

CITY OF STURGIS
STURGIS PLANNING COMMISSION BY-LAWS

SECTION I – SCOPE

The rules of this Board for the transaction of business shall be in accordance with the rules pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended, the Zoning Enabling Act, Public Act 110 of 2006, as amended, the Open Meeting Act, Public Act 267 of 1976, as amended, and with the “The Sturgis Municipal Code, 2004.

SECTIONS II – OFFICERS

1. The Planning Commission shall organize and elect a Chairman, and an Official Secretary (also serves as Vice-Chair), at the first regular meeting. The Director of Community Development will preside during the annual meeting until a Chairman is elected.
 - a. Chairperson Duties:
 - i. Preside over all meetings and public hearings.
 - ii. Decide all points of order or procedure.
 - iii. Sign all official papers of the Board.
 - b. Official Secretary, also serves as the Vice-Chair, Duties:
 - i. Assume the duties of the Chairman if the Chairman is absent from any meeting.
 - ii. Sign all official documents as required.
 - iii. Duties set forth by Planning Enabling Act.
 1. With permission from the Planning Commission, delegate all responsibilities set forth by the Planning Enabling Act regarding Master Plan development and implementation.
 - c. Staff Secretary Duties:

Shall be a City Employee designated by the Director of Community Development or his/her designee.

 - i. Keep the minutes of the Board.
 - ii. Prepare all required public notices, meetings, notices, and the proposed agenda.
 - iii. Carry on the correspondence of the Board.
 - iv. Maintain the files of the Board.
 - v. Furnish all Commission members with access to City of Sturgis Code of Ordinances and a copy of the Sturgis Master Plan.

- vi. Notify the Director of Community Development if any member of the Board is absent for three consecutive meetings or for 25% of all scheduled meetings in one year.

SECTION III – MEETINGS

1. The regular meeting of the Planning Commission will be held on the third Tuesday of each month at the time and place so designated in the meeting notice. Meeting notification shall be made to each member prior to the scheduled meeting.
2. Special meetings shall be call by the Secretary at the request of the Chairman or any two members of the Commission abiding by the notice standards of the Open Meetings Act or other public notice requirements.
3. A quorum shall consist of more than half the members of the Commission.
4. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present, by approval of the minutes of the meeting at which a quorum was not present.
5. All plans, reports, and recommendations of the Commission must be approved by a majority of those present or such a greater number as specifically required by law. Any approval of or amendment to the Master Plan must be approved by six members. In the event of a tie on any issues it shall be considered a motion defeat.
6. The suggested order of business for all regular meetings shall be as follows:
 - a. Opening by Chairman.
 - b. Approval of minutes.
 - c. Communications to Board.
 - d. Committee reports.
 - e. New business.
 - f. Old Business
7. The Commission may adopt rules of order as deemed necessary.
8. Persons addressing a meeting or hearing shall identify themselves by name and address. To assure that all those in attendance will have an opportunity to be heard, the presiding officer is authorized to announce and impose reasonable restrictions with respect to the conduct of the meeting, which restrictions may include limitations as the length of presentations and the number of persons to be heard.
9. When a conflict of interest exists regarding a particular matter, the member of the Commission who is subject to the conflict shall do all the following immediately, upon first knowledge or realization that a conflict exists:

- a. Declare that a conflict exists, and the member should seek guidance from the other board members and/or the City Attorney to determine if recusal is necessary.
 - b. Disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and recusal.
 - c. Will have the same privileges to participate as a member of the public.
10. The Community Development Director shall assist the Commission in carrying out its powers and duties. To that effect, the Community Development Director shall report the recommendations of the Commission, carry out its directives and be responsible for the professional and administrative work and coordinating the work, plans, policies, procedures, directives, and recommendations of the Commission.

SECTION IV – COMMITTEES

1. Special committees will be appointed by the Chairman of the Planning Commission as deemed necessary to fulfill the Commission's charged responsibilities.
2. No standing committee shall exist.

SECTION V – FILING OF REQUESTS

1. All requests for action by the Planning Commission shall utilize the application provided by the Community Development Department, be in writing, and shall be filed with the Secretary of the Planning Commission for delivery to the Planning Commission.
2. Written requests for changes in zoning must state what change is being requested, the reasons therefore, the intended use of the property if rezoned and shall include a map outlining the property involved. Said written request shall clearly set forth the legal description of the property and any other information might be useful to the Planning Commission.
3. Written request for site plan approval shall comply with the Zoning ordinance requirements.

SECTION VI – PROFESSIONAL ASSISTANCE

1. When required, the services of a consulting firm will be used.

SECTION VII –REPORT

1. An annual review of the Master Plan shall be conducted at least one meeting per year.

7/16/2022

Date Adopted

[Signature]

Chairman

Nancy Allen

Official Secretary