

Wabana Township Planning Commission

The Planning Commission is an appointed advisory board to assist the Town Board on land use matters and will lead in the development and implementing the comprehensive plan. The role and structure of the Planning Commission is up to the discretion of the Township Board, as set forth in Ordinance No. 101-01 “An ordinance Establishing the Wabana Township Planning Commission” (“Ordinance”). In addition to serving in an advisory manner, the Planning Commission shall exercise all other powers and duties as determined by the Township Board, Minnesota Statutes, section 462.351 to 462.364, the Ordinance, and other Minnesota law.

The Wabana Township Planning Commission will consist of five interested residents appointed by the Township Board. Members of the Township Board may also serve on the Planning Commission Board. The term for Planning Commission members is three years with terms expiring on April 1st of the year. Starting April 1, 2021, two members of the board will be in the first year of their three-year term (expire April 1, 2024), and two members will be considered in their second year of their three-year term (term expires April 1, 2023), and the fifth member will be in their third year expiring April 1, 2022.

Each member attending any meeting shall be entitled to cast a vote. Voting shall be by voice vote. If any member has a common law or statutory conflict of interest, as set forth in Minnesota Statutes, sections 365.37, subd. 1 and 471.87, in the matter then before the commission, he or she shall disclose his or her interest and be disqualified from voting upon that matter and take any other actions necessary to resolve the conflict.

The Commission will meet on an as-needed basis, with meetings called by the Planning Commission Board Chair.

Responsibilities of Wabana Township Planning Commission shall include, but not be limited to the following:

- Drafting and submitting a comprehensive plan and actions defined to implement the plan.
- Drafting or reviewing proposed amendments to the comprehensive plan or ordinances.
- Oversee and provide guidance to various advisory committees and/or any other action plan committees formed by the Planning Commission to implement the intent of the comprehensive plan.
- Suggest planning and zoning recommendations to the Town Board.
- Conduct applicable public hearings as required by statute.
- Keep a record of all motions, resolutions, transactions, findings, minutes, and reports. This activity shall be recorded in writing, a copy of which shall be forwarded to the Township Clerk for record keeping.
- Request the assistance of the Township Attorney.

- Review and act on all permit requests submitted to the Planning Commission in a timely manner and report those actions to the Township board. If there are fewer than three members of the Planning Commission available, then any two of the Planning Commission members or a Township Supervisor may review the zoning permit request and forward the review results onto the Planning Commission to take action.
- Provide timely input to the Township Board.
- Review zoning permits, authorized by Itasca County, to determine if they are in agreement with the intent of the Wabana Township visions stated in the Wabana Township Comprehensive Plan and subsequent land use ordinance(s).
- Any and all powers and duties set forth in Minnesota Statutes, section 462.351 to 462.364, the Ordinance, and other Minnesota law.