

TO: Goodhue County Board of Commissioners  
FROM: Samantha Pierret, Planner/Zoning Administrator/Interim LUM Director  
DATE: October 1, 2024 County Board Meeting

For Your Information

RE: Planning Commission Appointments 2025

**Summary:**

We will have openings on the Planning Advisory Commission in 2025. Staff is bringing this to the Board's attention now so Commissioners may begin asking constituents to serve on these committees. A brief description of the duties is attached for reference.

*Commissioner District 1 (Linda Flanders)*

PAC member Darwin Fox will complete his third appointment on December 31, 2024. This position will need a new person for the appointment.

*At Large Member (All Commissioners)*

In 2023 the Board chose to reduce the number of PAC members from 9 to 7 with the inclusion of an "At-Large" member. PAC member Tom Gale will complete his third appointment on December 31, 2024. This position will need a new person for the appointment. The appointment may come from any of the 5 Commissioner Districts.

*Commissioner District 3 (Todd Greseth)*

PAC member Richard Miller will complete his second appointment on December 31, 2024. Mr. Miller is eligible for a third appointment effective January 1, 2025, to December 31, 2027. Commissioners have preferred to discuss reappointments with their representatives directly prior to reappointment to ensure the individual is still willing to serve.

There may be an opening on the Board of Adjustment in 2025.

*Commissioner District 3 (Todd Greseth)*

BOA member Keith Allen will complete his first appointment on December 31, 2024. Mr. Allen is eligible for a second appointment effective January 1, 2025, to December 31, 2027.

**Recommendation:** Please provide staff with your candidates so we can put them on a future County Board agenda for approval.

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## Planning Advisory Commission Member Information

### Goodhue County Planning Advisory Commission

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### Members

Goodhue County has seven Planning Advisory Commission (PAC) members who make recommendations on various Land Use issues within the County to the County Board of Commissioners. Five of the members are appointed by the County Board of Commissioners to represent their district. One member is appointed by the County Board of Commissioners to serve as an At-Large Representative. One County Commissioner is a member of this board.

### Meetings

The PAC meetings start at 6:00pm and are typically scheduled for the third Monday of the month, unless they are moved for Holidays or there are no agenda items. The meetings generally last one to two hours. The members are paid per diem (currently \$100/meeting or site visit) and the mileage to and from the Government Center.

Staff receive applications during a specified week the month prior to the meeting, and prepare the agenda, reports, notifications, and meeting facilities. The meeting packets are mailed to the board members the week prior to the meeting and they are also available online for the members, applicants, and the public: [www.goodhuecountymn.gov](http://www.goodhuecountymn.gov)

### Duties

The duties are defined in Minnesota Statute 394.30 and Articles 2, 3 and 4 of the Goodhue County Zoning Ordinance. In brief, the PAC has authority to:

- Conduct Public Hearings on some or all categories of Conditional Use Permits and recommend approval or denial to the County Board
- Recommend approval or denial of some or all categories of planned unit developments
- Recommend approval or denial of some or all categories subdivisions of land
- Recommend approval or denial of Comprehensive Plan, Subdivision or Zoning Ordinance revisions

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## Board of Adjustment Member Information

### Goodhue County Zoning Board of Adjustment

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### Members

Goodhue County has six Board of Adjustment (BOA) members who make decisions on various Land Use issues within the County. Five of the members are appointed by the County Board of Commissions to represent their district. There is one volunteer member who is a representative from the Planning Advisory Commission. No County Commissioners are members of this board.

### Meetings

The BOA meetings start at 5:00pm and are typically scheduled for the fourth Monday of the month, unless they are moved for Holidays or there are no agenda items. The meetings generally last an hour. The members are paid per diem (currently \$100/meeting or site visit) and the mileage to and from the Government Center.

Staff receive applications during a specified week the month prior to the meeting, and prepare the agenda, reports, notifications, and meeting facilities. The meeting packets are mailed to the board members the week prior to the meeting and they are also available online for the members, applicants, and the public: [www.goodhuecountymn.gov](http://www.goodhuecountymn.gov)

### Duties

The duties are defined in Minnesota Statute 394.27 and Articles 2 and 5 of the Goodhue County Zoning Ordinance. In brief, the BOA has authority to:

- Order the issuance of variances
- Hear and decide appeals from and review any order, requirement, decision, or determination made by any administrative official charged with enforcing any ordinance adopted pursuant to the provision of sections to MS 394.21 to MS 394-37
- Order the issuance of permits for buildings in areas designated for future public use on an official map and perform such other duties as required by the official controls.

BOA decisions that are appealed go through the District Court and not the County Board.