



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

---

---

## MEMORANDUM

---

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** PLANNING COMMISSION VACANCY  
**DATE:** FEBRUARY 11, 2026

---

At the end of 2025, one of the Planning Commissioners resigned their seat, leaving an unexpected vacancy on the commission. Knowing that this vacancy was coming, in November, staff posted a notice on its website of the pending vacancy, asking for applications from those interested. In December and January, staff continued to post on Facebook, advertising the vacancy.

To this point, there have not been any applications. Being that it is an off-cycle vacancy, staff have not paid for advertising in either the newspaper or the radio, instead relying on its social media channels and the website. In 2022, the City did pass an ordinance that allowed the City Council to temporarily place two City Councilmembers on the Planning Commission if it wasn't able to fill a vacancy, to help the Planning Commission continue to meet quorum needs. More than some other boards, this is important for the Planning Commission because the commission deals with state mandated deadlines for development applications.

Being that the City has advertised for almost three months and has not received an application, I would recommend the Council consider adding a second City Councilmember to the Planning Commission. This placement would be temporary, as staff continue to advertise for community volunteers. Should the City receive any applicants, I would recommend moving back to a single City Councilmember on the commission.

### **Recommendation**

Staff recommends appointing a second City Councilmember temporarily to the Planning Commission to fill the vacancy while staff continues to advertise and seek a community member to fill the remainder of the open term.