

PLEASANTON TOWNSHIP PLANNING COMMISSION  
BYLAWS  
4 Pages

1. PURPOSE:

These Bylaws are adopted to provide for the efficient and uniform administration of the Pleasanton Township Planning Commission.

2. MEMBERSHIP:

Planning Commission shall be composed of five (5) as provided in Pleasanton Township Ordinance Article 1 of January 11, 2010. Four (4) members that are appointed by the Township Supervisor and one Ex Officio (liaison) member from the Township board.

3. OFFICERS:

3.1 Officers: The officers of the Planning Commission shall be a Chairperson, Vice Chairperson and Secretary.

3.2 Election of Officers: The officers of the Planning Commission shall be chosen from its members by the Planning Commission at its annual meeting held in January of each year. The Township ex officio member of the Planning Commission shall not be eligible to serve as Chairperson or Vice Chairperson. The term of office for each officer shall be one (1) year. Or until a successor is chosen and assumes office.

3.3 Chairperson: The Chairperson shall preside over all meetings of the Planning Commission.

3.4 Vice Chairperson: The Vice Chairperson shall perform the duties of the Chairperson during the absence or disability of the Chairperson.

3.5 Secretary: The Secretary shall assure that the minutes of all meetings of the Planning Commission are properly recorded and that notices for all meetings are duly given. The Secretary shall also perform such other duties as may be assigned by the Chairperson or the Planning Commission.

3.6 Vacancies: If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the office of Chairperson for the remainder of the term, all other vacancies in offices shall be filled by the Planning Commission from its members for the unexpired term of the office.

4. MEETINGS:

4.1 Regular Schedule: The regular meetings of the Planning Commission shall be scheduled at the annual meeting in January each year and posted as required by the Open Meetings Act, as amended. If any regularly scheduled meeting falls on a legal holiday, the Planning Commission shall select an alternate date in the same month of the regular meeting. Notice of this alternate date shall be given as provided in Section 5.3.

4.2 Special Meetings: Special meetings of the Planning Commission shall be held at the call of the Chairperson or upon the request of two (2) members of the Planning Commission. The Secretary must be notified and no less than eighteen (18) hours before the scheduled special meeting, the Secretary or his/her designee shall provide each member of the Planning Commission with notice of the special meeting. Specifying the date, time, place and purpose of the special meeting. If a special meeting is called during a regular scheduled meeting that will serve as notice of the special meeting.

4.3 Place of meeting: Meetings of the Planning Commission shall be held at the Township Hall. Whenever the Chairperson determines that the place of the meeting will likely have inadequate space for members of the public, the location of the meeting may be changed to a larger meeting facility. A notice of the change in meeting location shall be prominently posted at the Township Hall so it is visible from outside.

4.4 Time of meetings: Meetings of the Planning Commission shall begin at 6:00 PM.

4.5 Change in Schedule: Changes in the schedule of a regular meeting shall not be made except by a vote of a majority of the entire Planning Commission or by the Chairman as is deemed necessary. The meeting shall be rescheduled, and a notice of the rescheduled regular meeting shall be posted as required in Section 5.3.

4.6 Meeting Attendance: Each member of the Planning commission shall attend all regular and special meetings

of the Planning Commission, unless excused by the Chairperson for good cause. A member of the Planning Commission with three (3) consecutive unexcused absences may be removed from office by the Township Supervisor, subject to the approval of the Township Board.

#### 5. PUBLIC NOTICE OF MEETINGS:

5.1 Public Notice of meetings: The Secretary or designee shall be responsible for providing the proper notice of all meetings of the Planning Commission. Notices shall comply with the Open Meetings Act, as amended the Michigan Planning Enabling Act, as amended and the Pleasanton Township Zoning Ordinance as amended.

5.2 Regular Meetings: The Secretary or designee shall post at the Township Hall so that it is visible from outside a notice within ten (10) days after the first meeting of the Planning Commission in each calendar year indicating the dates, times, and places of regular meetings.

5.3 Schedule Change: The Secretary or designee shall, within three (3) days of a change of the regular meeting, post at the Township Hall so that it is visible from outside a public notice stating the date, time, and place of the reschedule meeting.

5.4 Special Meetings: No less than eighteen (18) hours before any scheduled special meeting, the Secretary or designee shall post at the Township Hall so that it is visible from outside a notice of the special meeting. Including the purpose for which the special meeting is called.

#### 6. QUORUM AND VOTING:

6.1 Quorum: A majority of the members of the Planning Commission present shall constitute a quorum for the transaction of business at all meetings of the Planning Commission.

6.2 Voting: An affirmative vote of a majority of the entire Planning Commission shall be necessary to approve the Township master plan and any amendment to the master plan. Unless the Pleasanton Township Zoning Ordinance requires otherwise, an affirmative vote of a majority of the Planning Commission members present shall be necessary to decide in favor of the applicant on any matter before the Planning commission and to make all other decisions.

6.3 Conflict of Interest: A member of the Planning Commission shall declare a conflict of interest in connection with a matter pending before the Planning Commission and shall disqualify himself or herself from deliberating and voting on the matter when in accordance with the Pleasanton Township Zoning Ordinance article 1 section 5.

#### 7. REGULAR MEETING AGENDA:

7.1 Regular Meeting Agenda: The agenda for a regular meeting of the Planning commission shall be as follows.

- A. Call to order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Agenda
- E. Approval of previous meeting minutes
- F. Scheduled Public Hearing(s)
- G. Reports
- H. Unfinished business
- I. New business
- J. Guests/correspondence
- K. Public Comment
- L. Board Comment
- M. Sign Documents to be given to Township Board
- N. Adjournment

The Planning Commission reserves the right to alter the agenda by a majority vote of the members present at the meeting.

7.2 Special Meeting Agenda: Whenever the planning Commission meets in a special meeting, the matters to be considered shall be stated in the notice of the special meeting. No other matter shall be considered.

## 8. CONDUCT OF MEETINGS:

8.1 Public Hearing Procedure: The procedure for a public hearing of the Planning Commission shall be as follows:

- A. The Chairperson shall open the public hearing by announcing the matter to be heard and summarizing the standards or other regulations of the Zoning ordinance on which the Planning Commission's decision must be based.
- B. Determination by the Chairperson whether a time limitation will be imposed on members of the public wishing to address the Planning Commission during the public hearing.
- C. Staff report, if applicable
- D. Compiled list of all exhibits to be considered by the Planning Commission when making its decision.
- E. Presentation by the applicant.
- F. Correspondence and or persons speaking in favor of the application.
- G. Correspondence and or persons speaking in opposition of the application.
- H. Rebuttal comments by the applicant.
- I. Chairperson declares public hearing portion of the case closed.
- J. The Planning Commission begins its deliberations on the case.
- K. At the conclusion of its deliberations. the Planning Commission shall adopt a motion documenting its decision.

8.2 MEMBERS OF THE PUBLIC: Members of the public wishing to address the Planning Commission during the meeting or during a public hearing shall first be recognized by the Chairperson, and each person who speaks shall state his or her name and shall address the entire Planning Commission.

8.3 Time for Public Comment: The public comment portion of the meeting (outside public hearings) shall be limited to three (3) minutes per person per topic, unless extended by a majority vote of the Planning Commission members present.

8.4 Opportunity for Public Comment: Each member of the public desiring to address the Planning Commission (outside public hearings) shall be given an opportunity to speak.

8.5 Limitation of Public Comment during Public Hearings: Prior to opening a public hearing, the Chairperson shall determine the number of individuals from the general public who may desire to address the Planning Commission during the public hearing. Based on this determination, the Chairperson may establish a reasonable time limitation for each member of the general public when addressing the Planning Commission during the public hearing.

8.6 Written Statements Submitted by the Public: All written statements (both during public hearings and outside public hearings) should be given to the Secretary prior to the commencement of the meeting or public hearing. All written statements and documents presented to the Planning Commission by an individual are considered public documents and shall be retained in the public record of the meeting. Any correspondence that reflects offensive language or attacks on Planning Commission or Township representatives will be for public review, however the offensive or uncourteous comments will not be read out load to the public.

8.7 Disorderly Conduct at Meetings: Individuals addressing the Planning Commission (both during public hearings and outside public hearings) should take into consideration the rules of common courtesy. The comments by members of the public cannot be used to make personal attacks against members of the Planning Commission or Township staff. The Chairperson may call out of order any person who is being disorderly by speaking or otherwise disrupting the meeting. The Chairperson may ask an out of order person to leave the meeting or may have the out of order person removed by law enforcement personnel. The Planning Commission shall have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person.

## 9. RECORD OF MEETINGS:

9.1 Recording Responsibility: The Secretary or designee shall be responsible for maintaining the official records  
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and minutes of each meeting of the Planning Commission. The minutes shall only include all the actions of the Planning Commission with respect to motions. The minutes shall include names of Planning Commission members present and absent. The minutes shall include the names of Planning Commission members who present motions and those of members who second motions as well as the vote of the Planning Commission on such motions. If a roll call vote is taken the record shall show the "yes" and "no" voted per member. However, if all members vote "yes" or "no" the minutes may reflect motion carried or defeated by unanimous vote. All recordings of the meeting shall be deleted as soon as the minutes have been approved for the specifically recorded meeting.

9.2 Voting: Whenever a question is put by the Chairperson, every Planning Commission member present shall vote on the question. If a member has a conflict of interest, such conflict of interest shall be fully stated on the record. Once the conflict of interest is declared or confirmed by the Planning Commission, the Planning Commission member with the conflict of interest shall abstain from participating and voting in the case.

9.3 Requests for Remarks to be Included: Any Planning Commission member may request to have any comments printed as part of the minutes. If there are no objections by any Planning Commission member, the comments may be included. If there is an objection to including the requested comments in the minutes, the Planning Commission shall decide the matter by a majority vote of the Planning Commission members present.

9.4 Public Access to Meeting records: The Secretary shall make available to the public the minutes of official meetings in accordance with the Freedom of Information Act. Minutes prepared by the Secretary but not approved by the planning Commission shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Planning Commission shall be available within five (5) business days after the meeting at which they were approved.

9.5 All documents to be sent to the Township Board will be signed by the Chairperson and Secretary and given to the Liaison before the meeting adjourns.

**10. AMENDMENTS:**

These bylaws may be added to, amended or repealed in whole or in part. Proposed changes to these bylaws must be submitted in writing to the members of the Planning Commission at least thirty days (30) days in advance of the meeting at which the proposed changes will be considered. A majority vote of the entire Planning Commission members shall be required to amend these bylaws.

**11. SEVERABILITY:**

If any section, provision or clause of these bylaws or the application thereof to any person or circumstance shall be invalid, such invalidity shall not affect any remaining portion or application of these bylaws which can be given effect without the invalid portion or application.

**12: INFORMATION REQUEST:**

To request information from the Planning Commission a FOIA request shall be filed with the Township Clerk.

The Pleasanton Township Planning Commission adopted these bylaws on September 6th, 2012; Amended on March 3, 2014; Amended on March 3, 2016; Amended on March 13, 2017; Amended on March 12, 2018, amended on February 11, 2019, amended on February 10, 2020, Amended February 8, 2021.

**PLEASANTON TOWNSHIP PLANNING COMMISSION**

**BY:**

**CHAIRPERSON:** \_\_\_\_\_  
Date

**BY:**

**SECRETARY** \_\_\_\_\_  
Date