

Negaunee City Planning Commission By-Laws

Amended March 16, 2019

Character of the Commission

A. Name

- a. The name of this municipal organization shall be the “Negaunee City Planning Commission,” (hereinafter called “the Commission”

B. Object

- a. The Commission is formed pursuant to Act 285 P.A. 1931 (Municipal Planning Commission Act) as amended and shall have all powers and responsibilities granted by that Act.
- b. The Commission shall have all powers and responsibilities granted by Act 207, P.A. 1921 (City and Village Zoning Act) as amended and all other applicable public laws.

C. Members

- a. The Commission shall consist of five members representing the public as a whole.
- b. The members of the Commission shall be appointed by the Mayor, subject to City Council approval.
- c. The term of appointment of each member shall be three years.
- d. Terms of office shall overlap, with the terms of two or three members expiring each year on January 15 unless new appointments have not been made.
- e. Vacancies shall be filled for the unexpired terms of appointment by the Mayor, subject to City Council approval.

- f. Members who are unable to attend a meeting shall notify the Chairman or the Planning and Zoning Administrator 24 hours prior to the meeting or it will be considered an unexcused absence. A member with three unexcused absences in a calendar year shall be recommended for dismissal from the Commission.

D. Officers

- a. The officers of the Commission shall be Chairman, Vice-Chairman, and Secretary.
- b. The officers of the Commission shall be elected at the first February meeting of each year. Special elections may be held to fill vacancies.
- c. The terms of office of the Commission's Officers shall be one year. Officers may be re-elected.
- d. The City Manager shall serve as an ex-officio member to advise and assist the Commission and act in the name of the Commission.

E. Duties of Officers

- a. The Chairman shall preside at all meetings; appoint committees subject to Commission approval; and perform such other duties as may be ordered by the Commission.
- b. The Vice-Chairman shall act in the capacity of the Chairman in the absence of the Chairman; and in the event the office of the Chairman becomes vacant, the Vice-Chairman shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chairman for the unexpired term.
- c. The Secretary shall be responsible for the minutes of each meeting.

F. Meetings

- a. All meetings of the Planning Commission shall be open to the public in accordance with the Open Meetings Act, P.A. 267, 1976.
- b. Regular meetings of the Commission shall be held monthly.
- c. Special meetings may be called for a specified time and place:
 - i. By the Chairman of the Commission,
 - ii. Upon Written request of not less than two Commissioners, or
 - iii. At the request of the City Council.
 - iv. A special land use meeting will require a 5 to 15-day notice to all residents within a 300' radius of the property that is applying for the special land use. No agenda item other than those specified in the call for the Special Meeting will be considered. Written notice of all special meetings shall be given to all members.
- d. A quorum for the transaction of business by the Commission shall be three members.
- e. A simple majority shall be one more than half of the members present. A two-thirds majority shall consist of 3 members of the Commission.

G. Agenda

- a. All items to be placed on the Agenda must be submitted to the Planning Administrator not less than 15 calendar days prior to the meeting.
 - i. Items for Commission consideration may be submitted at a formal meeting during the time reserved for citizens wishing to address the Commission on non-agenda matters. (see G.b.xiii below). The Commission

may take action on such items only upon permission of the majority of the members present.

b. The order of the agenda shall be as follows:

- i. Call to Order
- ii. Roll Call
- iii. Approval of Agenda
- iv. Approval of Minutes
- v. Public Comment
- vi. Old Business
- vii. New Business
- viii. Public Comment
- ix. General Discussion
- x. Adjournment

c. The rules governing all meetings shall be Robert's Rules of Order

H. Responsibilities

a. Master Plan

- i. The City has an adopted Master Plan
- ii. The Commission shall maintain and prepare recommendations to the Master Plan for the physical development of the City.
- iii. The Commission may consider such recommendations at its convenience but, prior to adoption of any revisions or additions, a public hearing shall be held.
 1. Notice of such public hearing shall be advertised in a newspaper of general circulation.
 2. The City Council shall be notified in writing prior to the adoption of any such revisions.

b. Zoning

- i. The Commission shall review and make recommendations to the City Council on all amendments or supplements to the zoning ordinance or map.
- c. Physical Development Plans
 - i. The Commission shall review the location, character and extent of proposed streets, parks, public buildings, property of structures.
- d. Plats
 - i. The Commission may adopt subdivision regulations to approve, modify or disapprove plats in the City.
- e. Special Studies
 - i. The Commission shall make special studies and reports on planning and development matters that may be referred to the Commission by the City Council.
- f. Five Year Capital Improvement Program
 - i. The Commission shall annually review a five year capital improvements program for public projects.
- g. Report
 - i. The Commission shall issue an annual report of its work for the City Council.
- I. Amendments
 - a. Amendments to these Bylaws may be made at any regular or special meeting by a 2/3 majority vote