



City of Delano
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Planning Commission Position Description

The Planning Commission is an advisory commission to the Delano City Council. It is responsible for preparing and maintaining the City's Comprehensive Plan. Further, it is responsible for making recommendations to the City Council involving development projects and zoning issues, including but not limited to plat approvals, zoning amendments, re-zonings, variances, appeals, conditional use permits, and other matters.

Commission Logistics

Membership. 7 Commissioners, appointed to rotating 3-year terms by the City Council
1 City Councilmember, non-voting liaison
City Staff, as assigned.

Meetings. Monthly, second Monday of the month, 7:00pm, City Hall
Special meetings, as needed and determined by the Commission and/or City Council

Commissioner Profile

The City of Delano seeks interested persons from the Delano community to serve on this Commission. Appointed Commissioners are required to meet the following criteria:

1. Reside in Delano, or own commercial/business property and operate a business within the City.
2. Serve in accordance with the City's Code of Ethics and Values Statements (attached)

The City of Delano provides all applicants to the opportunity to present their skills, talents, and interested in serving for all vacant positions to this Commission. The City of Delano has an interest in providing a diverse membership on the Planning Commission. Commission members with the following skills and experiences are desirable:

- Background in land use planning and/or engineering
- Background of community involvement
- Experience with business ownership
- Interest in neighborhood and community issues
- Interest in historical preservation
- Interest in natural resource preservation
- Knowledge of real estate acquisition, development and/or law
- Willingness and ability to commit to requirements of position.

CODE OF ETHICS: BOARDS, COMMISSIONS AND TASK FORCES

SECTION 204.01 Delano City Code

Open Meeting Law and Data Practices Act. All meetings and matter of any City board, commission, or task force shall be subject to the Minnesota Open Meeting Law and the Minnesota Government Data Practices Act.

Conflict of Interest. No member of any City board, commission, or task force may vote on a matter in which the member has a direct or indirect financial interest or other substantial interest.

Vacancies and Removal of Members. Except as otherwise noted, a member's position shall become vacant upon the occurrence of any of the following:

1. The death of a member.
2. A determination by the Council that the member's physical or mental disability renders the member incapable of service.
3. The member's resignation in writing.
4. A member's absence from 3 consecutive meetings, unless excused by action of the Council.
5. Termination of a member's qualifications (residence/business ownership).

Removal from Office. A member may be removed (with the exception of the Delano Water, Light, and Power Commission):

1. Upon petition of a board, commission or task force. The board, commission, or task force by a three-fifths vote of its members, may petition to the Council to remove any member when it believes the best interests of the City would be served thereby. The removal of the member is not accomplished unless and until the Council passes a motion removing the member.
2. By the Council. The Council shall have the authority, in its discretion, to remove any member without a petition from the board, commission, or task force.

Term Limit. The term of a member's appointment to any City board, commission, or task force shall be three (3) years. A member's appointment to any City board, commission, or task force shall be limited to two (2) full consecutive terms. An existing member of a City board, commission, or task force whose term is set to expire must apply for re-appointment to his or her position and be considered with any applicants for the position. The term limit imposed by this Subdivision shall not apply if there are no eligible applicants to fill a member's position that is set to expire or if the Council, upon a majority vote, re-appoints the member whose position is set to expire for one (1) additional term.