



## Application for Medina Planning Commission

*The Planning Commission serves as a volunteer recommending body to the City Council and meets the second Tuesday of each month at 7:00 p.m. in Medina City Hall. Attached is a section of the City Code that explains Planning Commission membership & duties.*

**Application Deadline: Monday, December 14th**

**Please return by email to: [jodi.gallup@medinamn.gov](mailto:jodi.gallup@medinamn.gov)**

**Or mail to: City Hall, 2052 County Road 24, Medina, MN 55340**

*Please complete the following information  
(please print):*

<b>First Name:</b>	<b>Last Name:</b>
<b>Place of Residence in Medina (address):</b>	
<b>Zip Code:</b>	<b>Home Phone:</b>
<b>Work or Cell Phone:</b>	<b>e-mail:</b>

**1. The Planning Commission currently has three appointments available with terms expiring December 31, 2023. Are you able to serve the full term? (Please circle)**

Yes                  No

**2. How long have you been a resident of Medina? \_\_\_\_\_ years**  
*(must have resided in the city a minimum of two years preceding appointment)*

**3. How did you learn of the appointment process/opening? (Please circle)**

City Newsletter    Staff member    Council member    Other: \_\_\_\_\_

**4. Do you have any other personal or work conflicts that may limit your ability to attend Planning Commission meetings or other special meetings throughout the course of your term? Please circle:**

Yes                  No

If Yes, please provide details of any potential time constraints: \_\_\_\_\_

**5. In addition to completion of this application, please submit no more than a two-page cover letter that expresses your desire to serve on the Medina Planning Commission. You may also include any relevant education background, experience or area(s) of expertise that may benefit the Planning Commission.**

*By signing this application you are stating your desire and commitment to serve on the Medina Planning Commission for the length of your term.*

**Signature:**

**Date:**

### **Section 825.33. Planning Commission.**

**Subd. 1. Establishment.** A planning commission of seven members is established and shall constitute the planning agency of the city. Members of the planning commission shall be persons who have resided in the city for at least two years immediately preceding appointment. Members shall be appointed by the city council, shall serve staggered terms of three years and may be removed by a vote of two-thirds of the full city council. Terms shall begin January 1. No person shall serve more than nine consecutive years on the planning commission. Any person who has served nine consecutive years may be appointed again after an interruption in service of at least one year.

**Subd. 2. Powers and Duties.** The planning commission shall have such powers and duties as may be conferred upon it by statute or ordinance. All of the planning commission's actions shall be advisory to the city council.

**Subd. 3. Organization.** The planning commission may elect from among its members such officers as it may deem appropriate. The planning commission may adopt bylaws or operational procedures for the conduct of its business. The bylaws or operational procedures may pertain to such matters as the planning commission deems appropriate but shall not be in conflict with any ordinance or statute.

**Subd. 4. Staff Liaison.** The zoning administrator or such other person as may be designated by the city administrator shall serve as staff liaison to the planning commission. The staff liaison shall prepare reports and information for the planning commission, and may attend its meetings and participate in hearings and discussions held by the commission but shall not vote on any item before the planning commission.

**Subd. 5. Recommendations.** The planning commission shall make recommendations to the city council on items before it within a reasonable time or such time as is prescribed by statute or ordinance. Failure by the planning commission to make a recommendation within the required period shall be deemed to be a denial unless the delay is agreed to by the applicant. The planning commission may condition its recommendations in order to effect the intent of the land use controls of the city. The planning commission shall accompany any recommendation of denial of an application with a statement of its findings regarding the matter.

**Subd. 6. Council Action.** The city council may adopt, modify or reject the recommendations of the planning commission by vote of a simple majority of those present, unless otherwise required by statute or ordinance.