



3400 Plymouth Blvd.
Plymouth, MN 55447
plymouthmn.gov

Information for Applicants to Plymouth's Advisory Committees and Commissions

BACKGROUND INFORMATION

Plymouth City Ordinance provides for the creation of advisory boards and commissions. The purpose of each advisory commission is to provide input to the City Council from concerned residents regarding specific issue areas addressed by each commission/committee. Membership on a commission is voluntary and appointments are typically made by the City Council for three year terms. Council procedure for filling commission positions generally consists of a review of applications, Council interview of prospective commissioners and selection of successful applicants. This handout is designed to provide you with summary information regarding each of the commissions and information about what you can expect as a commissioner on a Plymouth advisory commission.

IN GENERAL

Volunteer commissioners invest a substantial amount of time (anywhere from 10 to 40 hours per month) to commission related activities. Commissions sometimes have subcommittees selected to deal with specific issues which occasionally arise. Commissions meet once and, in some cases, twice per month. Work sessions may be scheduled periodically. Prior to the regularly scheduled meeting, commissioners receive an agenda packet which contains staff reports and substantial background information briefing the commissioners about petitions, applications, etc., to be considered at the meeting. Staff reports are often quite detailed; two or more hours may be required to review an agenda packet to become fully familiar with agenda items. Commissioners are expected to maintain regular attendance at meetings, participate in the formal meeting, physically view sites when appropriate, and render decisions based upon the overall good to the community as opposed to more parochial interests. Periodic evaluations regarding attendance and performance are completed for each commission for review by the City Council. Commissioners recognize that their respective commissions are advisory and do not have policy-making power. The only exception is the Housing and Redevelopment Authority which has additional authority granted by state statute. The City Council will give thorough consideration to commission recommendations in dealing with subject matter coming before it.

DATA ABOUT PLYMOUTH ADVISORY COMMISSIONS

PLANNING COMMISSION

- A. **REGULARLY MEETS:** 7 p.m., first and third Wednesday of each month.
- B. **PURPOSE:** The Planning Commission is established under the provisions of the Minnesota Municipal Planning Act. As such, it is responsible for reviewing requests and applications by petitioners to ensure that such petitions conform with the City's land use regulations and Comprehensive Plan.
- C. **MEMBERSHIP:** The Planning Commission consists of seven members, four of whom are appointed from the four wards within the City. The four wards are shown on the attached maps. Three members of the commission are appointed from the City at large. Members of the commission are appointed by the Council for staggered three year terms expiring January 31 of each year. The Chairperson and Vice Chairperson are appointed by the commission from among members of the commission for a term of one year.
- D. **DUTIES AND RESPONSIBILITIES:** The powers and duties of the Planning Commission include preparation and submittal of the comprehensive plans and periodic amendments thereto to the City Council for implementation, periodic review and study of the provisions of the Plymouth Zoning Ordinance and subdivision regulations, study of applications for amendments to the Zoning Ordinance, and applications for special permits, site plan approval and preliminary and final plats. In each of the above capacities the commission submits recommendations to the City Council for consideration at regular City Council meetings.

PARK AND RECREATION ADVISORY COMMISSION (PRAC)

- A. **REGULARLY MEETS:** 7 p.m., second Thursday each month.
- B. **PURPOSE:** The purpose of the Park and Recreation Advisory Commission is to review current and future community park and recreation needs, programs, and facilities and recommend actions which will promote the implementation of the City's park and recreation plans.
- C. **MEMBERSHIP:** The Park and Recreation Advisory Commission consists of seven members, four of whom are appointed one from each of the wards. Three commissioners are appointed from the City at large. Members are appointed by the Council for staggered three year terms expiring on January 31 of each year. The Chairperson of the commission is appointed by the commission from among the members of the commission for a term of one year.
- D. **DUTIES AND RESPONSIBILITIES:** The Park and Recreation Advisory Commission is responsible for holding meetings to consider matters pertaining to parks and public recreation programs in the City, preparing and submitted to the City Council a comprehensive plan and periodic amendments for the future development of the City park and recreation system, and to act in an advisory capacity to the Council on all matters relating to park and recreation programs and issues in the City.

ENVIRONMENTAL QUALITY COMMITTEE

- A. REGULARLY MEETS:** 7 p.m., second Wednesday of each month.
- B. PURPOSE:** The purpose of the Committee is to recommend actions which will preserve the quality of Plymouth area lakes by controlling the negative affects of erosion, high nutrient levels, weed proliferation, and consider the surface water regulation as may be required to resolve conflicts.
- C. MEMBERSHIP:** The Water Quality Committee consists of seven members appointed from the four community wards and three selected at-large. Members of the commission are appointed by the Council for staggered three year terms expiring January 31 of each year.
- D. DUTIES AND RESPONSIBILITIES:** The Committee is responsible to review city policies and recommend appropriate revisions on aquatic weed control and cost participation programs; fertilizer usage on public and/or private property; erosion control; and lake usage regulations.

HOUSING AND REDEVELOPMENT AUTHORITY (HRA)

- A. REGULARLY MEETS:** 7 p.m., third Thursday of each month.
- B. PURPOSE:** The Plymouth Housing and Redevelopment Authority is established under the provisions of the Minnesota Housing and Redevelopment Authority Act. As such, it oversees the City's participation in federal, state and local housing and community development programs and advises the City Council on matters related to such programs and other housing and community development issues.
- C. MEMBERSHIP:** The HRA Board of Commissioners consists of five members appointed by the City Council. Members are appointed for staggered five year terms. Traditionally, one City Council member has also served as one of the HRA Commissioners.
- D. DUTIES AND RESPONSIBILITIES:** The Board is solely responsible for the local operation of the federal Section 8 Housing Assistance Certificate Program and the Plymouth Towne Square senior citizen apartments. It establishes local policies for and participates in the marketing of the Minnesota Housing Finance Agency (MHFA) City Participation Program for first time homebuyers. It oversees the expenditure of the City's Community Development Block Grant (CDBG) funds that are received from the federal Department of Housing and Urban Development (HUD) and advises the City Council on Program budgets and policies. This includes the operation of the City's Rehabilitation Program for low and moderate income homeowners. It holds public meetings to consider matters pertaining to the various housing and community development programs for which it has responsibility and advises the City Council on these and related matters. It provides policy direction for these and other programs designated by the City Council or the State and for the City staff assigned to HRA operations. It

adopts a budget for the City's HRA property tax levy and confirms the City Manager's appointment of the HRA's Executive Director.

FOR MORE INFORMATION

STAFF		
Planning Commission	Barb Thomson	763-509-5452
Park & Recreation Advisory Commission	Diane Evans	763-509-5201
Environmental Quality Committee	Ben Scharenbroich	763-509-5527
Housing & Redevelopment Authority	Jim Barnes	763-509-5412

WATERSHED DISTRICTS

The Council appoints residents to serve on the Bassett Creek, Elm Creek, and Shingle Creek Watershed Managements Commissions. These positions are three-year terms.

BASSETT CREEK WATERSHED DISTRICT

This commission typically meets on the third Thursday of each month from 8:30 a.m.-11:00 a.m. at Golden Valley City Hall, 7800 Golden Valley Road, Golden Valley. Please visit their website at bassettcreekwmo.org to review current projects and issues in the watershed district.

ELM CREEK WATERSHED DISTRICT

This commission typically meets on the second Wednesday of each month from 11:30 a.m.-1:30 p.m. at Maple Grove City Hall, 12800 Arbor Lakes Parkway, Maple Grove. Please visit their website at elmcreekwatershed.org to review current projects and issues in the watershed district.

SHINGLE CREEK WATERSHED DISTRICT

This commission typically meets on the second Thursday of each month from 12:45 p.m.-2:30 p.m. at Clubhouse at Edinburgh USA, 8700 Edinbrook Crossing, Brooklyn Park. Please visit their website at shinglecreek.org to review current projects and issues in the watershed district.