

Document Title:	Cascade Township Planning Commission Policy
Effective Date:	February 3, 2014
Scope:	This policy applies to the operation of the Cascade Township Planning Commission
Precedence:	In case of conflict between this policy and any ordinance of Cascade Township, the Cascade Township Ordinance shall take precedence.

Commission Rules

Section 1: Membership

Regular Voting Members

- A. The Planning Commission shall consist of (5) voting members, who shall be appointed by the Township board of Supervisors as provided in this policy, all of whom shall be residents of Cascade Township.
- B. One voting member shall also be a member of the Township Board of Supervisors.
- C. No more than one voting member shall be a board member or employee of the Township except as necessary, on an interim basis, to establish a quorum to conduct required business.

Alternate Members

- A. An Alternate Member from the Township Board of Supervisors shall be appointed by the Township Board. The appointed Alternate shall serve as a Regular Voting Member, upon absence or recusal of the Supervisor appointed to fill a term on the Planning Commission.
- B. An Alternate Member shall be appointed by the Township Board of Supervisors. This Alternate Member would attend Planning Commission Meetings as an "Associate" Commissioner. The Associate Commissioner would serve as a Regular Voting Member of the Planning Commission upon absence or recusal of one of the Regular Voting Member Commissioners, at that respective meeting, as designated by the Planning Commission Chair.

Section 2: Appointments

Method of Appointment

- A. At the reorganizational meeting of the Township Board in each calendar year, the Township Board shall appoint members to the Planning Commission to fill expired terms. The appointments shall be made upon approval of the Board by majority vote of the entire Board.

- B. Every reasonable effort shall be made to appoint members to this Commission who are representative of all geographical areas of the Township.
- C. Applicants will be solicited through advertisement on the Township web-site and via the Town Board.

Terms of Office

- A. Except as provided below, each member of the Planning Commission shall be appointed to serve for a period of three (3) calendar years. No person shall be appointed for more than three (3) consecutive full terms of office.
- B. The Township Board Member serving on the Planning Commission shall be appointed for a term of one calendar year and shall not be subject to limits on serving consecutive terms.
- C. Initial appointments made pursuant to this policy shall be made in such a manner that no more than three (3) terms, including that of the Township Board Member, shall expire at the close of any calendar year.
- D. Each calendar year shall run from April 1 to March 31 of the following year.

Vacancies

- A. Appointments shall be made by the Township board to fill any vacancy for the unexpired duration of the term. Such appointment shall be made at the earliest possible convenience of the Township board.
- B. Vacancies in regular positions shall be declared by the Township board under any of the following conditions:
 - Death of a member
 - Resignation of a member
 - Removal of a member for cause as provided in this Policy.

Section 3: Removal for Cause

The following shall be deemed sufficient cause for the Township Board of Supervisors to remove any regular Planning Commission member. The Township Board shall remove any member upon the occurrence of any of the following conditions as reported to the board by either the Chairperson of the Planning Commission or a Board member:

- A. Failure of the **Regular Voting** Member to attend two-thirds of the Commission meetings held in any of twelve (12) month period. **Failure of the "Associate" Alternate Member to attend one-half of the Commission meetings in any of (12) twelve-month period.**

- B. Failure of the member to attend three (3) consecutive regular Commission meetings, or to attend four (4) consecutive regular and special Commission meetings.
- C. Attendance at several regular or special Commission meetings for such a short length of time as to render the member's services of little value to the Township. The Township Board of Supervisors shall make judgement on such matters after receiving a report by the Chairperson of the Planning Commission or a Board member as provided in this Section above.
- D. Violation of the member of any Land Use Control Ordinance adopted by the Township.
- E. Any change in residency status, such that the member is not a resident of Cascade Township.
- F. Failure to discharge the duties of the Planning Commission consistent with the Ordinances of Cascade Township.
- G. Inability to carry out the duties of the Commission due to a conflict of interest.

Section 4: Organization and Procedures

Officers

The Planning Commission shall elect a Chairperson, Vice-Chairperson, and Scribe from among its regular members. Elections of Commission officers shall take place at the first Commission meeting after April 1st. Officers shall serve a term of one year. Officers shall not serve more than one (1) consecutive year in the same elected position.

Rules of Procedure

The Planning Commission may adopt rules for the transaction of its business which shall be consistent with the Statutes of the State of Minnesota and the Ordinances of this Township.

Meetings

The meetings of the Planning Commission shall be held at the call of the Chairperson, at the call of the Town Board, or due to a pending submittal from the Township Cooperative Planning Association (TCPA) which requires a hearing at the Planning Commission level. Any such hearing necessary due to a submittal should be scheduled at the earliest possible normal meeting date. All meetings of the Planning Commission shall be open to the public, pursuant to Minnesota Statutes. Consistent with the practice of the Cascade Township Board meetings, Planning Commission meetings shall open with the Pledge of Allegiance.

Voting

- A. Each regular member, including the Chairperson, shall be entitled to vote on all questions, unless a particular issue involves a conflict of interest. A decision to abstain from voting, due to a potential conflict of interest, shall also extend to discussion. Testimony, however, may be offered.

- B. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the attending members, except the member who is being challenged.
- C. Any member who believes he or she may have a conflict of interest, or who has a relative who has a conflict of interest in any decision to be made by the Planning Commission shall disclose such interest and either disqualify him or herself or seek a ruling pursuant to “B” above.
- D. Any person may, in person or in writing, challenge whether any member may have a conflict of interest. Upon any such challenge the Commission shall decide the question pursuant to “B” of this Section.
- E. **The “Associate” Commissioner will not be entitled to vote unless serving in a Regular Voting Member capacity for that respective meeting, or the part of that respective meeting where recusal of a Regular Voting Member is in effect.**

Records

The Planning Commission shall keep a written public record of all its transactions, findings, and determinations on all matters referred to it, and shall cause such records to be recorded as necessary pursuant to Minnesota Statutes. Said records shall be placed with the Township Clerk for filing in the Township offices.

Section 5: Authority and Duties

Cascade Township Zoning Ordinance

The Planning Commission shall have the authorities, duties, and responsibilities as prescribed by the Cascade Township Zoning Ordinance and any amendments thereto.

Land Use Control Preparation and Review

- A. The Planning Commission shall, at the initiation of the Township Board, the Planning Commission Chairperson, or in accordance with the procedures of the Cascade Township Zoning Ordinance, prepare and recommend to the Township Board for adoption, land use plans, policies, ordinances, or other official controls and measures and any amendments thereto.
- B. The Planning Commission shall review any Goals and Policies, Land Use, or other plans, or any official controls sent to the Township for review by any local unit of government, any council of governments, or any regional, State, or Federal agency and shall report thereon in writing to the Township Board.

CUP Audits

The Planning Commission shall establish a plan and schedule to audit, at a minimum of every two (2) years, all previously granted CUPs for the purpose of:

- A. Soliciting public comments regarding previously issued CUPs.
- B. Confirming continued compliance to the terms of the CUP.
- C. Documenting compliance with the terms of the CUP.
- D. Documenting CUPs subject to revocation.
- E. Recommending to the Town board corrective actions or revocations for non-compliant CUPs.

Section 6: Compensation

The voting members of the Planning Commission may be compensated in an amount determined by the Township Board. All voting members of the Planning Commission may be paid their necessary expenses in attending meetings of the Planning Commission and in the conduct of the business of the Planning Commission.

The “Associate” Member of the Planning Commission will be compensated at the same rate determined for Regular Voting Members.

Revised and Adopted by Cascade Township, **May 8, 2017**

Chairperson

Clerk