

**LOGAN TOWNSHIP**  
**AITKIN COUNTY, MINNESOTA**  
**Ordinance No. 2-2011**

**AN ORDINANCE ESTABLISHING A PLANNING COMMISSION**

The board of supervisors of the Town of Logan ordains:

**SECTION I. Logan Township Planning Commission.**

Section 1. Establishment. A planning commission is hereby established for Logan Township ("Town") pursuant to Minnesota Statute, section 462.354. The planning commission shall serve as the Town's planning agency and shall be known as the Logan Township Planning Commission ("Commission"). The Commission shall serve in an advisory capacity to the Town Board.

Section 2. Composition. The Commission shall consist of five voting members. In addition, a Town Board member may be appointed to serve as a non-voting liaison to the Commission for such term as may be determined by the Town Board. A majority of the voting members constitutes a quorum to conduct the Commission's business. Each Commission member, including the Chair and Vice-Chair, shall have one vote on all matters acted upon by the Commission. A member must be present at a meeting to vote.

Section 3. Appointment, Vacancies and Removal. The initial members of the Commission shall be those who volunteered at the 2010 Logan Township Annual Meeting. Thereafter, the Town Board shall appoint the Commission members. Vacancies occurring on the Commission shall be filled by Town Board appointment for the remainder of the term of the position.

Section 4. Term. Commission members are appointed for a term of 3 years and until a successor is appointed and qualifies. Terms expire on April 1<sup>st</sup>. Commission members serve at the pleasure of the Town Board and may be removed by the Town Board at any time. The Town Board shall stagger the terms of Commission members as it determines is appropriate to minimize the number of Commission positions expiring in the same year. Two of the initial Commission members shall serve a term of two years and three of the initial Commission members shall serve a term of three years.

Section 5. Officers and Duties. The Commission shall appoint from among its members a Chair and Vice-Chair. The Town Clerk, or the Deputy Town Clerk, shall serve as the Secretary of the Commission and shall not be a voting member. The Chair shall be the presiding officer for Commission meetings and shall sign documents on behalf of the Commission as needed. The Vice-Chair shall conduct the duties of the Chair in the Chair's absence. The Secretary shall provide notices, keep records of the Commission's proceedings, and countersign the Chair's signature on Commission documents.

Section 6. Compensation. The Town Board shall determine if members will be compensated for their service on the Commission, determine the amount of compensation if provided, and the policy for reimbursing expenses incurred in carrying out the Commission's duties.

Section 7. Rules and Procedures. The Commission may adopt rules and procedures related to how it conducts its meetings and hearings, provided such rules or procedures are not contrary to any statutory provisions or ordinance provisions adopted by the Town Board.

Section 8. Meetings. The Commission shall hold regular meetings as needed. The Chair or Vice-Chair, along with the consent of at least one other Commission member, may call special meetings as needed to conduct the Commission's business.

Section 9. Commission Powers and Duties. The Commission shall have the powers and duties provided it by Minnesota Statutes, chapter 462 and such other powers and duties as the Town Board may delegate to it. Unless directed otherwise by the Town Board, the Commission shall be responsible for conduct such hearings as may be required by law or by ordinance to implement and administer the Town's official controls.

**SECTION II. Effective Date.** This ordinance shall be effective upon adoption and the first day of publication after adoption.

Adopted this 14<sup>th</sup> day of December, 2011.

**BY THE TOWN BOARD**

  
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Chairperson

Attest:   
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Clerk