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ATTORNEY-CLIENT PRIVILEGED CONFIDENTIAL COMMUNICATION

February 25, 2016

VIA ELECTRONIC MAIL

Northfield Township Planning Commission
Township of Northfield
8350 Main Street
Whitmore Lake, Michigan 48189

Re: Proposed Revisions to Planning Commission Bylaws

Dear Planning Commissioners,

Our office was asked to perform a legal review of the proposed revisions to the Planning Commission Bylaws, a copy of which are attached hereto. The large majority of these revisions are of a policy or procedural nature, and are not peculiarly legal issues. We have reviewed the legal aspects of the revised Bylaws, and would suggest two minor revisions, set forth below.

1. **Section 8.1.** Section 8.1 has been revised to require that the regular meetings occur at the Northfield Township Office. At times, a planning issue may arise that is of sufficient local concern that the public cannot be accommodated in a traditional meeting space, and it is necessary to move the meeting to a larger facility. Restricting regular meetings to the Township Hall in the Bylaws would create a legal conflict in the event this became necessary. Accordingly, we would recommend deleting the added language “at the Northfield Township Office”.
2. **Section 8.9.** The revised Section 8.9 requires as follows:

The affirmative vote of a majority of Commissioners shall be necessary for the adoption of a master plan or any part thereof.

As drafted, this language is unclear as to whether the majority is of “seated Commissioners” or “Commissioners present at the meeting”. We would recommend

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explicitly stating this by adding either "seated" or "present at the meeting" to eliminate the ambiguity.

Subject to the foregoing, the Bylaws are in a legally-appropriate form for adoption.

Please contact our office with any questions.

Very truly yours,



Bradford L. Maynes

cc: Board of Trustees
Mr. Howard Fink