

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING**

**October 7, 2015 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189**

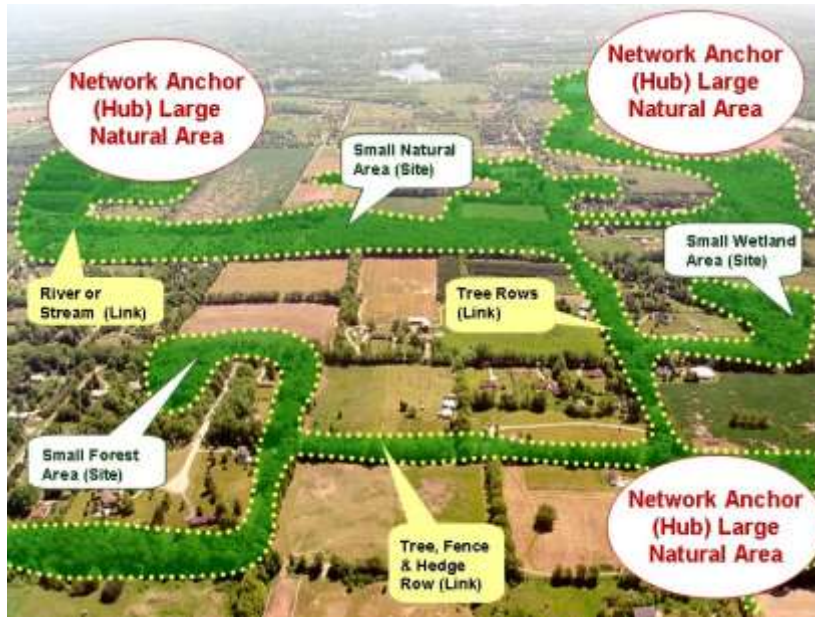
AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CORRESPONDENCE**
- 7. REPORTS**
 - A. Board of Trustees Report**
 - B. ZBA**
 - C. Staff Report**
 - D. Planning Consultant Report**
- 8. PUBLIC HEARINGS**
- 9. OLD BUSINESS**
 - A. Huron River Watershed Council Presentation: Green Infrastructure Workshop Results**
- 10. NEW BUSINESS**
 - A. Planning Commission Bylaws**
- 11. MINUTES: September 16, 2015 Meeting**
- 12. POLICY REVIEW AND DISCUSSION**
- 13. CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT: Next Regular Meeting – October 21, 2015**
- 16. ADJOURNMENT**

This notice is posted in compliance with PA 267 Of 1976 as amended (open meetings act) MCLA 41.7 2A (2) (3) and the Americans with Disabilities Act (ADA). Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734) 449-5000, seven days in advance.

Northfield Township Green Infrastructure Session

May 20, 2015



- Introduction
- Background Resource Maps
- Process for Hands-on Assessment
- Draft Design Session Green Infrastructure Map
- Next Steps – Community Planning for Green Infrastructure
- References



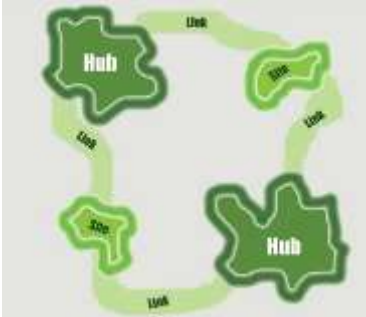
INTRODUCTION

Project Description

The Huron River Watershed Council (HRWC) and Northfield Township have partnered to create this document as part of the township’s Master Plan update process.

Green infrastructure networks consist of the following components:

Hubs: Hubs anchor the network and provide an origin or destination for wildlife. Hubs range in size from large conservation areas to smaller parks and preserves. Hubs provide habitat for native wildlife and help maintain natural ecological processes.



Sites: Smaller ecological landscape features that can serve as a point of origin or destination or incorporate less extensive ecological important areas.

Links: The connections that hold the network together and enable it to function. Links facilitate movement from one hub to another.

What is Green Infrastructure?

Green infrastructure is the interconnected network of large natural areas, wildlife habitats, riparian corridors and areas that reflect key elements of our biological diversity. This network supports native species, maintains natural ecological processes, sustains air and water resources, and contributes to our health and quality of life. The Green Infrastructure outlined in this document is a proposed network to link the Huron River watershed’s remaining ecologically valuable lands. The goal is to maximize the effectiveness of public and private land conservation efforts, and to ensure land development occurs in concert with Green Infrastructure.

What are the benefits of Green Infrastructure?

Green infrastructure provides a mechanism to identify and blend environmental and economic factors creating a multitude of social, economic, cultural and environmental benefits.

- Provides a sense of place and a unique identity
- Decreases cost of public infrastructure (e.g. stormwater management & water treatment systems)
- provides active and passive recreational opportunities
- Increases property values
- Helps preserve our unique quality of life
- Maintains naturally functioning ecosystems
- Helps to attract new businesses and well-qualified workers

What is in this document?

This document is a result of a workshop at the May 20, 2015 Northfield Township Planning Commission meeting. At the breakout session, township officials, residents, and other stakeholders studied the maps shown on pages 7 - 12 and then created Hubs, Sites, and Links, drawing onto transparent mylar sheets laid over those maps (pages 13 – 15). HRWC took those sheets and created the Green Infrastructure Map (page 16).

Next steps

Page 17 lists next steps Northfield Township and its partners can undertake to ensure that the township's Green Infrastructure continues to provide habitat, recreation, water quality, clean air, and other benefits.



Northfield Township's Green Infrastructure

Mostly undeveloped

31% intact natural areas ("bioreserve" sites)

Only 5% of natural area is publicly owned

Low impervious surface (about 5%) (creeks and wetlands begin to become degraded in areas where impervious surfaces make up more than 10% of their watersheds)

25 species of threatened, endangered or special concern animals and plants and 1 ecosystem (oak barrens).

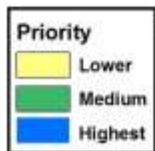
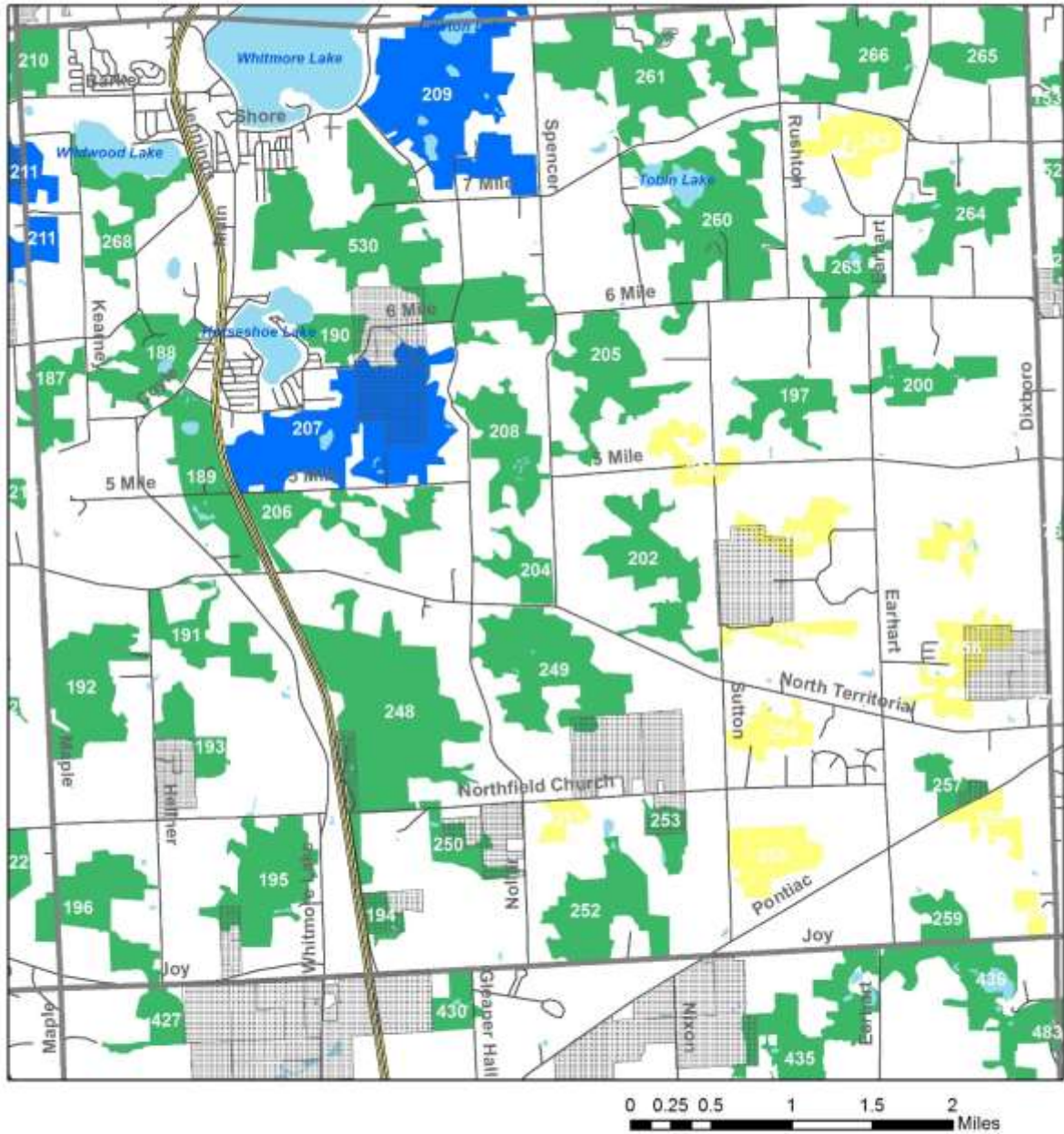



Background Resource Maps

- HRWC Bioreserve Map
- Environmentally Sensitive Areas
- 2000 Land Use
- Topography
- Green Infrastructure Planning Map



Northfield Township's Remaining Natural Areas



 Conservation and Recreation Lands

Sites delineated from digital orthophotos circa 2000, ranked based on 15 ecological factors, including: size, presence of water, presence of wetlands, groundwater recharge potential, potential for rare remnant plant community, topographical diversity, glacial diversity, connectivity to other natural areas, restorability potential, and quality of vegetation.

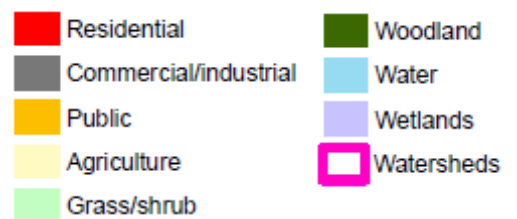
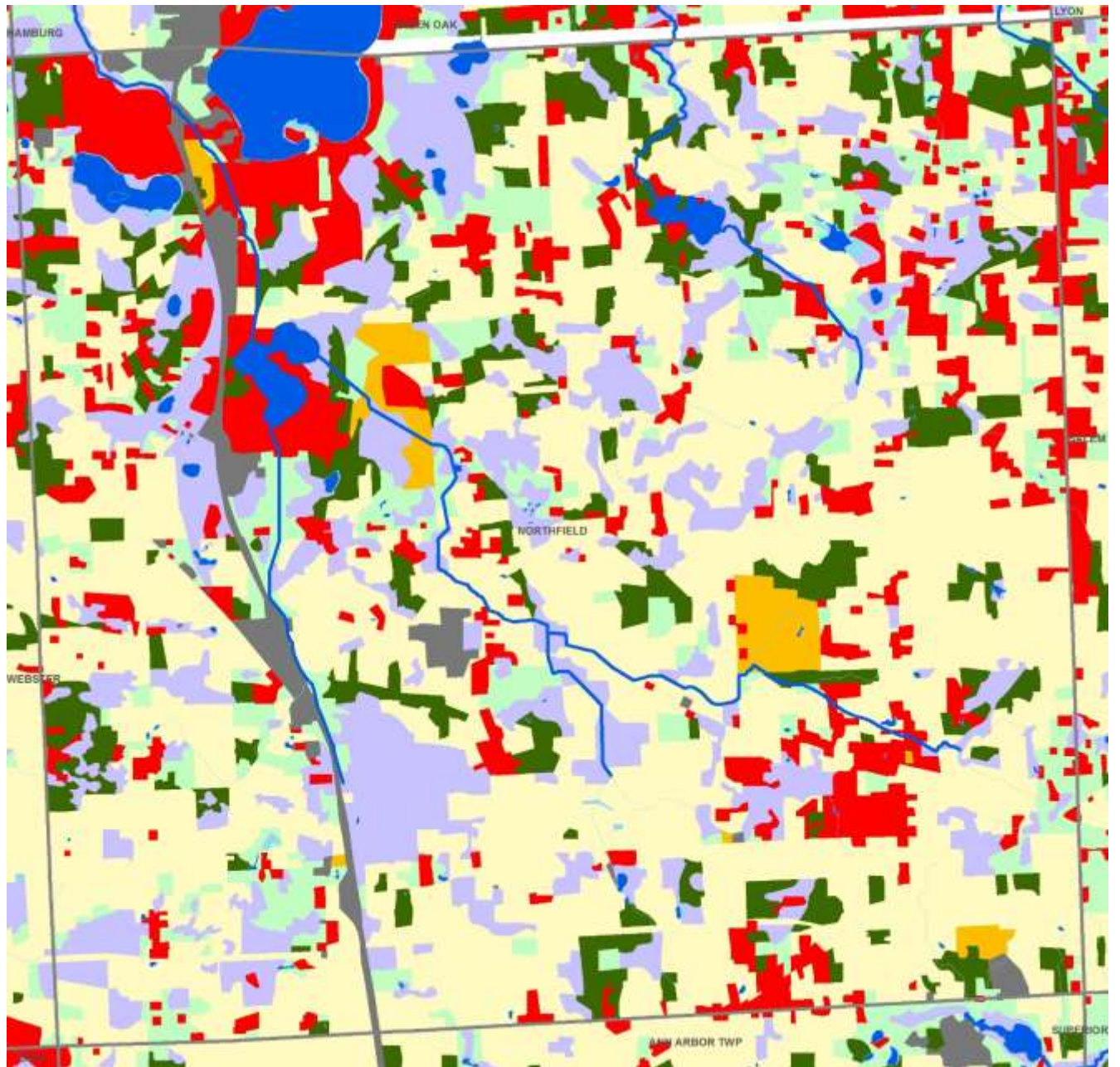
For more information, contact Kris Olsson, Huron River Watershed Council
734-769-5123, kolsson@hrwc.org

Environmentally Sensitive Areas



- | | |
|---|--|
| Floodplains/Riparian area | Endangered/threatened: |
| Woodland | ★ Animal |
| Wetlands | ▲ Community |
| Slopes over 12% | ▲ Other |
| Hydric soils | + Plant |

2000 Land Cover



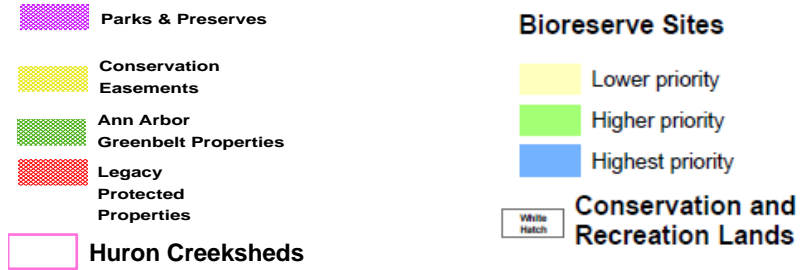
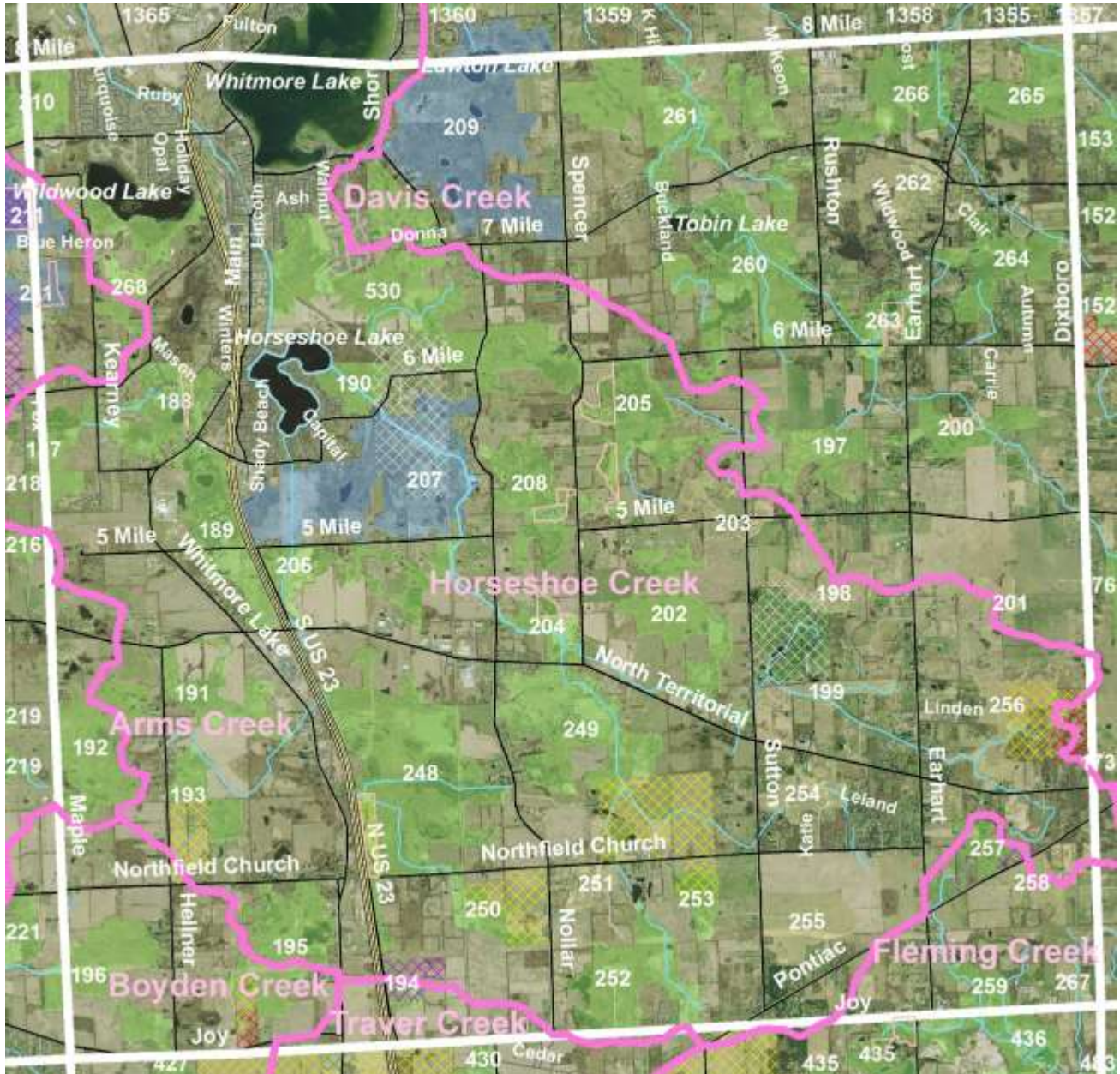
U.S.G.S. Topography



Topography: Lines (10 ft)



Green Infrastructure Planning Map

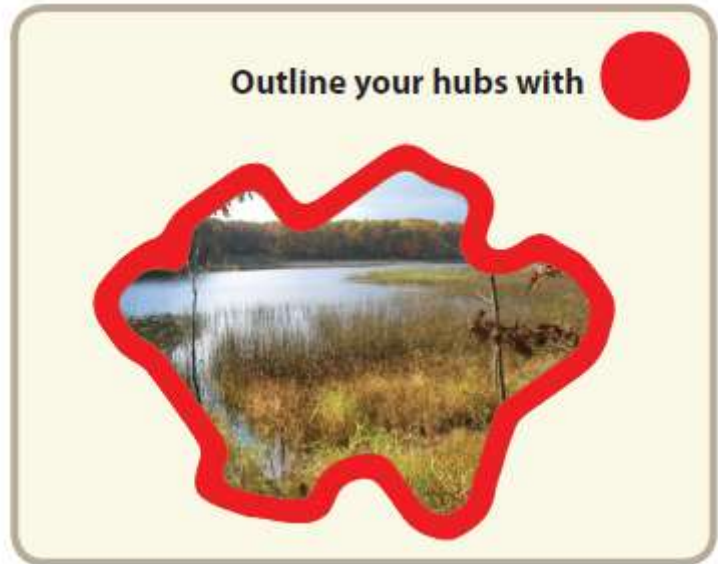


Process for Hands On Assessment

1. Examine Maps
2. Determine habitat hubs, and outline on map with red ink.

Hint

Hubs anchor the network and provide an origin or designation for wildlife. The Bioreserve Map provides a good place to start



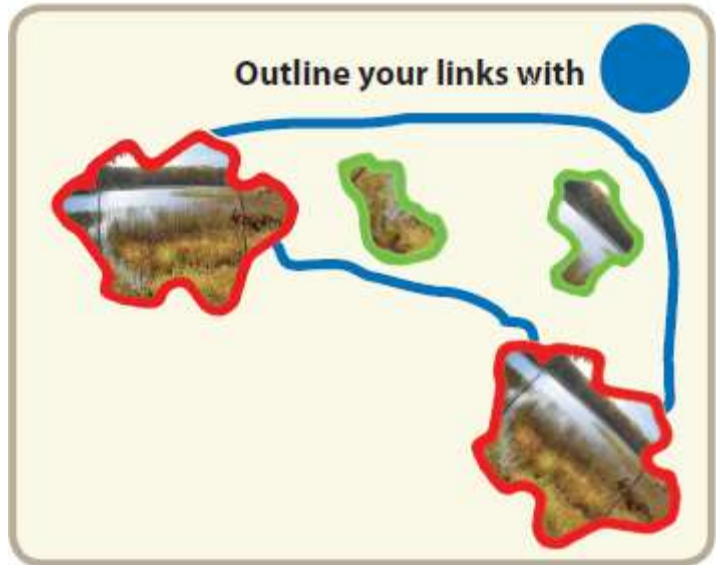
3. Identify smaller ecological landscape features (sites) that can serve as a point of origin or detination or incorporate less extensive ecologically important areas.

~Hint~

Look for lower ranked Natural Areas (Priority Two or Priority Three) along with smaller woodlots and wetlands.

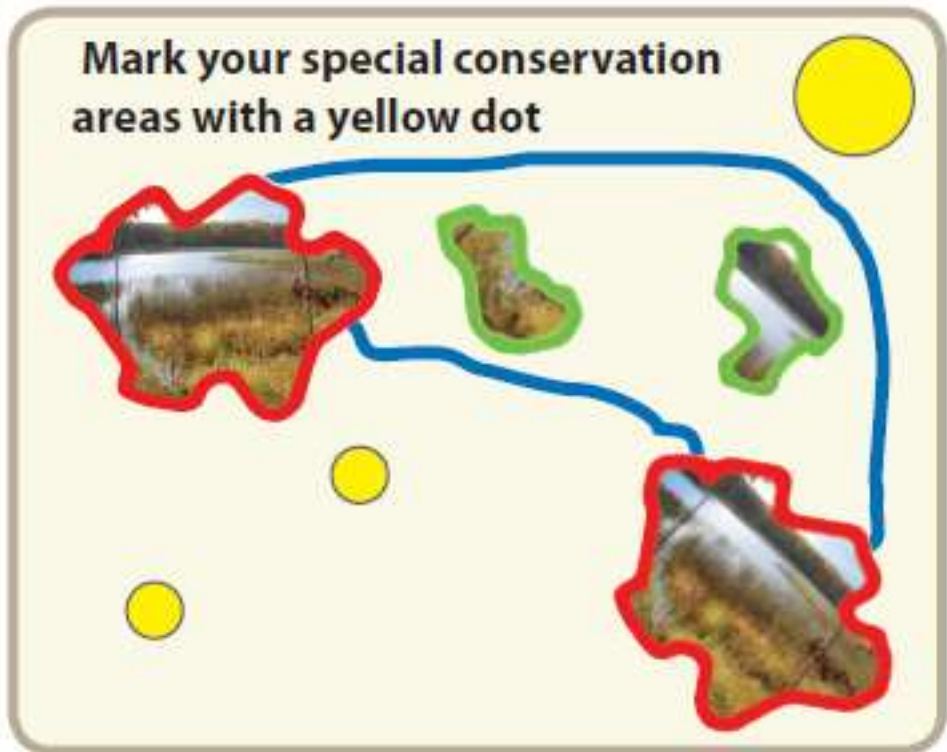


4. Create the best possible connections between hubs using the smaller ecological landscape features (sites) as stepping stones. Use riparian linkages whenever possible.



~Hint~
In general, the wider the corridor the better and the longer the corridor the wider it should be.

5. Identify Special Features that fall outside the system or have unique connection or importance within the community.

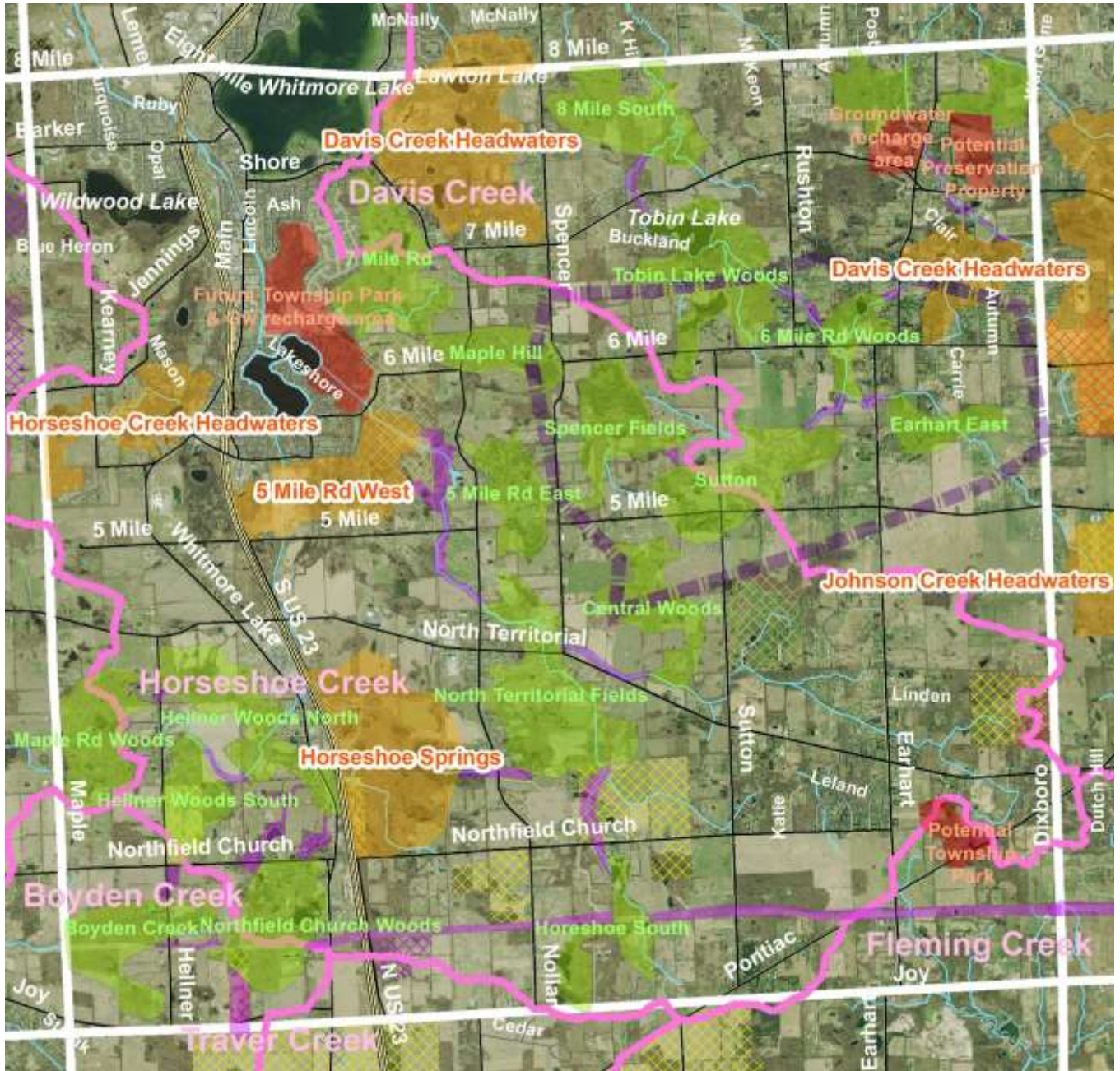


~Hint~
Appropriate areas may be a wetland, pond, woodlot stream or wildflower patch known only to local residents.

6. Label your system (hubs and links) and add names that help identify the site locally.



Draft Green Infrastructure Map





Next Steps – Community Planning for Green Infrastructure

- Verify the draft Green Infrastructure Vision Map
- Determine best land management tools
- Review master plans, ordinances, and related planning documents
- Establish conservation goals, funding options, and tracking mechanisms
- Amend Master Plans to favor preservation of green infrastructure, and encourage green development proposals and better site design
- Adopt Local Ordinances for Resource Protection woodland, wetland, riparian, stream, and floodplain ordinances
- Revisit community Regulations & Development Standards for lot sizes, setbacks, parking and street standards, drainage regulations
- Offer Incentives to developers to integrate green development design density compensation, buffer averaging, stormwater credits, transferable development rights, etc.
- Adopt regulations and policies that guide development within a framework of ecological structure and function.
- Educate home buyers & community residents about the open space conservation concept

References

The Conservation Fund. Green Infrastructure: A Strategic Approach to Green Space Planning and Conservation Train-the-Trainer. 2002.

Livingston County Department of Planning. Livingston County's High-Quality Natural Areas. 2003.

The Conservation Fund website. www.greeninfrastructure.net

Oakland County Planning & Economic Development Services. 2002 Oakland County Potential Conservation/Natural Areas Report. Jul. 2002

Oakland County's Environmental Stewardship Program. www.oakgov.com/es

SEMCOG. Best Practices for Sustainable Development. Mar. 1999.

SEMCOG. Land Use Tools and Techniques A Handbook for Local Communities. Mar. 2003.

SEMCOG. Opportunities for Water Resources Protection in Local Plans, Ordinances, and Programs. Aug. 2002.

Northfield Township Green Infrastructure Planning Map

Hubs are large natural areas that anchor the Green Infrastructure Network and provide origin and destination for wildlife.

Sites are smaller areas that provide habitat and ecosystem services.

Links connect hubs and sites.

HRWC created the map with the help of Northfield Township community members who drew hubs, sites, links and special areas onto a draft green infrastructure map.

July, 2015

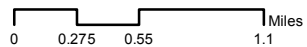
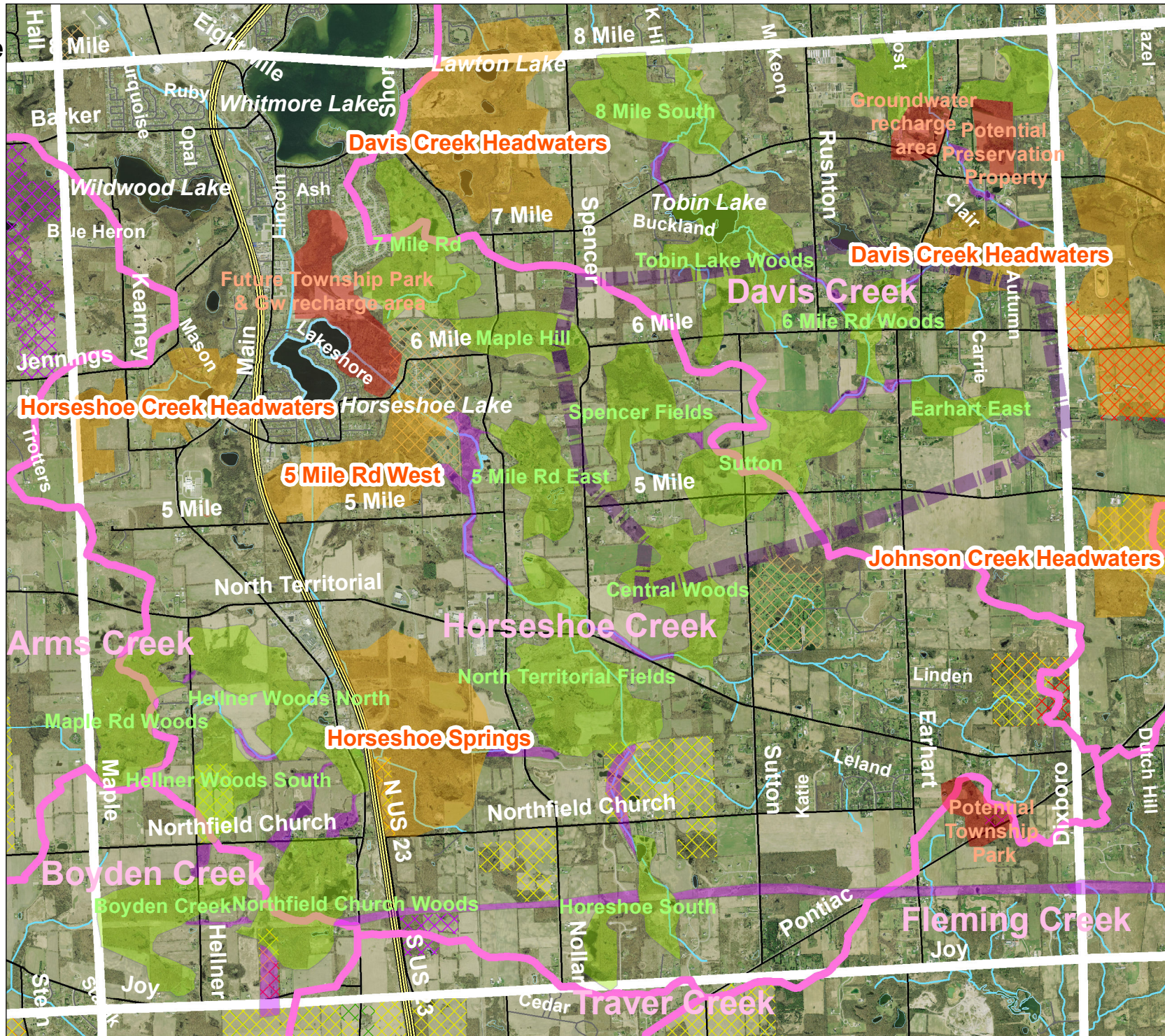
-  Hub
-  Site
-  Link
-  Special Feature
-  Horseback riding areas
-  Parks & Preserves
-  Conservation Easements
-  Ann Arbor Greenbelt Properties
-  Legacy Protected Properties

 Other Conservation and Recreation Lands



Protecting the river since 1965

1100 N. Main Street, Suite 210
Ann Arbor, MI 48104
(734) 769-5123
www.hrwc.org





Huron
River
Watershed
Council

Protecting the river since 1965

1100 N. Main Street Suite 210
Ann Arbor, MI 48104
(734) 769-5123
www.hrwc.org

HRWC Recommended Master Plan Elements

For Northfield Township

Element:	Description:	Is element in Northfield's Master Plan?
Natural areas and green infrastructure	Include language discussing the municipality's Green Infrastructure (natural areas and natural corridors that provide ecological services necessary for quality of life). Include text and a map, if available.	Yes. Does not specifically mention the term, but discusses natural area corridors, and implementation section calls for developing a greenway plan
Natural features listed and mapped	Describe the presence and importance of the following natural features: waterways, wetlands, forests, steep slopes, groundwater recharge areas, endangered and threatened species.	Yes, but could enhance. Included in Background Summary. Does not specifically mention steep slopes or groundwater. See "Environmental Conditions" p 15) in Ann Arbor Township sample language
Impervious capacities/watersheds	Include language discussing current and future impervious surfaces in the municipality, giving figures for each creekshed in the municipality. Include maps if available	No. See "Environmental Conditions" (p. 14) in Ann Arbor Township sample language. HRWC can provide analysis for creeksheds in Northfield Township (see map)
Current conditions of agriculture	Include language about the current state of agriculture in the municipality.	Yes. Included in Background Summary
Non-Motorized Transportation	Describe nonmotorized transportation opportunities.	Yes. Includes non-motorized transportation plan
Land Use patterns	Include a statement supporting the municipality's desired pattern of growth: HRWC recommends promoting land use patterns that provide compact development in areas with infrastructure, with natural	Yes. Many statements discuss desired pattern to separate urban and rural land uses.

	area and agricultural uses in surrounding rural areas.	
Statement of support for agricultural preservation	Include a statement supporting agricultural preservation.	Yes. Statements in support for agricultural preservation occur numerous times, including promoting of local agriculture and agricultural tourism.
Statement of support for natural features preservation		Yes, but could enhance. In Goals and Policies section. See “Natural Features Polices” (p. 57) in Ann Arbor Township sample language for possible language to strengthen this section.
Statement of support for open space/natural areas	Include statements supporting preservation of natural areas and open space.	Yes. Goals and policies for preserving open space, agriculture and natural areas in Goals and Policies section and in the rural Sub Areas sections
Statement of support to preserve watershed conditions	Include statements supporting preservation of watershed conditions.	No. See sample language from An Arbor Township master plan (p. 59), consider adding similar language
Smart Growth principles	Adopt the 10 Smart Growth Principles: <ol style="list-style-type: none"> 1. Mix land uses 2. Take advantage of compact building design 3. Create a range of housing opportunities and choices 4. Create walkable neighborhoods 5. Foster distinctive, attractive communities with a strong sense of place 6. Preserve open space, farmland, natural beauty, and critical environmental areas 7. Strengthen and direct development towards existing communities 	Yes. All principles mentioned in goals section. Sub Areas 4 and 5 called out for encouraging well-designed development. Form based code development is planned.

	<p>8. Provide a variety of transportation choices</p> <p>9. Make development decisions predictable, fair, and cost effective</p> <p>10. Encourage community and stakeholder collaboration in development decisions</p>	
Natural features policies	Include policies the government intends to enact to preserve natural features.	Yes, but could enhance. See “Natural Features Polices” (p. 57) in Ann Arbor Township sample language for possible language to strengthen this section.
Stream corridor policies	Include policies the government intends to enact to preserve stream buffers	Yes, but could enhance. See sample language from Ann Arbor Township master plan (p. 58), consider adding similar language to expand on these policies.
Open space/natural areas policies	Include policies the government intends to enact to preserve natural features.	Yes, but could enhance. See sample language from Ann Arbor Township master plan (p. 57); consider adding similar language to expand on these policies, as well as Green Infrastructure map (see map in sample language)
Watershed policies	Include policies the government intends to enact to preserve watershed quality.	Yes, but could enhance. See sample language from Ann Arbor Township master plan (p. 59); consider adding similar language to expand on these policies.
Urban Services District	Include policies the government intends to enact to create or maintain an urban service district.	Yes. Includes statements that township will not extend water and sewer beyond growth areas.
Stormwater policies	Include policies the government intends to enact to properly manage stormwater runoff	Yes, but could enhance. Includes statements promoting LID and LEED for each sub area. See sample

		language from Ann Arbor Township master plan (p. 54); consider adding similar language to expand on these policies.
Agriculture preservation policies	Include policies the government intends to enact to preserve agriculture.	Yes. Statements in support for agricultural preservation occur numerous times, including promoting of local agriculture and agricultural tourism.
Purchase/Transfer of Development Rights and other innovative land use planning policies	Include policies the government intends to explore to encourage compact patterns of development	No. Many communities have a PDR program with a designated millage. See example language and consider adopting similar program (p. 19). Other communities are considering adopting TDR programs. See example language from Spring Lake township.
Rural zoning outside of urban areas	Consider down zoning to lower densities in Agriculture and Rural Residential areas	Agricultural lot sizes are 5 acres. To truly preserve agricultural uses, lower densities would be more conducive.



Huron
River
Watershed
Council

Protecting the river since 1965

1100 N. Main Street Suite 210
Ann Arbor, MI 48104
(734) 769-5123
www.hrwc.org

HRWC Recommended Zoning Ordinance Elements

Element	Recommendation
Land Use Pattern	
Policies encouraging infill	Township encourages mixed use development in its Whitmore Lake Districts. Encouraging mixed use development and livable neighborhood design in already-developed areas is the best way to preserve Green Infrastructure landscapes and maintain water quality. Northfield Township is on the leading edge in the Huron watershed region with these provisions.
Policies limiting development to where infrastructure exists (eg urban service area)	Township limits urban development to its sewer service area.
Mixed use/transit oriented development planned	Township encourages transit oriented development in its Whitmore Lake Districts. Consider adding more transit oriented development provisions in other districts in the sewer service area.
CIP for urban areas	No Capital Improvement Program mentioned in zoning ordinance
Development standards tailored for infill areas to remove hurdles	yes
Accessory dwelling units allowed (even if increased density)	Consider exploring allowing accessory dwelling units.
TDR program	Consider allowing transfer of density between parcels as part of PUD provisions (several communities are doing this. HRWC is currently working with Webster Township on this).
Site Plan review requirements:	
Site Plan requires description of all existing natural features and endangered and threatened species	yes
Requires review by other agencies where applicable	yes
Site plan requires stormwater management plan	Requires description of stormwater drainage, but not a plan
Site plan requires soil erosion and sedimentation control plan (or coordination with county program)	Soil erosion control plan required site condominiums, but it is unclear where the adopted standards are (are they township or county?) Site Plan Review Criteria require development to meet soil erosion requirements, and soil erosion control measures required as part of natural features preservation plan, but unclear what the requirements and measures are.

Open space/land conservation provisions:	
Land preservation program	Consider adopting land preservation program, such as the one in Ann Arbor Township or Webster Township.
Key natural areas for protection identified (eg parks or open space plan, or GI plan)	Consider adopting recent Green Infrastructure plan or modified version.
Incentives for open space or cluster designs; open space design review is as easy to meet as conventional design	There are several open space preservation provisions, but no incentives. Consider adding density bonuses or other incentives to encourage cluster designs.
Allowable uses in open space restricted to agriculture or low impact uses	yes
Open space protection through easements	yes
PDR program	Consider adopting a PDR program
Zoning for large blocks of very low density (80 acres)	Consider increasing allowable lot sizes in agricultural area, although the current lot size (10 acres) is largest in the immediate area.
Natural features requirements:	
Waterways setbacks (>=100' or floodplain)	Township requires 50 foot setback. Recommendation: expand to 100-foot setback. This matches setbacks used by the township's surrounding communities. Setbacks of at least 100 feet have been shown to be necessary to allow watercourses to continue to function.
Waterway vegetated buffers (>=25')	Township requires 25 foot vegetated buffer
Wetland protection ordinance	Wetlands are considered a natural feature and are protected as part of the zoning ordinance. Recommendation: Expand protection to wetlands under 5 acres that are not contiguous to waterbodies if the *township* (not MDEQ) determines it is essential. Note: state law requires local communities to protect wetlands through a stand alone wetland protection ordinance. HRWC can assist in converted the current ordinance provisions to a stand-alone ordinance.
Wetland setback required (>=25')	Township requires 50 foot vegetated buffer from MDNR-regulated wetlands (note: it is now the MDEQ).
Groundwater recharge areas protected	Township has provisions for groundwater protection
Prohibition of direct and indirect discharge of hazardous substance to groundwater	Natural Features section prohibits. Consider adding environmental permits checklist
Steep slope protection	Steep slopes are defined as a natural feature.
Woodland and landscape trees protection	Township requires tree removal outside of Agriculture District and aside from removal in order to build structures to be reviewed by planning commission. The woodlands section of the ordinance

	encourages tree protection and requires mitigation for tree removal.
Resource protection/Natural Environmental Areas Overlay	Consider language protecting natural areas. See Macomb County, Brighton Township sample language
Impervious surface reductions:	
Flexible lot coverage standards to allow creative approaches that limit impervious surfaces	Yes, in PUD and open space districts
Yard setbacks ¹	See table below for recommended yard setbacks. Consider reducing yard setbacks to reduce impervious surface
Allow bioretention, rain gardens, filter strips in setback and common areas	Consider allowing these features in parking lot and commercial landscaping areas.
Flexible parking standards to reduce impervious surface ²	HRWC can share recommended spaces for each of the township's allowable land use if desired
Private road ordinance?	Yes – HRWC can share ordinance provisions that further reduce impervious surfaces if desired.
If yes, flexible standards to reduce impervious surface ³	Consider reducing right-of-way widths. See standards below.
Stormwater:	
Required review by county drain or water resources commissioner	Yes
Township stormwater ordinance ⁴	Consider adopting township stormwater ordinance. Ann Arbor and Green Oak townships both have very good ordinances.
Other:	
Soil Erosion and Sediment Control program: coordinated with county	Yes, it appears so, but it is unclear
SESC: permit required for developments within 500' of a waterway	Could not find language referring to this element
Septic system >100' from a wetland or waterways	Consider this requirement
Point of sale septic inspection	Consider this requirement
Native vegetation encouraged	Consider removing invasive species from Plant Materials list for transition strips and landscaping, especially Russian Olive and Honey Suckle. Consider requiring landscape plants to be native to Michigan.

1. Recommended yard setbacks: front < 20; side <8; rear < 25; frontage < 80
2. Recommended parking standards: bioretention allowed in parking lots; landscaping required in parking lots; ratio for professional office <3 per 1000 sq. ft.; single family homes <2; shopping centers <4.5 per 1000 sq. ft.; shared parking promoted; parking reduced if mass transit nearby; stall width <9'; stall length <18'; compact car area; pervious pavement encouraged; structures promoted; flexibility for shared and off-site parking

3. Recommended street standards: shared driveways, reduced driveway width, 2-track driveways; rear garages, etc., encouraged; ROW widths < 45'; utilities can be under pavement; Cul-de-sacs < 45', landscaping required; if curb and gutter required, perforated curbs required/encouraged; road widths btw 18 – 22'
4. Recommended stormwater requirements:
 - Preservation of natural vegetation encouraged
 - Site designs that limit impervious surfaces
 - Infiltration of first flush (inch) of rainfall
 - Effective design criteria for BMPs in place for 100 year storm, maintaining $\leq .15$ cfs discharge
 - Stormwater management facilities must be designed to prevent flooding and protect surface and groundwater;
 - Green Infrastructure Stormwater BMPs encouraged (infiltration basins/beds, bioretention areas, rain gardens, pervious pavement, infiltration trenches, etc.)
 - Rooftop runoff disconnection encouraged
 - Pre-treatment required before stormwater discharges to wetlands
 - Stormwater runoff must be controlled to a non-erosive velocity;
 - Regular evaluation and maintenance required
 - Off-site stormwater facilities allowed
 - Stormwater requirement reduced for project that decrease total imperviousness on redeveloped sites;

Documents consulted:

Better Site Design: A Handbook for Changing Development Rules in Your Community. Center for Watershed Protection. The "COW" 1998

Charlevoix County Local Ordinance Gaps Analysis. Tip of the Mitt Watershed Council. 2011.
(Resources\LUPPY\ordinances&policies\xx Other non-Huron ordinances\
Antrim_gaps_analysis_final_web.pdf and/charlevoix gaps analysis-web.pdf)

From Policy to Reality: Model Ordinances for Sustainable Development. Minnesota Planning. September 2000

Opportunities for Water Resource Protection in Local Plans, Ordinances, and Programs. SEMCOG 2002

Citizen's Guide to Land Use Planning. HRWC 2001

Smart Growth Guideline for Sustainable Design and Development. US EPA 2009

Northfield Township Planning Commission By-Laws

<u>ARTICLE NUMBER - SUBJECT</u>	<u>PAGE NUMBER</u>
ARTICLE I - PREAMBLE	2
ARTICLE II - AREA	2
ARTICLE III - PURPOSES	2
ARTICLE IV - RESPONSIBILITIES AND DUTIES	3
ARTICLE V - MEMBERSHIP	6
ARTICLE VI - OFFICERS	7
ARTICLE VII - DUTIES OF OFFICERS	8
ARTICLE VIII - MEETINGS	9
ARTICLE IX - ANNUAL REPORT	11
ARTICLE X - FISCAL YEAR	12
ARTICLE XI - AMENDMENTS	12
ARTICLE XII - PARLIAMENTARY PRACTICE	12
ARTICLE XIII - CITIZEN PARTICIPATION	12
ARTICLE XIV - EFFECTIVE DATE	13
ARTICLE XV - EFFECT AND INTERPRETATION OF BYLAWS	13

STATEMENT OF BY-LAWS

Northfield Township Planning Commission

ARTICLE I - PREAMBLE

SECTION 1.1 - BASIS:

Pursuant to the Michigan Planning Enabling Act 33 of 2008, as amended, and the Michigan Zoning Enabling Act 110 of 2006. The Northfield Township Board created the Northfield Township Planning Commission by resolution with the power to make, adopt, extend, add to, or otherwise amend, and to carry out plans for the unincorporated portions of Northfield Township.

SECTION 1.2 - TITLE:

The official title of this Commission shall be the "Northfield Township Planning Commission."

ARTICLE II - AREA

SECTION 2.1 - AREA:

The area served by the Northfield Township Planning Commission shall include all lands legally within the present or future boundaries of Northfield Township.

ARTICLE III - PURPOSES

SECTION 3.1 - PURPOSES:

The purposes of the Commission shall be to:

- A. Promote and carry out policy and physical planning actions regarding the **preservation**, protection, and appropriate use of the township's resources.
- B. Manage suitable **development** of the economic, social, physical, natural, and cultural resources of Northfield Township.
- C. Promote and protect public **health, safety, and general welfare** of the people residing in Northfield Township

- D. ~~Encourage~~ Ensure use of township resources in accordance with their character and suitability.
- E. Prepare a master plan pursuant to Act 33 of the Public Acts of 2008, as amended, for the purpose of guiding the “planned and orderly” physical development of Northfield Township.
- F. Carry out research and responsibilities as directed by the Township Board.
- G. Promote cooperation between governmental units and private entities towards the fulfillment of these bylaws.
- H. Promote a network of public roads and streets that functions efficiently.
- I. Facilitate provision for a system of transportation, sewage disposal, safe and adequate water supply, recreation, and other public improvements.
- J. ~~Effect~~ Affect economies in the Township through the recommendation of expenditure of funds in order to implement plans prepared for sound and orderly development of the Township.
- K. Consider the character of the Township and its suitability for particular uses judged in terms of such factors as the suitability of the land and the trends in land use and population developments.
- L. Promote the adoption and execution of plans by the Township, School Districts, County, State, Federal, and other governments and agencies responsible for making or influencing public or other improvements in the Township.
- M. Encourage and assist public and private entities in improving the attractiveness of the Township.
- N. Preserve and protect fragile lands, natural features, water resources, and the environmental safety of Northfield Township.

ARTICLE IV - RESPONSIBILITIES AND DUTIES

SECTION 4.1 - ADOPTION OF A MASTER PLAN

The Planning Commission shall make and adopt a master plan pursuant to statute as a guide for the management of the unincorporated portions of the Township. The contents of the plan shall include maps, plats, charts and descriptions, explanations, and other related materials and shall show recommendations for the physical development of the Township.

SECTION 4.2 - THE CONTENTS OF THE PLAN MAY INCLUDE:

- A. A statement of community goals and policies.
- B. A land use plan and implementation program.
- C. Recommendations as to the general location, character, and extent of traffic ways, waterways, flood prevention works, and sewer and water systems, and public utilities and structures.
- D. Recommendations as to the redevelopment or rehabilitation of blighted districts.
- E. Recommendations for the removal, widening, narrowing, vacating, abandonment, changes, or use of extension of ways, grounds, open spaces, buildings, utilities, or other facilities.
- F. Recommendations for the protection of important natural features, resources, and fragile lands.
- G. Recommendations for implementing any of the Planning Commission's proposals.

SECTION 4.3 - REVIEW OF THE MASTER PLAN

The Planning Commission shall formally review the adopted Master Plan every five (5) years and shall take action by resolution to make amendments of the plan, in whole or in part, or may determine that no amendments are in order as a result of the review.

SECTION 4.4 - AMENDMENT OF MASTER PLAN

Any amendment to the Master Plan must include notice, publishing, or posting of text, and a public hearing, and must be adopted pursuant to statute.

SECTION 4.5 - PUBLIC WORKS REVIEW

The Commission may make recommendations of either approval or disapproval to the Township Board concerning large expansions of public works projects.

SECTION 4.6 - REVIEW PUBLIC DIRECTIVES

Review and make recommendations to The Township Board on those directives of federal, state, and local public agencies that affect the physical development of the community. Examples of activities with which directives may deal are highways, airports, public transit, urban renewal and housing, parks, public buildings and structures, commercial and industrial developments, utilities, and all other public facilities or services.

SECTION 4.7 - CAPITAL IMPROVEMENT PLAN

Assist the local governmental unit in preparing a public works capital improvement plan, based upon the land use plan, which defines all "project type" public needs, estimated cost, and the proposed method of financing.

SECTION 4.8 - ZONING ORDINANCE

Prepare a zoning ordinance to be submitted for adoption and/or review to the Township Board ~~and/or review~~, and make recommendations on all amendments or changes to be made in the zoning maps or the regulations of a zoning ordinance. It shall be the responsibility of the Planning Commission to review and make recommendations on special types of development permitted under the zoning ordinance.

SECTION 4.9 - SUBDIVISION REGULATIONS

Prepare subdivision (plat) regulations to be submitted for adoption by the Township Board; review, make recommendations, and participate in the approval or disapproval of all subdivision plats, street openings and other developments which involve expansion of the community's developed area.

SECTION 4.10 - SPECIAL STUDIES

Initiate or make special studies and reports on all matters that may be referred by the Township Board, by an operating department federal or state agency, subject to the approval of the Township Board.

SECTION 4.11 - INQUIRIES

Make inquiries, investigations, and surveys of all the resources of the Township.

SECTION 4.12 - ASSEMBLE DATA

To assemble and analyze data and formulate plans for the proper conservation and uses of all resources; including a determination of lands having various use potentials, and for services, facilities, and utilities required to equip such lands.

SECTION 4.13 - CONSULT

In the adoption of a Master Plan, the Planning Commission shall consult with representatives of the adjacent Townships, Washtenaw County, and the regional Planning Commission (SEMCOG).

On other issues of Township concern, the Commission may consult with adjacent communities.

SECTION 4.14 - ADOPT RULES

The Planning Commission shall adopt rules and regulations for the transaction of its business. The regulations may address but are not limited to such matters as forms and number of copies of material to be submitted to the Commission and requirements as to time such materials must be submitted.

Such regulations shall be adopted by resolution of the Commission and shall be published and readily available to all citizens having business before the Commission.

SECTION 4.15 - APPOINTMENT:

The Commission may appoint and authorize advisory committees whose members may consist of governmental officials and individuals whose experience, training, and interest in the Commission's work qualifies them to lend valuable assistance to the Commission. The Commission may also appoint various committees of citizens to collect information and prepare reports to the Commission on the various phases of the comprehensive planning program for which the Commission is primarily responsible.

ARTICLE V - MEMBERSHIP

SECTION 5.1 - NUMBER:

The Northfield Township Planning Commission shall consist of 5, 7, or 9 members who shall be qualified electors of Northfield Township except that one member may be an individual who is not a qualified elector of the Township. Members shall be representative of important segments of the community, such as the economic, governmental, educational, and social development, as well as the entire geography of the Township to the extent practicable. One member of the Township Board shall be a member of the Planning Commission. One member of the Planning Commission shall be appointed to the Zoning Board of Appeals.

SECTION 5.2 - APPOINTMENT:

All members of the Planning Commission shall be appointed by the Township Supervisor with the approval of the Township Board. 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.

SECTION 5.3 - TERM:

The term of each member shall be for three (3) years, except that of the members first appointed; one-third (1/3) shall serve one (1) year, one-third (1/3) shall serve two (2) years and one-third (1/3) shall serve three (3) years. The term of the member of the Township Board shall expire with his or her elected term.

SECTION 5.4 - SUCCESSION:

Each member shall serve until his/her term shall expire. Members may be re-appointed by the Township Supervisor with the approval of the Township Board. Vacancies resulting from resignation and/or removal shall be filled in the same manner and shall be appointed for the remainder of the term of the resigning member.

SECTION 5.5 - COMPENSATION

- A. Planning Commissioners may be compensated as provided by the Township Board.
- B. Planning Commissioners may be compensated for travel expenses incurred as travel to conferences and meetings.

SECTION 5.6 - OPERATING FUNDS

- A. The Planning Commission shall prepare a budget at its regular meeting during the month of February for transmittal to the Township Supervisor for consideration.
- B. Operating funds are provided annually by the Township Board.
- C. The Township Board may accept gifts and grants for Planning Commission purposes.
- D. It is the Chairperson's responsibility to properly manage the Planning Commission's budget so as not to exceed the amount approved by the Township Board. The Planning Commission shall keep the Board advised of its financial activities and request an adjustment in the allocated amount if necessary.

SECTION 5.7 - COMMISSION EMPLOYEES

The Township Board may employ appropriate ~~and other~~ employees and/or contract for part-time or full-time service of individuals or firms to assist the Planning Commission in its responsibilities and duties.

ARTICLE VI - OFFICERS

SECTION 6.1 - SELECTION:

At the January meeting of each year, the Planning Commission shall elect from its membership a Chairperson, Vice Chairperson, Secretary and any other officers deemed necessary. All officers are eligible for re-election. The Township Supervisor shall not serve as Chairperson of the Planning Commission.

(Amended 03/17/99)

SECTION 6.2 - TERM:

The term of all officers shall be one year and each officer shall serve until re-elected or his/her successor shall have been elected.

SECTION 6.3 - ELECTION:

The chair, vice chair, and secretary shall be elected by a majority vote of the membership of the Commission present at the time of election.

ARTICLE VII - DUTIES OF OFFICERS

SECTION 7.1 - CHAIRPERSON:

The Chairperson shall be the chief executive officer of the Commission and shall preside at all meetings of the Commission. The Chairperson shall appoint, with the approval of the Commission, all committees or advisory committees established and provided by the Commission and shall be an ex-officio member of all committees. The Chair shall have a vote on all resolutions as a commissioner. The Chair has no authority to sign contracts or legal documents authorized by the Commission, but shall refer such to the Township Board. The Chair shall also be responsible for such other duties as outlined herein.

SECTION 7.2 – VICE CHAIRPERSON:

In the event that the office of Chairperson becomes vacant by death, resignation, or otherwise, the Vice Chairperson shall serve as Chairperson until a new Chairperson is elected. In the event of the absence of the Chairperson or inability to discharge the duties of that office, such duties shall, for the time being, devolve upon the Vice Chairperson.

SECTION 7.3 - SECRETARY:

The Secretary shall attend all meetings of the Commission and shall see to the safe keeping of the official minute books and records of the Commission. The Secretary shall be the facilitator for the receipt and transmission for all correspondence, notices, and minutes pertaining to meetings and official acts of the Commission and such other duties as the Commission may direct including but not limited to:

- A. Signing all approved site plans.
- B. Signing and record approved minutes.
- C. Submitting attendance records of Planning Commission meetings to Township Clerk.
- D. Reading, upon request, correspondence at Planning Commission meetings.
- E. Calling and noticing special meetings.
- F. Restating Planning Commission motions made prior to a vote.

In the event of the absence of both the chairperson and vice chairperson, such duties shall, for the time being, devolve upon the Secretary.

A recording secretary may be employed to record and prepare proposed meeting minutes. Compensation for the recording secretary shall be recommended by the Planning Commission and approved by the Township Board.

ARTICLE VIII - MEETINGS

SECTION 8.1 - REGULAR MEETINGS:

The regular meetings of the Commission shall be held at 7 p.m. on the first and third Wednesday of each calendar month at the Northfield Township Office, excluding legal holidays. (Amended 02/18/98)

A schedule of regular meetings for the forthcoming year will be determined during the December meeting. This schedule and time of meetings will be delivered to the Township Clerk and posted in general view of the public at the Township Hall.

SECTION 8.2 - AGENDA:

The Planning Commission shall establish deadlines for items to be included on the agenda. Unless proper notice is required or necessary, items may be added to the agenda upon the majority consent of the Commissioners present at a regular meeting. Agenda items shall be listed in order of those items closest to needing deadline action.

SECTION 8.3 - SPECIAL MEETINGS:

Special meetings may be held as required, subject to the call of the Chair or by two (2) members upon written request to the Secretary. Special meetings may be requested by members of the public by making application for said meeting with the Township Clerk. Notice of Special meetings shall be given by the Secretary to members of the Planning Commission at least forty-eight hours prior to such meeting and shall state the purpose and time of the meeting.

Agenda items that may be legally added without public notice may not be added at a special meeting unless all Commissioners are present and unanimously approve an addition to the agenda.

SECTION 8.4 - WORKSHOP MEETINGS

Workshop meetings for the purpose of performing Commission studies or preparing planning reports or documents may be called at the request of the Chairperson or any three members of the Planning Commission. No formal action by motion or resolution may be voted upon at a workshop meeting.

SECTION 8.5 - PUBLIC

All regular, workshop, and special meetings shall be open to the public. All meetings of the Planning Commission, hearings, records, and accounts are subject to the Open Meetings Act and shall be properly publicized prior to being held.

SECTION 8.6 - QUORUM:

A majority of the total number of members shall constitute a quorum for the transaction of business and the taking of official action for all matters. A majority vote of members present at a regular or special meeting may effectuate an action or a decision of the Planning Commission in all other matters of business.

Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold an informal discussion for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official.

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

SECTION 8.7 - ORDER OF BUSINESS:

The order of business for regular and special meetings shall be:

- A. Call to order by the Chair.
- B. Pledge of Allegiance
- C. Roll call.
 - Determination of a quorum.
- D. Adoption of agenda.
- E. Call to Public
- F. Correspondence
- G. Public Hearings
- H. Reports of committees.
- I. Old business.
- J. New business.
- K. Approval of the minutes of the last preceding meeting
- L. Final Call to Public
- L.M. Comments From Commission
- ~~M.A. Final Call to Public~~
- N. Adjournment

SECTION 8.8 - MOTIONS

Motions shall be restated by the Secretary before a vote is taken. The name of the maker and the supporter of a motion shall be recorded for the minutes.

SECTION 8.9 VOTING

Voting on minutes, opening and closing of public hearings, election of officers, adoption of agenda, recess and adjournment shall be by voice and shall be recorded by yeas and nays, unless a roll call vote is requested by any member of the Commission. Roll call votes will be recorded on all other matters before the Commission. A member of the Planning Commission can only abstain from voting on a motion if he/she finds a conflict of interest on a motion. This can occur only if a matter involves:

- A. Property the Commissioner owns, leases, or rents.
- B. Property owned by a Commissioner's relative or employer.
- C. A party with whom a Commissioner shares financial interests (such as partner, employer, lender, renter, or investor); or
- D. A matter that would give rise to the appearance of impropriety.

Failure of a member to disclose a potential conflict of interest as noted above constitutes malfeasance in office.

SECTION 8.10 - NOTICE OF DECISION

A written notice containing the decision of the Planning Commission will be transmitted to petitioners and originators of a request for the Planning Commission to study an issue within the purview of the Commission. Such notice shall be transmitted by the Planning Commission Secretary.

SECTION 8.11 - ADJOURNMENT OF MEETING

Planning Commission meetings should adjourn no later than 10:00 pm. New agenda items shall not be taken up after 10:00 p.m. unless an agenda item is approaching an ordinance deadline for Planning Commission action or Commissioners decide by majority vote to continue with one or more agenda items after 11:00 p.m.

ARTICLE IX - ANNUAL REPORT

SECTION 9.1 - ANNUAL REPORT:

The Commission shall make an annual report of its activities to the Northfield Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

ARTICLE X - FISCAL YEAR

SECTION 10.1 - FISCAL YEAR:

The fiscal year of the Commission shall be the same as the fiscal year of the Northfield Township Board.

ARTICLE XI - AMENDMENTS

SECTION 11.1 - AMENDMENTS:

The rules of procedure, in whole or in part, may be altered, amended, added to, or repealed by an affirmative vote of two-thirds of the Commission at any regular or special meeting provided that notice of proposed alterations, amendment, or repeal shall be submitted by mail to all members of the Commission at least fifteen (15) days before the regular or special meeting of the Commission at which they are to be considered. Public notice of any proposed alteration, amendment, or repeal shall be published in a newspaper of general circulation in the Township at least 15 days prior to the meeting at which they are to be considered. The notice shall either publish the text of the proposed change or advise the public of when and where the text may be inspected.

ARTICLE XII - PARLIAMENTARY PRACTICE

SECTION 12.1 - PARLIAMENTARY PRACTICE:

For meetings of the Commission and the advisory committees, the rules of parliamentary practice as set forth in "Roberts' Rules of Parliamentary Procedure" shall govern in all cases in which they are not inconsistent with the provisions of these bylaws and not contrary to any existing laws of the State of Michigan. Copies shall be provided to each Planning Commission member.

ARTICLE XIII - CITIZEN PARTICIPATION

SECTION 13.1 - CITIZEN PARTICIPATION

For meetings of the Commission and the advisory committees, any person shall be allowed to address the Commission on items unrelated to the adopted agenda or items scheduled for Commission discussion. Individual citizens shall be allotted three (3) minutes to speak on their own behalf. An individual citizen, recognized as representing an organization or group as their spokes person, shall be allotted five (5) minutes to address the Commission. Commission discussion of any raised issue may result in questions directed back to the individual or representative of an organization or group addressing the Commission. Time limits in this regard shall be at the discretion of the Commission.

ARTICLE XIV - EFFECTIVE DATE

SECTION 14.1 - EFFECTIVE DATE

These rules of procedure of the Township Planning Commission, Township of Northfield Washtenaw County, Michigan were adopted at a regular meeting of the Planning Commission held on March 19, 2014. The rules shall have immediate effect.

ARTICLE XV - EFFECT AND INTERPRETATION OF BYLAWS

SECTION 15.1 - EFFECT AND INTERPRETATION OF BYLAWS

All bylaws and parts thereof which conflict with any of the terms of these bylaws, specifically the bylaws enacted January 19, 1994 are hereby rescinded. The catch line headings which precede each section of these bylaws are for convenience and reference only and shall not be taken into consideration in the construction or interpretation of any of the provisions of these bylaws.

The rules were adopted following a motion by Commissioner Dignan and supported by Commissioner Chick. The following Commissioners voted for adoption of the rules of procedure:

Janet Chick

Andrea Darden

Marlene Chockley

Kenneth Dignan

Brad Cousino

Sam Iaquinto

Larry Roman was absent.

Dated 3-19-2014

Chair - Planning Commission

Secretary - Planning Commissioner

Northfield Township Planning Services

Bylaws Review

At its September 16 meeting, staff was asked to prepare a review of the Northfield Township bylaws. Specifically, items related to meeting minutes and to the procedure for amending bylaws were requested for review. During the course of executing that assignment, it was noted that the section on conflict of interest may not meet the requirements of the MPEA, so that topic is also included.

Documents reviewed include:

- Northfield Township Bylaws
- Michigan Planning Enabling Act (MPEA)
- Open Meetings Act
- Michigan Association of Planning Michigan Chapter Sample Bylaws and Rules of Procedure (MAP)
- Michigan State University Extension Pamphlet #1E: Sample Bylaws for a Planning Commission (MSUE)
- Michigan Municipal League Planning Commissioners' Handbook (MML)
- Pittsfield Township Planning Commission Bylaws
- Dexter Township Planning Commission Bylaws
- City of Ypsilanti Planning Commission Bylaws

MEETING MINUTES

Current language

A recording secretary may be employed to record and prepare proposed meeting minutes. Compensation for the recording secretary shall be recommended by the Planning Commission and approved by the Township Board.

MPEA

"A planning commission ... shall keep a public record of its resolutions, transactions, findings, and determinations."

MAP

Section 6.6 Minutes. Commission minutes shall be prepared by the secretary of the commission. The minutes shall contain a brief synopsis of the meeting, complete statement of the conditions or recommendations made on may action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be annually deposited with the township; municipal, or county Clerk.

MSUE

Record.

- A. Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which, shall at a minimum include an indication of the following:
1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*)
 2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - a. Time and place the meeting was called to order.
 - b. Attendance.
 - c. Indication of others present (listing names if others choose to sign in and/or a count of those present).
 - d. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
 - e. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
 - f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - (1) Who testified and a summary of what was said..
 - (2) A statement of what is being approved (e.g. special use permit, variance, conditional use permit, subdivision, land division, etc.)
 - (3) The location of the property involved (tax parcel number and description, legal description is best).
 - (4) What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes).
 - (5) What evidence was considered (summary of discussion by members at the meeting).
 - (6) The administrative body's findings of fact.
 - (7) Reasons for the decision made. (If the action is to deny, then each reason should refer to a section of an ordinance which would be violated or with which not complied.)
 - (8) The decision (e.g. approve, deny, approve with modification).
 - (9) A list of all required improvements (and if they are to be built up-front or name the type of performance security to be used), if any.
 - (10) List of all changes to the map/drawing/site plan that was submitted. (Sometimes it is easier to use a black flair felt pen and draw the changes on the map of what was applied for, rather than listing the changes. Do not use different colors. The map will most likely be photo copied. Then colors on the copy will not show at all or will just be black.)
 - (11) Make the map/drawing/site plan part of the motion (e.g. "...attached to the original copy of these minutes as appendix `A', and made a part of these minutes...").

- g. Who called the question.
 - h. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."
 - i. That a person making a motion withdrew it from consideration.
 - j. All the Chair's rulings.
 - k. All challenges, discussion and vote/outcome on a Chair's ruling.
 - l. All parliamentary inquiries or point of order.
 - m. When a voting member enters or leaves the meeting.
 - n. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
 - o. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
 - p. The start and end of each recess.
 - q. All Chair's rulings of discussion being out of order.
 - r. Full text of any resolutions offered.
 - s. Summary of announcements.
 - t. Summary of informal actions, or agreement on consensus.
 - u. Time of adjournment.
3. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.
- B. Retention. Commission records shall be preserved and kept on file according to the following schedule:
- 1. Minutes, bonds, oaths of officials, zoning ordinances, master or compressive plans, other records of decisions, Commission or department publications: Permanent.
 - 2. General ledger: 20 years.
 - 3. Account journals: 10 years.
 - 4. Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
 - 5. Correspondence: Permanent.

MML

Meeting Minutes

§46 In smaller communities, keeping minutes may be one of the least glamorous parts of building a written record. As a new commissioner, the task may be dumped on you, much to the relief of the previous victim. Regardless of who has the job, it should be taken seriously. There are no firm rules or formats for minutes, but there is a basic principle.

Minutes should contain enough detail so that a person not present can understand:

- o What matters were discussed (nature of the request, applicant, location);
- o Who spoke at the meeting and the general content of their comments (including name and address);

- What action was taken by the commission (including the vote and any conditions attached);
- Why that action was taken and on what standards of the ordinance it was based.

Pittsfield Township

No specific mention of the contents of minutes.

Dexter Township

Article 7: Record

- A. *Minutes and Record.* The Secretary or designee shall keep a record of Planning Commission meetings which shall, at a minimum, include an indication of the following:
1. Copy of the meeting posting pursuant to Public Act 267 of 1976, being the Michigan Open Meetings Act, MCL 15.261 *et seq.*
 2. Copy of the minutes and all its attachments, or references thereto, which shall include a summary of the meeting, in chronological sequence of occurrence:
 - a. Time and place the meeting was called to order.
 - b. Attendance.
 - c. Indication of others present, listing names if others choose to sign in and/or a count of those present).
 - d. List, including subject, date, and author, all applicable correspondence and reports received and considered.
 - e. Summary of points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter (or reference thereto, including the subject, date, and author) if it is provided in written form.
 - f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. All decisions shall be stated as a resolution, which shall include the following, as applicable:
 - (1) A statement of what is being approved or denied (e.g. site plan, special use permit, subdivision, land division, shared driveway, recommendation for zoning amendment, master plan,, etc.)
 - (2) The location of the property involved (tax parcel number and description, legal description is best).
 - (3) What exhibits were submitted.
 - (4) What evidence was considered (summary of, or reference to, discussion by Planning Commission members, the applicant(s), and members of the public at the meeting(s)).
 - (5) The findings of fact, pursuant to § 6(E)(2) of these Bylaws.
 - (6) Reasons for the decision made.
 - (7) The decision (e.g., approve, deny, approve with modification).
 - (8) A list of all conditions of approval, if any.
 - (9) The most recent map/drawing/site plan.
 - (10) The type of vote (i.e., a roll call vote or a voice vote) and its outcome. If a roll call

vote, indicate who voted yes, no, abstained, or a statement the vote was unanimous. If not a roll call vote, then simply a statement, such as: "the motion passed/failed after a voice vote."

(11) If applicable, that a person making a motion withdrew it from consideration.

- g. All the Chair's rulings.
 - h. All challenges, discussion, and vote/outcome on a Chair's ruling.
 - i. All parliamentary inquiries or points of order.
 - j. When a Planning Commission member enters or leaves the meeting.
 - k. When a Planning Commission member or Planning Staff has a conflict of interest and when that individual ceases and resumes participation in discussion, voting, and deliberations at a meeting.
 - l. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
 - m. The start and end of each recess.
 - n. Summary of announcements.
 - o. Summary of informal actions or agreement on consensus.
 - p. Time of adjournment.
- B. *Retention.* Planning Commission records shall be preserved and kept on file according to the following schedule:
- 1. Minutes, bonds, oaths of officials, zoning ordinances, master plans, other records of decisions, Planning Commission or department publications, and correspondence shall be retained permanently.
 - 2. The general ledger, account journals, bills and/or invoices, receipts, purchase orders, and vouchers shall be retained in accordance with the Township's record retention policy.

City of Ypsilanti

The Commission shall keep, or cause to be kept, a permanent record of Commission meetings and decisions, which shall, at a minimum, include:

- a. A copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 et seq.)
- b. A copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence
- c. Records of any action, support documents, maps, site plans, photographs, and correspondence received, attached as an appendix to the minutes

BYLAWS

Current language

The rules of procedure, in whole or in part, may be altered, amended, added to, or repealed by an affirmative vote of two-thirds of the Commission at any regular or special meeting provided that notice of proposed alterations, amendment, or repeal shall be submitted by mail to all members of the Commission at least fifteen (15) days before the regular or special meeting of the Commission at which they are to be

considered. Public notice of any proposed alteration, amendment, or repeal shall be published in a newspaper of general circulation in the Township at least 15 days prior to the meeting at which they are to be considered. The notice shall either publish the text of the proposed change or advise the public of when and where the text may be inspected.

MPEA

125.3819 Bylaws; adoption; public record requirements; annual report by planning commission.

Sec. 19. (1) A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

MAP

“These rules may be amended by the commission by a concurring vote provided that all members have received an advanced copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.”

Note on the document: “There are no laws that govern how by-laws are adopted or amended. Many communities opt to reference the previous sections that address voting rules, while others require a two-thirds vote of the membership.”

MSUE

Adoption, Repeal, Amendments

- A. Upon adoption of these Bylaws of [date], they shall become effective and all previous Bylaws, shall be repealed.
- B. The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
- C. These Bylaws may be amended at any regular or special meeting by a two-thirds (b) vote of the members present.

MML

No mention of the content of bylaws.

Pittsfield Township

“[Bylaws] may be altered, amended, added to, or repealed, in whole or in part, by an affirmative vote of five (5) members of the commission at any regular or special meeting, provided that notice of proposed alterations, amendment, or repeal shall be submitted to all members of the Commission at least 15 days before the regular or special meeting.”

Dexter Township

- A. Upon adoption of these Bylaws of June 24, 2014, they shall become effective on June 24, 2014, and all previous Bylaws, shall be repealed.
- B. These Bylaws may be amended at any regular or special meeting by a two-thirds ($\frac{2}{3}$) vote of the Planning Commission members present, provided a notice of the proposed amendment is provided to

Planning Commission members at a preceding regular meeting.

- C. The provisions of these Bylaws shall be reviewed by the Planning Commission annually at the first regular meeting of the year.

City of Ypsilanti

Section 1. These Rules and Regulations may be amended or altered during a regular meeting by the affirmative vote of at least six (6) members, or a majority of those on the current roster of the Commission, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

Section 2. The provisions of these Rules and Regulations shall be discussed and/or adopted or readopted by the Commission annually at their regular June meeting.

CONFLICT OF INTEREST

Current language

Voting on minutes, opening and closing of public hearings, election of officers, adoption of agenda, recess and adjournment shall be by voice and shall be recorded by yeas and nays, unless a roll call vote is requested by any member of the Commission. Roll call votes will be recorded on all other matters before the Commission. A member of the Planning Commission can only abstain from voting on a motion if he/she finds a conflict of interest on a motion. This can occur only if a matter involves:

- A. Property the Commissioner owns, leases, or rents.
- B. Property owned by a Commissioner's relative or employer.
- C. A party with whom a Commissioner shares financial interests (such as partner, employer, lender, renter, or investor); or
- D. A matter that would give rise to the appearance of impropriety.

Failure of a member to disclose a potential conflict of interest as noted above constitutes malfeasance in office.

MPEA

- (9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on 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. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

Northfield Township Code of Ordinances

Before casting a vote on a matter on 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. ... Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office.

For the purposes of this section, the planning commission shall define conflict of interest in its bylaws.

MAP

Removal. Members of the commission may be removed by the (*governing body*) for nonperformance of duty, misconduct in office, or upon failure to declare a conflict of interest upon vote by the majority, after written charges have been prepared and a hearing conducted.

ARTICLE 7: CONFLICT OF INTEREST

Section 7.1 Declaration of Conflict. Commission members shall declare a conflict of interest when any one (1) or more of the following occur:

- (1) A relative or other family member is involved in any request for which the commission is asked to make a decision.
- (2) The 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 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. The commission shall make a determination regarding the presence of a conflict of interest.
- (4) There is a reasonable appearance of a conflict of interest, as determined by the commission member declaring such conflict.

Section 7.2 Requirements. When declaring a conflict, the commission member shall do all of the following:

- (1) Announce a conflict of interest and state its general nature.
- (2) Abstain from any discussion or votes relative to the matter which is the subject of the conflict.
- (3) Absent himself/herself from the room in which the discussion takes place.

MSUE

1. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
 - b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
 - c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company,

- partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
- d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
 - e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household.
 - f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - (1) an applicant or agent for an applicant, or
 - (2) has a direct interest in the outcome.
2. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.
 3. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
 - a. declare a conflict exists at the next meeting of the Commission or committee:
 - b. cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and
 - c. during deliberation of the agenda item before the Commission or committee, leave the meeting or remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
 4. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

MML

No specific mention of conflict of interest procedure.

Pittsfield Township

SECTION 9.3 – Conflict of Interest:

A conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the commissioner's judgment is likely to be compromised. A potential conflict of interest involves a situation that may develop into an actual conflict of interest. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest; a conflict of interest implies only the potential for bias, not a likelihood.

On all matters in which a Commission member has a direct financial interest and/or on matters involving property owned either in part or in total by a member, that member shall abstain from discussion and

voting on the matter. Members abstaining shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention.

On other matters which could involve a conflict of interest, members shall disclose all pertinent facts relating to the potential conflict, except where it violates a confidence, which facts shall be included in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.

If a question is raised under this section at any Commission meeting concerning the eligibility of a member of the Commission to vote on any matter, such questions shall be finally determined by the concurring vote of at least four members of the Commission, not including the member with the potential conflict.

Dexter Township

Article 3: Conflicts of Interest

- A. Each Planning Commission member shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall, at a minimum include, but not necessarily be limited to, the following:
1. Deliberating on, voting on, or reviewing a matter directly concerning the member.
 2. Deliberating on, voting on, or reviewing a matter concerning land owned by the member.
 3. Deliberating on, voting on, or reviewing a matter directly involving a corporation, company, partnership, or any other entity in which the member is a part owner, or any other relationship where the member may stand to have a financial gain or loss that is more than incidental.
 4. Deliberating on, voting on, or reviewing on a matter in which the member may receive a financial benefit that is more than incidental.
 5. Deliberating on, voting on, or reviewing a matter involving land adjacent to land owned by the member ~~or land within three hundred (300) feet of land owned by the member if the particular improvement or issue, with respect to that land also is within three hundred (300 feet), or otherwise may impact the land within 300 feet, of that land owned the member.~~ *(Note: Stricken text to be reinserted and become effective upon the Zoning Board of Appeals Rules of Procedure being amended to include similar language.)*
 6. Deliberating on, voting on, or reviewing a matter concerning the member's family, such as, but not limited to: spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-laws, grandparents in-laws, or other members of the member's household.
 7. Deliberating on, voting on, or reviewing a matter where the member's employee or employer is:
 - a. An applicant or agent for an applicant, or
 - b. Has a direct interest in the outcome.
- For the purpose of these bylaws only, an appointee on the Planning Commission or a member of Township Planning and Zoning Staff is not to be considered an employee of the Township.
- B. If there is a question whether a conflict of interest exists or not, the question shall be put before the Planning Commission at the request of any individual. Whether conflict of interest exists or not shall be determined by a majority vote of the remaining Planning Commission members.
- C. When a conflict of interest exists or may exist, the Planning Commission member or committee member in question shall do all of the following immediately, upon first knowledge of the matter:

1. Contact Planning Staff and inform them of the conflict of interest or potential conflict of interest;
 2. Declare a conflict of interest exists at the next Planning Commission or committee meeting or ask the Planning Commission or committee to determine if a conflict of interest exists;
 3. Cease to participate as a Planning Commission member or committee member regarding that matter if the Planning Commission or committee determines that a conflict of interest exists; and
 4. During deliberation of the matter before the Planning Commission or committee, leave the table where the Planning Commission or committee is seated until that agenda item is concluded. The member shall be considered a member of the public and may offer public comments that are facts but not opinions.
- D. If a Planning Commission member is appointed or elected to another office that is an incompatible office with Planning Commission membership, then, on the effective date of the appointment to the other office, that appointment shall result in an automatic resignation from the Planning Commission.

City of Ypsilanti

Each member of the Commission shall avoid conflicts of interest, including, but not limited to, deliberating on, voting on, or reviewing a case concerning the member; the immediate family or household of the member; property owned by or adjacent to property owned by the member; or a corporation or partnership in which the member has an ownership, employment, or other financial interest.

Potential conflicts of interest should be identified by the member prior to deliberation of the case; if the Commission determines that a conflict exists, the member shall remove himself from the meeting room during deliberation of the case.

NORTHFIELD TOWNSHIP PLANNING COMMISSION

Minutes of Regular Meeting September 16, 2015

1. CALL TO ORDER

The meeting was called to order by Chair Marlene Chockley at 7:00 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:

Janet Chick	Present
Marlene Chockley	Present
Brad Cousino	Present
Kenneth Dignan	Present
Sam Iaquinto	Present
Larry Roman	Present
Mark Stanalajczo	Present

Also present:

Township Manager Howard Fink
Mary Bird, Assessing & Building Assistant
Planning Consultant Leah DuMouchel,
Beckett & Raeder
Recording Secretary Lisa Lemble
Members of the Community

4. APPROVAL OF AGENDA

Stanalajczo asked to add a discussion of by-laws under Policy Review and Discussion.

- **Motion:** Iaquinto moved, Dignan supported, that the agenda be adopted as amended.
Motion carried 7—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

Community Survey. Craig Warburton, 450 W. Joy Road, spoke in support of the current Master Plan and said there is no need to do a community survey. David Gordon, 5558 Hellner Road, said the proposed survey is unbalanced with more questions about development than open space preservation. Jim Mulcrone, 366 Glenmoor Drive, said he is a professional market researcher and the proposed survey questions do not work toward meeting the objectives stated by Cobalt.

6. CORRESPONDENCE

Chockley recommended an article by from the Michigan Association of Planners.

7. REPORTS

7A. Board of Trustees

Chick reported the Board meeting on September 8th was adjourned early due to lack of quorum.

7B. ZBA

Dignan reported the ZBA approved a setback variance for a garage.

7C. Staff Report

Nothing to report.

7D. Planning Consultant

DuMouchel reported that a meeting about the Library site plan went well.

8. PUBLIC HEARINGS

None.

9. OLD BUSINESS

9A. Discussion of the Citizen Survey.

Chockley said she has requested input from the Recreation Commission and the Downtown Development Authority (DDA).

Leah DuMouchel presented her analysis of the 1996 and 2010 community surveys, noting both made valuable contributions. She said the top three priorities in both surveys were to (a) preserve natural features and agricultural use, (b) improve the appearance of the downtown "hamlet" area to make it more attractive and inviting to shoppers and visitors, and (c) improve recreational resources, but residential development is not highly ranked.

She said next steps would include gathering information about resources to be preserved or improved and making good choices about where to put efforts. She stressed that the level of community involvement must be commensurate with the plan's ambition.

In answer to questions, DuMouchel said:

- The analysis of the two past surveys was her own work without input from the Township staff
- She does not think an additional survey is needed at this point because the past surveys provide the information needed, and she is concerned that future public participation will diminish if the same questions are asked repeatedly.

Commissioners said the (greater) residential density allowed in other townships on the Township's

agriculture borders needs to be considered, accuracy of the past surveys are questionable since they were done using sampling, and the work done by Cobalt has been too complicated, confusing, and disappointing,

The difficulties of preparing the survey were discussed, including mixed messages being given to Cobalt, what the real questions facing the community are (what support is there for development, what type, and where should it be?), whether and how to proceed to get answers, what type and level of response would be indicative to the Commission of a valid response, and what the respective roles of the Planning Commission and Township Board should be in the process.

- ▶ **Motion:** Dignan moved, Chockley supported, that at this time discussion of the citizen survey by the Commission be postponed indefinitely until such time as Commissioners have been able to consider information provided to them tonight, with discussion to resume at a time to be set by the Chair and Secretary.

In response to concerns about too much time elapsing, Dignan clarified that “indefinitely” is a Robert’s Rules of Order term which would allow the discussion to resume at any time. He called the question.

Motion carried 7—0 on a voice vote.

Chockley said she will contact Cobalt about their preferred method of developing the survey questions.

10. NEW BUSINESS

None.

11. MINUTES

August 19, 2015, Regular Meeting

- ▶ **Motion:** Stanalajczo moved, Dignan supported, that the minutes of the August 19, 2015, regular meeting be amended by replacing the last four paragraphs of the Green Infrastructure Survey discussion be replaced with, “Several Commissioners made comments and asked questions.” **Motion carried 5—2 on a voice vote, Chick and Chockley opposed.**

- ▶ **Motion:** Dignan moved, Iaquinto supported, that the minutes of the August 19, 2015, regular meeting be adopted as amended and to dispense with the reading. **Motion carried 7—0 on a voice vote.**

12. POLICY REVIEW AND DISCUSSION

A. By-Laws. Stanalajczo recommended fully revising the Planning Commission’s by-laws.

- ▶ **Motion:** Chockley moved, Stanalajczo supported, that the Commission get guidance from the Township attorney on how to proceed to amend the Commission’s bylaws. **Motion carried 7—0 on a voice vote.**

Stanalajczo asked that Commissioners send suggestions for by-law changes to Mary Bird.

13. SECOND CALL TO THE PUBLIC

Jim Mulcrone provided information and made suggestions about survey construction. Craig Warburton commented on the Master Plan revision process, DuMouchel’s presentation, meeting minutes, and the community survey. David Gordon commented on DuMouchel’s presentation, growth, preservation, and the community survey.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners made brief comments.

15. ANNOUNCEMENT OF NEXT MEETING

October 7, 2015, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

- ▶ **Motion:** Stanalajczo moved, Chick supported, that the meeting be adjourned. **Motion carried 7—0 on a voice vote.**

The meeting was adjourned at 9:14 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~; wording added is underlined.

Adopted on _____, 2015.

Marlene Chockley, Chair

Mark Stanalajczo, Secretary

Official minutes of all meetings are available on the Township’s website at <http://www.twp-northfield.org/government/>