

## **SECTION 302. DUTIES OF THE PLANNING COMMISSION**

### **302.1 ESTABLISHMENT.**

The Lake Township Planning Commission is established as specified within the Michigan Zoning Enabling Act, Public Act 110 of 2006.

### **302.2 MEMBERSHIP.**

The Planning Commission shall consist of five (5) members who shall be representative of major interests, as they exist in the township, such as agriculture, recreation, education, public health, government, commerce, transportation and industry. All members shall be qualified electors of the township. One member of the township board shall be a member of the Planning Commission. Members shall be appointed by the Township Supervisor with the approval of the Township Board. Members may be removed by the Township Supervisor after hearing, with the approval of the Township Board.

### **302.3 TERMS OF OFFICE.**

The term of each member shall be for three (3) years. However, of the members first appointed, one-third (1/3) shall serve for one (1) year, one-third (1/3) for two (2) years, and one-third (1/3) for three (3) years. A successor shall be appointed not more than one (1) month after the term of the preceding commission member has expired. All vacancies for unexpired terms shall be filled for the remainder of such term.

### **302.4 OFFICERS.**

The Planning Commission shall elect a Chairman, Vice Chairman, and Secretary from its members, and create and fill such other officers of committees, as it may deem advisable. The commission may appoint advisory committees outside of its membership. The terms of all officers shall be one (1) year.

**302.5 COMPENSATION.** Members of the Planning Commission may be compensated for their services as approved by the Township Board. The commission may make and administer regulations relative to compensation for the travel of its members and employees when engaged in the performance of activities authorized by the Planning Commission, including attendance at conferences and meetings. The commission shall prepare a detailed budget and submit the same to the Township Board for approval or disapproval. The Board annually shall appropriate and make funds available for carrying out the purposes and functions permitted under this ordinance and may match Township funds with federal, state, county or other local government or private grants. The Township Board may accept and use gifts and grants for Planning Commission purposes. Money so accepted shall be deposited with the township Treasurer in a special non-reverting Planning Commission fund for expenditure by the Planning Commission for the purpose designated by the donor. The expenditures of the Planning Commission, exclusive of the grants, shall be within the amounts appropriated by the Township Board.

### **302.6 RULES OF PROCEDURE.**

The Planning Commission shall adopt its own rules of procedure as may be necessary to conduct its meetings and carry out its function.

### **302.7 MEETINGS.**

The Planning Commission shall meet at least four (4) times each year, and by resolution shall determine the time and place of meetings. All meetings shall be properly noticed and open to the public. Special meetings may be called by two (2) members upon written request to the Secretary or by the Chairman.

### **302.8 RECORDS.**

Minutes shall be recorded of all proceedings which shall contain evidence and dates relevant to every case considered together with the votes of the members and the final disposition of each case. Such minutes shall be filed in the office of the Township Clerk and shall be public records.

### **302.9 DEVELOPMENT PLAN.**

The Planning Commission shall make and adopt a basic plan as a guide for the development of unincorporated areas of the Township. Plan contents, adoption, amendment, approval by the county planning commission, hearing and publication shall be according to Michigan Zoning Enabling Act, P.A. 110 of 2006.

### **302.10 ZONING ORDINANCE.**

The Zoning Ordinance shall be based on a plan designed to promote the public health, safety, and general welfare.

### **302.11 ADMINISTRATION AND ENFORCEMENT.**

The Planning Commission shall be responsible for the following administrative and enforcement activities under this Ordinance:

- A. **Site Plan Approval.** The Planning Commission shall review Site Plans, when required by this ordinance, and issue its approval, conditional approval or denial.
- B. **Special Use Permits.** The Planning Commission shall conduct a public hearing on any application for a Special Use Permit. Following a public hearing, the Planning Commission shall review and approve or deny said application.
- C. **Rezoning or Amendment.** The Planning Commission shall conduct public hearings for proposals to rezone property or amend the text of this Ordinance. Following a public hearing, the Planning Commission shall make its recommendation regarding the proposed rezoning or text change to the Township Board.
- D. **Approval of Public Improvements.**

1. After the Planning Commission has adopted the Land Use Plan of the Township, no street, square, park or other public way, ground or open space, or public building or structure, shall be constructed or authorized in the Township or in the planned section and district until the location, character and extent thereof shall have been submitted to and approval recommended by the Planning Commission.
  2. The Planning Commission shall communicate its reasons for approval or disapproval to the Township Board, which shall have the power to overrule the Planning Commission by a recorded vote of not less than a majority of its membership.
  3. The failure of the Planning Commission to act within sixty (60) days after the official submission to the Commission shall be deemed approval.
  4. The Planning Commission shall promote public understanding of an interest in the Land Use Plan and shall publish and distribute copies of the plan and of any report, and may employ such other means of publicity and education as it determines necessary.
- E. **Approval of Plats.** The Township Board shall refer plats (Subdivision Control, etc.) or other matters relating to land development to the Planning Commission before final actions thereon by the Township Board.
- F. **Professional Advisor.** The Planning Commission may recommend to the Township Board the employment of a planning director or other planning personnel, contract for the part-time or full-time services of planning and other technicians, and pay or authorize the payment of expenses within the funds budgeted and provided for planning purposes.