

## **Faribault Planning Commission**

<b>TO:</b>	Planning Commission
<b>FROM:</b>	David Wanberg, City Planner
<b>THROUGH:</b>	Deanna Kuennen, CED Director
<b>MEETING DATE:</b>	January 6, 2020
<b>SUBJECT:</b>	Approve 2020 Planning Commission Meeting Schedule

### **BACKGROUND**

The Planning Commission's bylaws require that, at the first regular meeting of the year, the Planning Commission approve a schedule of meetings for the upcoming year. The bylaws also require that the Planning Commission schedule an annual meeting at which time the Planning Commission will elect officers, review the work of the previous year, and set goals for the upcoming year.

### **Recommended Planning Commission Schedule for 2020**

The City Planner recommends that the Planning Commission approve the attached Planning Commission meeting schedule. The Planning Commission meets the first and third Monday of each month, unless the Commission approves otherwise. Due to holidays and other conflicts, there are five times when we are proposing that the Planning Commission hold a meeting on a date other than the first or third Monday of the month. We can discuss starting time for Planning Commission meetings at the Annual Meeting.

### **Annual Meeting**

The City Planner recommends that the Planning Commission schedule its Annual Meeting for Monday, February 3, immediately following the regular meeting of the Planning Commission. The Planning Commission will elect a chair and vice chair for a one-year term. The chair cannot serve more than two full consecutive terms as chair. Dave Albers has served one year as chair, so the Planning Commission has the option to elect him to another term if it so chooses. However, the Planning Commission also has the option to elect a new chair and/or vice chair if it so chooses.

### **Recognition of Boards and Commissions**

The City is tentatively planning to hold an event to thank and recognize existing board and commission members for their service to the City and to welcome new board and commission members. We are tentatively planning to hold this event on Thursday evening, February 6. We will update the Planning Commission regarding this event when we learn more.

**RECOMMENDATIONS**

1. Approve attached 2020 Planning Commission Meeting Schedule
2. Schedule Planning Commission Annual Meeting for Monday, February 3, immediately following the regular Planning Commission meeting.

**ATTACHMENTS**

1. Proposed 2020 Planning Commission Meeting Schedule
2. Proposed 2020 Development Review and Approval Schedule