

DEXTER TOWNSHIP PLANNING COMMISSION BYLAWS

of June 24, 2014

Adopted June 24, 2014, effective June 24, 2014

Article 1: Name and Purpose

- A. The name of the Commission shall be the Dexter Township Planning Commission, hereafter known as the "Planning Commission."
- B. These Bylaws are adopted by the Planning Commission to facilitate the performance of its duties as outlined in Public Act 33 of 2008, as being the Michigan Planning Enabling Act, (MCL 125.3801 *et seq*), hereinafter "the Planning Act."
- C. These Bylaws are adopted by the Planning Commission to facilitate the performance of its administration of the Dexter Township Zoning Ordinance, as outlined in Public Act 110 of 2006, being the Michigan Zoning Enabling Act, (MCL 125.3101 *et seq*), hereinafter "the Zoning Act."
- D. The term "Planning Staff" shall refer to the Director of Planning and Zoning, the Zoning Administrator, and the Recording Secretary.
- E. Reference to a specific act, law, rule, agency, or department in these Bylaws shall include any successor.

Article 2: Membership

- A. **Members.** Planning Commission members are appointed by the Township Board, pursuant to the Dexter Township Planning Commission Ordinance, Ordinance #38, [effective July 29, 2010].
- B. **Attendance.** Planning Commission members are expected to attend all regular and special meetings of the Planning Commission. Each member who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the Planning Commission shall notify the Planning Staff at the earliest possible opportunity. Planning Staff shall notify the Planning Commission Chair in the event that the projected absences will produce a lack of a quorum. If any member of the Planning Commission is absent from three (3) consecutive regularly-scheduled meetings or any four (4) meetings in the previous twelve (12), then that member may be considered delinquent. Delinquency shall be grounds for the Township Board to remove a Planning Commission member for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Secretary, acting secretary in the absence of the elected secretary, or designee shall keep attendance records and shall notify the Township Board whenever any member of the Planning Commission has an attendance delinquency as described above so the Township Board can consider further action or excuse the absences. Absences may be excused due to illness, injury, sudden emergency, or the conduct of other business authorized by the Planning Commission.
- C. **Training.** Each member shall attend at least four (4) hours per year of training in planning and zoning during the member's current term of office if the adopted Dexter Township budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for the training. Failure to meet the training requirements may result in the member not being reappointed to the Planning Commission.

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.

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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.

Article 4: Duties of All Members

- A. **Ex-Parte Contact.** Planning Commission members shall take detailed notes what was said and by whom and report such information to the Planning Commission at the next meeting or during deliberation on the matter discussed, so that every Planning Commission member and other interested parties are made aware of the discussion.
- B. **Site Inspections.**
 1. Planning Commission members are highly encouraged to make site inspections.
 2. Only a single (1) Planning Commission member shall visit a site at a time and may be accompanied by Planning Staff.
- C. **Accepting gifts**
 1. Gifts shall not be accepted by any Planning Commission member, liaisons, or Planning Staff from anyone connected with an agenda item before the Planning Commission.
 2. As used here, gifts shall mean cash, any tangible item, or service, regardless of value, and food valued over \$10.
 3. This section does not apply to the Planning Commission accepting gifts for the exercise of its functions pursuant to MCL 125.3823(3), §23(3) of the Planning Act.
- F. **Oath of Office.** Each member, upon appointment and prior to seating, shall take an oath of office.

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Article 5: Officers

- A. Selection.** At the first regular meeting of each year, the Planning Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term. In the event that the office of Vice-Chair becomes vacant, the Planning Commission shall elect a successor to the office of Vice-Chair for the remainder of the term. In the event the office of the Secretary becomes vacant, the Planning Commission shall elect a successor to the office of Secretary for the remainder of the term.
- B. Tenure.** The Chair, Vice-Chair, and Secretary shall take office immediately following their election and shall hold office for a term of one (1) year or until their successors are selected and assume office.
- C. Chair's Duties.** The Chair retains his or her ability to discuss and vote on issues before the Planning Commission. The Chair shall:
1. Preside at all meetings with all powers under parliamentary procedure;
 2. Rule out of order any irrelevant remarks, remarks which are personal or discriminatory, profanity, or other remarks which are not about the topic before the Planning Commission;
 3. Restate all motions pursuant to § 6(E) of these Bylaws;
 4. Appoint committees in accordance with Article 8 of these Bylaws;
 5. Appoint officers of committees or choose to let the committees select their own officers;
 6. Call special meetings pursuant to § 6(B) of these Bylaws;
 7. Act as member and Chair of the Executive Committee pursuant to § 8(A) of these Bylaws;
 8. Act as an Ex-Officio member of all committees of the Planning Commission, if desired by the Chair;
 9. Appoint an Acting-Secretary in the event the Secretary is absent from a Planning Commission meeting;
 10. Review with the Secretary or Planning Staff, prior to a Planning Commission meeting, the items to be on the agenda, if the Chair so chooses;
 11. Periodically meet with the Director of Planning and Zoning and/or other Planning Staff to review Planning Department operations, procedures, and to monitor progress on various projects;
 12. At the request of the Township Board, participate in job evaluations of the Planning Staff, discuss the evaluation with the Director of Planning and Zoning, and provide a copy of the evaluation for the Planning Department and Township Board's personnel files;
 13. At the request of the Township Board, participate in the interview and selection process for a Director of Planning and Zoning;
 14. Act as the Planning Commission's chief spokesman to represent the Planning Commission at local, regional, and state government levels, or delegate other Planning Commission members to do the same;
 15. Represent the Planning Commission, along with the Township Board Planning Commission member, before the Township Board, or delegate other Planning Commission members to do the same;
 16. At the request of the Township Board, submit the Planning Commission's budget requirements for the fiscal year and request for appropriation to the Township Board; and
 17. Perform such other duties as may be approved by the Planning Commission.
- D. Vice-Chair's Duties.** The Vice-Chair shall:
1. Act in the capacity of Chair, with all the powers and duties found in § 5(C) of these Bylaws, in the Chair's absence;
 2. Act as member and Vice-Chair of the Executive Committee pursuant to § 8(A) of these Bylaws; and
 3. Perform such other duties as may be approved by the Planning Commission.
- E. Secretary's Duties.** The Secretary shall:
1. Execute documents, as applicable, in the name of the Planning Commission;
 2. Be responsible for the minutes of each meeting, pursuant to § 7(A) of these Bylaws if there is not a recording secretary;
 3. Review the draft of the minutes and submit them for approval to the Planning Commission. Copies of proposed minutes shall be distributed to each Planning Commission member prior to the next meeting of the Planning Commission. The Secretary may delegate this duty to Planning Staff);
 4. Act as member and Secretary of the Executive Committee pursuant to § 8(A) of these Bylaws;

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5. Perform such other duties as may be approved by the Planning Commission.
- F. Recording Secretary's Duties.** The Recording Secretary shall not be a Planning Commission member or a member of any of its committees, and shall:
1. At each meeting take notes for minutes and prepare a first draft of minutes pursuant to § 7(A) of these Bylaws for the Planning Commission's review and approval; and
 2. Perform such other duties as may be ordered by the Township Board, Planning Commission, or Secretary.

Article 6: Meetings

- A. Regular Meetings.** Regular meetings of the Planning Commission will be held at the Dexter Township Hall, 6880 Dexter-Pinckney Road, Dexter, MI 48130, according to the schedule adopted by the Township Board, unless otherwise posted. The Planning Commission may hold working sessions to discuss and debate planning matters as necessary according to a schedule adopted by the Township Board, unless otherwise posted. At the discretion of the Planning Commission, business items may be placed on a working session agenda and, conversely, items typically reserved for working sessions may be placed on a regular meeting agenda. When a regular meeting day falls on a holiday, the Planning Commission may either cancel the meeting or select a suitable alternate day in the same month. The Director of Planning and Zoning and Chair may cancel a meeting if there is no business to consider. An annual notice or regularly scheduled Planning Commission meetings shall comply with Public Act 267 of 1976, being the Michigan Open Meeting Act, MCL 15.261 *et seq.* Special accommodations will be made for people with disabilities when requested at least twenty-four (24) hours in advance.
- B. Special Meetings.** Special meetings shall be called in accordance with the Planning Act, (MCL 125.3801 *et seq.* A special meeting may be called by the Chair, by any two (2) members of the Planning Commission, or by the Chair at the request of any non-member of the Planning Commission upon payment by the non-member of a non-refundable fee as determined by the Township Board. Notice of special meetings shall be given by the Director of Planning and Zoning, Chair, or Secretary to Planning Commission members at least forty-eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year, and location of the meeting. In addition, notices shall comply with Public Act 267 of 1976, being the Michigan Open Meetings Act, MCL 15.261 *et seq.*). Special accommodations will be made for people with disabilities when requested at least twenty-four (24) hours in advance.
- C. Recess.** The Chair, or the Planning Commission by majority vote, may suspend a regular or special meeting and continue the meeting on another day to complete agenda items. Such action shall include the time, day, month, date, year, and location the Planning Commission will reconvene. If more than eighteen (18) hours will pass before the Planning Commission reconvenes, public notice shall be given consistent with Public Act 267 of 1976, being the Michigan Open Meeting Act MCL 15.261 *et seq.* Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The Planning Commission shall resume with the same meeting agenda, proceeding at the same point where it left off, without the addition of additional business.
- D. Quorum.** More than one-half (½) the total number of seats for members of the Planning Commission, regardless of vacancies, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Planning Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

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E. Motions.

1. All motions shall be restated by the Chair before a vote is taken.
2. Findings of Fact. All resolutions and actions taken in an administrative capacity (including, but not limited to, special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another municipality's proposed plan, review and submission on a capital improvement, and review of township zoning) shall include each of the following parts:
 - a. Findings of fact, listing what the Planning Commission and Zoning Ordinance determine to be relevant facts in the case.
 - b. Conclusions, listing reasons based on the facts for the Planning Commission's action, which may include a finding of compliance, or noncompliance, with respect to standards.
 - c. The Planning Commission's action: recommendation or position, approval, approval with conditions, or disapproval.

F. Voting. . Roll call votes will be recorded upon request by a member of the Planning Commission and for adoption of resolutions shall be recorded by "yes" or "no"; other voting shall be by voice and shall be recorded by yes and no. Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of the total number of seats for members of the Planning Commission, regardless of vacancies or absences, shall be necessary for the adoption, or recommendation for adoption, of any motion, resolution, plan, or amendment to a plan.

G. Planning Commission Action. Action by the Planning Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

H. Parliamentary Procedure. Parliamentary procedure in Planning Commission meetings shall be informal but shall be based on Robert's Rules of Order.

I. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.

1. All public comment on non-agenda items or items not listed as "Action Items" on the agenda shall be presented at the beginning and end of the meeting, where provided in the agenda. All public comment on items listed as "Action Items" on the agenda shall be presented during consideration of that "Action Item." In addition, Planning Commissioners may direct questions to members of the public. To help the public prepare for the meeting, documents in the Township's possession related to the item shall be made available at Dexter Township Hall for inspection by members of the public prior to the meeting.
2. The amount of time allowed for each person wishing to speak at a Planning Commission meeting shall be limited to three (3) minutes. A petitioner or representative of the petitioner may speak for up to five (5) minutes. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual may speak for up to five (5) minutes. At the discretion of the Chair, speaking times may be extended.

J. Order of Business and Agenda. The Director of Planning and Zoning, or designee, shall prepare an agenda for each meeting and the order of business shall be as outlined below. The Planning Commission may amend its agenda at a meeting by an affirmative vote of the members present:

1. Call to Order
2. Approval of Agenda
3. Public Comment (non-agenda items)
4. Action Items (Old Business then New Business)
5. Approval of Minutes
6. Election of Officers (as necessary)
7. Township Board of Trustees Update
8. Concerns of Planning Commission Members, Director of Planning and Zoning, Supervisor, and Recording Secretary
9. Public Comment (non-agenda items)
10. Review of Bylaws (as necessary)
11. Future Agenda Items
12. Adjournment

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- K. Delivery of Agenda.** The agenda and accompanying materials shall be delivered to Planning Commission members at least one (1) week prior to the Planning Commission meeting, pursuant to § 6(A). Delivery may be sent by way of first class mail, hand delivery, or, if practicable, electronic delivery.
- L. Placement of Items on the Agenda.**
1. Dexter Township Hall shall be the office of record for the Planning Commission.
 2. The Director of Planning and Zoning may receive items on behalf of the Planning Commission.
 3. Items received by the Director of Planning and Zoning shall be set aside to be received by the Planning Commission at its next regularly-scheduled meeting. The Planning Commission may act on those items of a minor nature not requiring public notice or postpone action to the earliest available regular or special Planning Commission meeting. Those items of a major nature or items normally receiving staff review, analysis, or recommendation shall be postponed until the earliest available regular or special Planning Commission meeting following the conclusion of these reviews, analyses, or recommendations.
 4. After the Director of Planning and Zoning has determined the item's appropriateness and completeness, the Director of Planning and Zoning shall establish the date at the earliest available regular or special meeting on which the Planning Commission shall take action, such date allowing proper public notice and the planning staff adequate time to prepare recommendations for Planning Commission consideration.
 5. Items received by the Director of Planning and Zoning shall be reviewed for completeness by the Director of Planning and Zoning or designee before being forwarded to the Planning Commission or being placed on the agenda.
 6. Items shall be submitted according to a schedule of deadlines adopted by the 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.

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- (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.

Article 8: Committees

A. Executive Committee.

- 1. The Executive Committee shall be a standing committee of the Planning Commission. Its membership shall be the Chair, Vice-Chair, and Secretary of the Planning Commission, and they shall hold the same offices on the Executive Committee. The Executive Committee may deal with recommendations to the Planning Commission and Township Board on matters of the Planning Commission budget; employment of a Director of Planning and Zoning; and anything else directed to the Executive Committee by the Planning Commission.
- 2. The Executive Committee has limited power to act only on housekeeping matters and budget when time constraints require action prior to the next regularly-scheduled Planning Commission meeting. Such actions shall be reported at the next regularly-scheduled Planning Commission meeting and are subject to the Planning Commission's review and/or veto.

- B. Ad Hoc Committees.** The Planning Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum shall serve on an ad hoc committee at any given time.

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Article 9: Rules of Procedure for All Committees

- A. Subservient to the Planning Commission.** All committees referred to in Article 8 are subservient to the Planning Commission and report their recommendations to the Planning Commission for review and action. The Planning Commission can overrule any action of any committee.
- B. Same Principles.** The same principals of these Bylaws for the Planning Commission shall also apply to all committees of the Planning Commission including, but not limited to:
 - 1. **Officers.** Officers of committees are appointed by the Chair of the Planning Commission at the time the committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a Chair and Secretary-Vice-Chair.
 - 2. **Quorum.** A committee's quorum shall be at least half the total appointed membership of the committee.
 - 3. **Voting.** Only those appointed members of a committee who are present at the time of a vote shall be eligible to cast a vote.
 - 4. **Minutes.** The Secretary-Vice-Chair of the committee shall keep minutes of the committee meetings in the same format used by the Planning Commission and filed in the same office as the Planning Commission's minutes.
 - 5. **Staff.** Committees have reasonable use of Planning Department staff time, assistance, and direction for performing the work of the committee.
 - 6. **Public.** Where required by law, committee meetings shall be open meetings available for public attendance and participation, and minutes of the meetings are to be available for public inspection under the same principles found in Public Act 267 of 1976, as amended, being Michigan Open Meetings Act, MCL 15.261 *et seq.*

Article 10: Mileage and Per Diem

- A.** A per diem shall be paid to members of the Planning Commission at rates established by the Dexter Township Board of Trustees for attending Planning Commission meetings. At the discretion of the Township Board, mileage shall be paid to members of the Planning Commission for other authorized meetings and trips to represent Dexter Township, pursuant to the mileage rate guidelines of the Internal Revenue Service, if those Planning Commission members bill Dexter Township for the same.

Article 11: Hearings

- A. Plan Hearings.** Before adopting or amending any part of a plan, as defined in the Planning Act, the Planning Commission shall hold a public hearing on the matter. Notice shall be given as specified in the Planning Act.
- B. Zoning Hearings.** Before making a recommendation on a zoning amendment to the Dexter Township Board of Trustees, or making a decision on a special land use, the Planning Commission shall hold a public hearing on the matter. Notice shall be given as specified in the zoning ordinance and the Zoning Act.
- C. Special Hearings.** In addition to those required by law, the Planning Commission may, at its discretion, hold such public hearings or conferences as it decides will be in the public interest.

Article 12: Zoning Responsibilities

- A. Transfer of Powers.** All powers of the Zoning Board have been transferred to this Planning Commission through Dexter Township Ordinance #38, pursuant to MCL 125.3301 of the Zoning Act.
- B. Zoning Adoption or Amendment.** The Planning Commission shall review and act on all proposed zoning ordinances or zoning amendments pursuant to the Zoning Act. At least one (1) public hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the Zoning Ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum the recommendation shall include:
 - 1. A zoning plan for the areas subject to zoning or zoning amendment of Dexter Township;
 - 2. The establishment of or modification of zoning districts, including the boundaries of those districts, if applicable;

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3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole;
 4. The manner of administering and enforcing the zoning ordinance; and
 5. Findings of fact pursuant to § 6(E)(2) of these Bylaws.
- C. Special Land Use, including Open Space Communities and Planned Unit Developments.** The Planning Commission shall review and act on all special land use permits pursuant to the Zoning Act and Zoning Ordinance. At least one (1) public hearing shall be held on each proposed application for special land use permit, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a resolution which contains (or is included in the minutes) findings of fact and the Planning Commission's action, pursuant to § 6(E)(2) of these Bylaws.
- D. Site Plan Review.** The Planning Commission shall review and act on all those site plans which the Zoning Ordinance requires Planning Commission action. Action shall be in the form of a resolution which contains (or is included in the minutes) findings of fact and the Planning Commission's action, pursuant to § 6(E)(2) of these Bylaws.
- E. Zoning Ordinance Interpretation, Variances, and Appeals.** The Planning Commission shall not act on, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, or variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

Article 13: Planning Responsibilities

- A. Master Plan.** The Planning Commission shall make and approve a Master Plan as a guide for development within Dexter Township in accordance with the Planning Act. At least every 5 years after adoption of a Master Plan, the Planning Commission shall review the Master Plan and determine whether to commence the procedure to amend the Master Plan or adopt a new Master Plan.
- B. Capital Improvement Program.** After adoption of a Master Plan, the Planning Commission shall annually prepare a Capital Improvement Program of public structures and improvements in accordance with the Planning Act.
- C. Annual Report to the Township Board.** The Planning Commission shall make an annual written report to the Township Board concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.
- D. Other Responsibilities.** The Planning Commission shall carry out other responsibilities prescribed in the Planning Act, the Zoning Enabling Act, the Zoning Ordinance, and other Township ordinances.

Article 14: Planning Commission Staff

- A. Authorization.** The Planning Staff may consist of a Director of Planning and Zoning and such other personnel as may be authorized by the Planning Commission after the budget for the same is approved by the Township Board.
- B. General Responsibility.** The Planning Staff is charged with assisting the Planning Commission with its duties, including preparation of reports, distribution of materials, and such other work as authorized by the Planning Commission.
- C. Advocacy.** The Planning Staff shall not attempt to represent the views or comments of a member of the public at a public hearing or Planning Commission meeting. Staff shall indicate a member of the public wishing to make their views known and they should do so directly to the Planning Commission in person, through an agent, or by providing written comment. Staff should avoid situations of appearing to advocate for an individual or group. Nothing herein is intended to prevent staff from helping an individual or group be better informed and to present their own views. Nothing herein is intended to prevent Planning Staff from expressing their own views as private citizens or professional consultants.

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Article 15: Adoption, Repeal, Amendments, and Miscellaneous

- 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.

Adopted 06.24.2014