

## ARTICLE 3 PLANNING COMMISSION

### **SECTION 300 ORGANIZATION**

The Planning Commission shall be comprised of five (5) members who are appointed by the Township Board. The appointees, with one possible exception shall be qualified electors of the township and should represent different parts of the township. One member of the Township Board shall serve on the Planning Commission as an ex officio member, but may not serve as chairman. Members are appointed to staggered two year terms except that the term of the ex officio member shall be the same as his Township Board term. In addition to the regular members of the Planning Commission, the Township Board may appoint one alternate member who can serve as a substitute as needed.

The Planning Commission will hold a minimum of four (4) meetings annually. All meetings shall comply with the Michigan Open Meetings Act. Meetings may be conducted by telephone provided that there is a quorum physically present and that a speaker phone is used to include any absent members.

The Planning Commission will elect officers annually.

The Planning Commission will establish by-laws to govern their activities including, but not limited to, conflict of interest guidelines.

### **SECTION 301 DUTIES OF THE PLANNING COMMISSION**

The planning Commission shall act in an advisory capacity to the Township Board.

It will be responsible for conducting public hearings whenever applications for “special approval use” are made. Its responsibility includes gathering facts along with public opinion and finally making recommendations to the Township Board.

The planning commission will also hold public hearings whenever applications requesting zoning classification changes are made. Again, the Planning Commission will study facts along with public opinion, and make recommendations to the Township Board. If the Planning Commission recommends a change, they will also inform the Huron County Planning Commission of such change prior to asking the Township Board to implement the change.

The Planning Commission may also initiate recommendations to the Township Board for changes in the written zoning ordinance or in the zoning map .

The Planning Commission must also ensure that the township maintains a current "master plan" that addresses land use and infrastructure issues likely to confront the township over the next twenty (20) years.

### **SECTION 302 SPECIAL USE APPROVAL**

To be granted approval for a “Special Use” a landowner must pay a designated fee and file an application with the Township Clerk. The application will include information that identifies the property and explains reasons for the “Special Use” request. The Planning Commission, when notified of such an application, will schedule a public hearing on the request. In accordance with state law, all property

owners within three hundred feet (300') of the affected property will be mailed a notice of the hearing a minimum of fifteen (15) days prior to the hearing. Notice of the hearing shall also be published in a newspaper with local circulation at least fifteen (15) days prior to the hearing. All hearing notices must identify the property in question and the nature of the applicant's request.

If the Planning Commission approves a "Special Use", it recommends that The Township Board grant the applicant's request. If the Planning Commission disapproves a "Special Use" it must furnish the applicant with a written statement of its reasons.

The applicant for "Special Use" will be refunded any part of his application fee that is above the actual costs of holding the public hearing and providing required notices.

### **SECTION 303 CHANGE OF ZONING CLASSIFICATION DISTRICT**

In order to request a change in the Zoning Classification District of land a property owner must first file a written request with the Township Clerk and pay the designated fee. The request should include information that identifies the property, states the zoning classification requested, and explains reasons for requesting the change. The Planning Commission, when notified of such a request, shall schedule a public hearing to consider the change. In accordance with State Law, all property owners within three hundred feet (300') of the subject property will be sent written notice of the public hearing a minimum of fifteen (15) days prior to the hearing. The Township will also publish a notice of the public hearing in a newspaper having local circulation at least fifteen (15) days prior to the hearing. All hearing notices must identify the property in question and explain the nature of the request. If the re-zoning request involves ten (10) or fewer parcels, the hearing notices must identify each individual parcel. Notices of re-zoning requests involving eleven (11) or more parcels need not identify individual parcels.

If the Planning Commission approves the requested change, they notify the Huron County Planning Commission of the proposed change, and recommend to the Township Board that they implement the change. Should the Planning Commission fail to approve the requested change, they will provide the applicant with a written statement of reasons.

Any portion of the application fee not used to cover costs of the public hearing and notices will be refunded to the applicant.