



**ARTICLE I – PURPOSE**

These rules of procedure are adopted by the Columbia Charter Township Planning Commission (hereinafter known as the “Commission”) pursuant to the:

- A. **Planning Act** – These bylaws are adopted by the Planning Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 *et seq.*), hereinafter “the Planning Act.”
- B. **Zoning Act** – These bylaws are also adopted to facilitate the duties of the Planning Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*), hereinafter “the Zoning Act.”

**ARTICLE II – MEMBERSHIP**

- A. **Appointment of Members** – The planning commission shall consist of seven (7) members appointed by the township supervisor, subject to the approval of by a majority of the township board elected and serving. One member of the township board, or the township supervisor, or both, may be appointed to the commission, as ex-officio members. Except as provided in this article, an elected officer of the township or employee of the township is not eligible to be a member of the commission.
- B. **Terms of Office** –
  - 1. The term of an ex-officio member of the planning commission shall be as follows:
    - i. The term of the township supervisor shall correspond to his or her term as supervisor.
    - ii. The term of a member of the township board shall expire with his or her term on the board.
  - 2. Members of the planning commission, other than ex-officio members shall be appointed for three (3) year terms or until his or her successor takes office.
- C. **Election of Officers** – At the first regular meeting of each year, the planning commission shall select from its membership a chair, vice chair, and secretary from its members and create and fill other offices as it considers advisable. An ex-officio member of the planning commission must not serve as chairperson. The term of each officer shall be one year.
- D. Each member of the planning commission shall represent and advocate for what is best for Columbia Charter Township in accordance with major interests as they exist in the township as a whole, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry and commerce. This is without regard to personal or special interests.
- E. Members of the planning commission shall be qualified electors of the township, except that one commission member may be an individual who is not a qualified elector of the township.
- F. Members of the planning commission may be compensated if so determined by the township board.

### **ARTICLE III – ORGANIZATION AND DUTIES**

The planning commission shall perform the following duties:

- A. Take such action on petitions, staff proposals and township board requests for amendments to the zoning ordinance as required.
- B. Take such action on petitions, staff proposals and township board requests for amendments to the master plan as required.
- C. Prepare an annual report to the township board as required by law.
- D. Review subdivision and condominium proposals and recommend actions to the township board.
- E. Prepare special studies and plans, as deemed necessary by the planning commission or township for which appropriations of funds have been approved by the township board.
- F. Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of planning commissioner and for appropriations of funds that have been approved by the township board.
- G. Prepare a capital improvements plan, as deemed necessary.
- H. Perform other duties and responsibilities or respond as requested by any township board or planning commission member.

### **ARTICLE IV – ABSENCES, REMOVALS, RESIGNATIONS AND VACANCIES**

- A. To be excused, members of the planning commission shall notify the township supervisor, planning commission chairperson, or other planning commission member when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B. Members of the planning commission may be removed by the township supervisor, after a hearing, with approval of the township board.
- C. A member may resign from the planning commission by sending a letter of resignation to the township supervisor, township board, or planning commission chairperson.
- D. Vacancies shall be filled by the township supervisor, with the approval of the township board, within two months of the resignations or removal of planning commission member. Successors shall serve out the unexpired term of the member being replaced.
- E. The township board may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

### **ARTICLE V – CONFLICT OF INTEREST**

- A. Planning commission members shall declare a conflict of interest and abstain from participating in a hearing or deliberations on a request when:
  1. A relative or other family member is involved in any request for which the planning commission is asked to decide;
  2. The planning commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association;
  3. The planning commission member owns or has a financial interest in neighboring property. For purposes of this section, a neighboring property shall include any property

falling within the notification radius for the proposed development, as required by the zoning ordinance or other applicable ordinance; or

4. There is a reasonable appearance of a conflict of interest, as determined by the commission member declaring such conflict.
- B. Before casting a vote on a matter upon which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission.
  - C. Failure of a member to disclose a potential conflict of interest as required by this section constitutes a malfeasance of office.

#### **ARTICLE VI – MEETINGS**

- A. **Regular Meetings** - Regular meetings of the planning commission shall be scheduled on the second Thursday of the month at 7:00 p.m., unless the Commission approves an alternate schedule. When a regular meeting falls on a legal holiday, the commission shall reschedule or cancel the meeting. Meetings shall be held in the Columbia Charter Township Board Room at 8500 Jefferson Rd. Brooklyn, MI 49230. The zoning administrator may cancel regular meetings when there are insufficient agenda items or when a quorum will not be present. The planning commission must meet at least four (4) times per calendar year.
- B. **Special Meetings** - Special meetings may be called at the request of the chair or at least two (2) members of the commission provided the zoning administrator has sufficient time to issue a written notice to planning commissioners at least forty-eight (48) hours before the meeting. The request for a special meeting shall indicate the purpose of the meeting, and may be made at a commission meeting, by telephone, or in writing.
- C. **Workshop Meetings** - The planning commission, may at its option, schedule workshop meetings to discuss, formulate, and deliberate planning and zoning policies issues only. The intent of workshop meetings is to promote an informal, open dialogue on policy issues in an effort to seek consensus and resolution to policy matters. Formal rules of procedure for the conduct of business at workshop meetings shall be waived, except that the chair shall serve as moderator. No formal action on any matter shall be made at workshop meetings, but shall be placed on a regular commission agenda for final disposition.
- D. **Public Notice** - All regular, special and workshop meetings shall be open to the public, and proper notice shall be given to the public pursuant to the Michigan Open Meetings Act, as amended (Act 267 of 1976, M.C.L. 15.261. et seq.)
- E. **Quorum** - A quorum of the commission shall consist of four (4) members, even when the planning commission may be comprised of fewer than seven (7) members. No action shall be taken in the absence of a quorum, except to receive information reports or presentations not requiring action by the commission, to schedule matters for public hearings, and to adjourn the meeting to a subsequent date.

F. **Agenda** – The zoning administrator or chair shall prepare an agenda for each meeting, and the order of business shall be as follows:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes
6. Public Comments
7. Scheduled Public Hearing
8. Other matters to be reviewed by the Planning Commission
9. Old Business
10. New Business
11. Open discussion for issues not on the agenda
  - i. Correspondence Received
  - ii. Comments by Planning Commission Members
  - iii. Public Comments by Members of the Audience
12. Zoning Administrator Report
13. Adjournment

G. **Voting** – Voting shall be by voice and shall be recorded as the number in support and the number in opposition. Abstentions for conflicts of interest shall be noted. Roll call votes shall only be recorded by “yes” or “no.” Members must be present to cast a vote. Voting by proxy shall not occur.

1. An affirmative vote of the majority of the planning commission membership is required to adopt any part of the master plan or amendments to the plan. Unless required by statute, other actions or motions placed before the planning commission may be adopted by a majority vote of the membership in attendance, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required is requested by any commission member or directed by the chairperson. All planning commission members, including the chairperson, shall vote on all matters, but the chairperson shall vote last.

H. **Records of Meeting** – The zoning administrator shall keep a public record of planning commission meetings, which shall include the following:

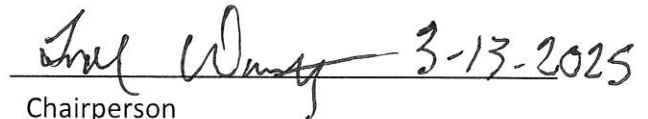
1. Meeting minutes for all regular and special meetings of the planning commission.
2. A resolution to approve, deny, or table, as applicable, for each agenda item heard, as approved and executed by the chairperson/secretary of the planning commission.
3. Applicant’s submission, including but not limited to, the application form, description of the project, site plans, elevations, and other relevant material.
4. Staff report(s) presented to the planning commission.
5. Written comments and correspondence items from the public regarding agenda items.

- I. **Public Hearings** – The following procedures shall be followed for required public hearings for applications pending before the planning commission. Where it appears necessary to maintain the efficient conduct of the planning commission's business and to give all interested citizens an opportunity to be heard, the chairperson may establish time limits for persons appearing before the planning commission.
  1. Chairperson opens the public hearing and announces the subject.
  2. Chairperson summarizes the procedures/rules to be followed during the hearing.
  3. Applicant presents the main points of the proposal.
  4. Township staff (zoning administrator) presents their report and recommendation.
  5. Public comment period; Persons speaking in support/opposition of the application.
    - i. The chairperson shall announce that public comment will be taken.
    - ii. Individuals who wish to speak shall be asked to state their name and address for the public record but shall not be required to do so. Comments must be relevant to the proposed project. Suggested time limit is three (3) minutes for each person wishing to speak in support or opposition of the proposal.
  6. Chairperson closes public hearing and returns to the regular/special meeting.
  7. The applicant shall be allowed to respond to public comments, however, shall only speak to the chairperson.
  8. Planning commission begins deliberation and arrives at a decision.
    - i. Following the presentations and public comment period, the planning commission shall deliberate in public on the agenda item. A motion to approve, deny or table the matter shall be made, seconded and voted upon at this time.
    - ii. In the event a scheduled public hearing has to be postponed, the planning commission may, but is not required to, take the comments of persons desiring to provide comment so that they do not have to appear at the rescheduled public hearing. In such event, the minutes of those comments shall be made available to and considered by the planning commission at the rescheduled public hearing and shall be made a part of the official record of the matter under consideration.

#### **ARTICLE VII – AMENDMENTS**

These bylaws may be amended at any meeting by a vote of four (4) members of the planning commission.

Adopted by the Columbia Charter Township Planning Commission at a meeting on Thursday March 13, 2025.

  
Chairperson