff liaison to each Commission. Council and staff liaisons are not voting members of a Commission.

**Subd. 9. Bylaws/rules of procedure.**

- (a) Commissions may adopt bylaws to govern meeting procedures and other matters not addressed in this Section. If the bylaws of a Commission and this Section conflict, this Section shall prevail. Commissions may amend bylaws with approval of a 2/3 majority vote of the Commission.
- (b) At all meetings of a Commission where formal action is required on a matter, the meeting shall be governed by Sturgis' Standard Code of Parliamentary Procedure. At meetings where no action is required, no formal parliamentary procedure shall govern the conduct of the proceedings unless necessary such as when a formal motion is before the Commission.

### 305.03. - Establishment of human rights commission.

**Subdivision 1. Scope of section.** It is declared that it is the public policy of the City to fulfill its responsibilities as a partner of the state department of human rights in securing for all citizens equal opportunity in housing, employment, public accommodations, public services and education, and to fully implement those goals set forth in Minnesota Statutes, Chapter 363A, the Minnesota Human Rights Act.

**Subd. 2. Establishment of commission.** There is established and continued a human rights commission.

**Subd. 3. Purpose of commission.** The purpose of the Commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of this community and to take appropriate action consistent with the Minnesota Human Rights Act. The Commission shall also advise the City Council on long range programs to improve human relations in the City.

**Subd. 4. Composition of the commission.** The Commission consists of 13 members appointed by the Council. Eleven members shall be appointed for terms of three (3) years, except that (i) a person appointed to fill a vacancy occurring prior to the expiration of the term for which the predecessor in that term was appointed shall be appointed only for the remainder of such, and (ii) two (2) persons shall be appointed as "youth" members for one (1) year terms. The two (2) youth members shall be given all rights, privileges and responsibilities granted to the other appointed members. Members serve without compensation and may be removed from office at any time by the Council.

**Subd. 5. Commission's responsibilities.** The Commission shall:

- (a) Adopt bylaws and rules for the conduct of its affairs including the election, assumption of duties and definition of responsibilities of officers and committees;
- (b) Engage in discussions with the state department of human rights for the purpose of delineating cooperative regulatory and enforcement procedures;
- (c) Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities;
- (d) Formulate a human relations program for the City to provide increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights;
- (e) Advise the City Council and other agencies of the government on human relations and civil rights problems and act in an advisory capacity with respect to planning or operation of any City

department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community;

- (f) Study, investigate and assist in eliminating alleged violation of Minnesota Statutes, Chapter 363A by conference, conciliation and persuasion, and when necessary, cooperate with the state department of human rights in enforcing the provisions of the state act;
- (g) Develop such programs of education as will assist in the implementation of the Minnesota Human Rights Act and foster the Commission's assumption of leadership in recognizing and resolving potential human rights problems in the community; and
- (h) Develop and implement programs that enhance the advancement of human rights in the community and that promote an awareness of and appreciation for cultural diversity.

**Subd. 6. Investigations, enforcement, penalties.** The Commission may receive and investigate complaints of alleged violations of this subsection. Investigations shall conform to the Complaint Process formulated by the State Department of Human Rights.

### 305.05. - Fire Civil Service Commission.

**Subdivision 1. Abolish police civil service.** The Police Civil Service Commission is abolished.

**Subd. 2. Fire Commission continued.** The former joint police and fire civil service commission is now known as the Fire Civil Service Commission and shall continue.

**Subd. 3. Membership.** The Fire Civil Service Commission shall consist of three (3) members appointed for terms in the same manner, for the same terms, and with the same qualifications pursuant to Minnesota Statutes, Chapter 420. Terms of commissioners are for three (3) years commencing on February 1 of the year of appointment.

### 305.07. - Planning commission.

**Subdivision 1. Establishment.** Pursuant to Minnesota Statutes, section 462.354, subdivision 1, there is created and continued a City Planning Commission.

**Subd. 2. Commission form.** Except in cases in which the Planning Commission is authorized by this Code or other applicable law to render a final decision, the Planning Commission serves in an advisory capacity to the City Council. Staff services for the Commission shall be furnished by the Community Development Department of the City.

**Subd. 3. Composition of the commission.** The Commission consists of seven (7) members appointed by the Council to serve for terms of three (3) years, with terms of members to be staggered so that as nearly equal number of terms as possible shall expire each year. Terms begin on the first day of February.

**Subd. 4. Powers and duties of the commission.** The Planning Commission shall undertake the duties given by Minnesota Statutes, sections 462.351 to 462.354. The Planning Commission shall deliberate and make recommendations, or final decisions as applicable, on:

- (a) Proposed amendments to the zoning code or map;
- (b) Land development applications requiring site plan approval, interim use permits, conditional use permits or variances from the land development regulations of the City; and
- (c) Such other matters relating to planning and development within the City, as may be referred to it by the Council.

**Subd. 5. General objectives of the commission.** The Planning Commission shall, as necessary, perform the following functions on behalf of the City:

- (a) Subject planning decisions to citizens' examination and influence through technical advisory subcommittees which may study and recommend courses of action on special planning matters;
- (b) Act as an advocate of various beneficial planning projects, as directed by the Council, to stimulate interest and acceptance of planning within the City; and
- (c) Act as a coordinator of planning activities within the City by working with public, quasi-public and private planning groups to coordinate the total planning efforts of the City and other governmental units.

**Subd. 6. Additional powers and duties.** The Council may assign additional duties and responsibilities to the Planning Commission to assist the Commission in effectively carrying out the Commission's objectives, powers and duties.

### 305.09. - Board of health.

**Subdivision 1. Creation of board.** Pursuant to Minnesota Statutes, Chapter 145A, there is created and continued a board of health.

**Subd. 2. Council to constitute board.** The Board consists of the City Council and a physician who is the health officer of the City.

**Subd. 3. Powers and duties of board.** The Board shall:

- (a) Investigate and make such reports and obey such directions concerning communicable diseases as the State Board of Health may require or give; and
- (b) Cause all laws and regulations relating to the public health, including any and all health regulations contained in this code to be obeyed and enforced.

**Subd. 4. Inspection and enforcement.** The Board and authorized officers or employees of the Board shall have the right to enter into any building, conveyance or place where contagion, infection, filth or other source or cause of preventable disease exists or is reasonably suspect.

**Subd. 5. Uniform enforcement and appeals.** Orders or rules and regulations adopted or issued by the Board shall be enforced in the manner provided in Section 320. Persons aggrieved by an order or rule or regulation of the Board may appeal in accordance with the provisions of Section 320.



**Planning Commission Meeting 2/23/2026**

**Agenda Section:** Other Business

**Agenda Item:** 9.d.

**Report Prepared By:**

Ruby Villa, Planner I

**Department Director:**

Melissa Poehlman, Community Development Director

**Item for Consideration:**

Annual re-scheduling task.

**EXECUTIVE SUMMARY**

During the 2024 bylaws review, the Planning Commission indicated a preference for the annual rescheduling of Planning Commission meetings that fall on City observed holidays.

This year, the May meeting falls on Memorial Day. Staff recommends rescheduling the May meeting to Wednesday, May 27th, which would be the next date that the Chambers are available.

While the December meeting for 2026 does not fall on a holiday, the Planning Commission has traditionally voted to reschedule this meeting earlier due to end-of-year travel arrangements. Staff recommends rescheduling the December meeting to two weeks earlier, Monday, December 14th (the Chambers are unavailable on Monday, December 21st).

**RECOMMENDED ACTION**

By motion: Approve the rescheduling of the May Planning Commission meeting from Monday, May 25th to Wednesday, May 27th.

By motion: Approve the rescheduling of the December Planning Commission meeting from Monday, December 28th to Monday, December 14th.

**HISTORICAL CONTEXT**

None.

**EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

None.

**POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)**

None.

**CRITICAL TIMING ISSUES**

It would be helpful to decide the meeting dates as early as possible, so the Council chambers can be reserved and both Commissioners and applicants can plan accordingly.

**FINANCIAL IMPACT**

None.

**LEGAL CONSIDERATIONS**

None.

**ALTERNATIVE RECOMMENDATION(S)**

Approve the rescheduling of the May and December meetings with alternative dates.

**ATTACHMENTS**

1. Holidays/Planning Commission Meetings Schedule

<b>2026 – February 2027 Holidays</b>	<b>Date</b>
New Year's Day	Thursday, January 1
Martin Luther King Jr. Day	Monday, January 19
Presidents Day	Monday, February 16
<b>Memorial Day</b>	<b>Monday, May 25</b>
Juneteenth	Friday, June 19
Day before Independence Day	Friday, July 3
Labor Day	Monday, September 7
Veterans Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Friday after Thanksgiving	November 27
<b>Christmas Day</b>	<b>Friday, December 25</b>
New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
Presidents Day	Monday, February 15

<b>Planning Commission Meetings 2026 – February 2027</b>	<b>Proposed Alternative Dates</b>
Monday, March 23	
Monday, April 27	
<b>Monday, May 25</b>	<b>Wednesday, May 27</b>
Monday, June 22	
Monday, July 27	
Monday, August 24	
Monday, September 28	
Monday, October 26	
Monday, November 23	
<b>Monday, December 28</b>	<b>Monday, December 14</b>
Monday, January 25	
Monday, February 22	