



CITY OF CHELSEA

CHELSEA PLANNING COMMISSION NOTICE OF WORK SESSION

Notice is hereby given that the Chelsea City Planning Commission will hold a Work Session on Tuesday, May 3rd, 2011, at 7:00 P.M. at the City Offices, 305 S. Main Street, Lower Level, Chelsea, Michigan.

The purpose of the meeting will be to discuss the following items:

- **Bylaws**
- **Appointment of Officers**
- **Planning Commission Member Appointment to the ZBA**

Persons requiring reasonable accommodations due to disabilities in order that the meeting is accessible to them are requested to notify the Chelsea Planning Commission of such disability no later than five (5) business days prior to the date of the meeting.

George Kinzer, Chair

**PLANNING COMMISSION WORKSESSION MINUTES
MAY 3, 2011, 7:00 P.M.
CHELSEA CITY OFFICES, LOWER LEVEL
305 S. MAIN ST., SUITE 100, CHELSEA MI, 48118**

Members Present: Chairman George Kinzer, Jack Garland, Darlene Stanley, Robert Stephens, Melissa Johnson, Peter Feeney, Mary Schroer, Sarah Haselschwardt

Members Absent: Ann Valle

Others Present: Council Trustee Cheri Albertson, Planning & Zoning Administrator Jim Drolett, Christine Linfield

Meeting called to order at 7:03 p.m. by Chairman Kinzer

Bylaws: A discussion was held about the By-Laws for the Planning Commission and there were no changes recommended except updating them from Village to City. Commissioner Schroer noted that the Bylaws referenced Roberts Rules of Order for the conduction of business and a discussion was held with regards to recognition by the Chair for those wishing to speak. Raising of the hand for recognition was preferred. There was also a discussion of what was appropriate and inappropriate for discussion at site plan review.

The Commission is going to hold appointment of Officers after the City Council makes Planning Commission appointments in June 2011.

The Commission will recommend a member to Council for appointment to the ZBA.

Meeting adjourned at 8:10 P.M.

Respectfully Submitted,



James L. Drolett
Planning and Zoning Administrator

**VILLAGE OF CHELSEA
PLANNING COMMISSION
BY-LAWS AND RULES OF PROCEDURES
July 26, 1990
(Amended May 21, 1991)**

1. AUTHORITY

These rules of procedures are adopted by the Village of Chelsea Planning Commission (hereinafter referred to as the Commission) pursuant to Public Act 285 of 1931 as amended, of Public Act 282 or Public act 168 of Michigan Public Acts, as amended, and Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS

- 2.1 Selection. At the July meeting, the Commission shall select from its membership a chairperson, vice-chairperson and secretary who shall serve for a twelve (12) month period and who shall be eligible for re-election.
- 2.2 Duties. A chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The vice-chairperson shall act in the capacity of the chairperson in the absence of the chairperson and shall succeed to the office, in which case the Commission shall select a successor to the office of vice-chairperson at the earliest practicable time. The secretary shall be responsible for the preparation of minutes, keeping of pertinent public records, delivering communications, petitions, reports and related items of business of the Commission, issuing notices of public hearings, and performing related administrative duties to assure efficient and informed Commission operations. In the event the Secretary is absent, the Chairperson or acting Chairperson shall appoint a temporary secretary for such meeting.
- 2.3 Tenure. The officers shall take office immediately following their appointments. They shall hold their office for a term of one year, or until their successors are elected and assume office.

3. MEETING

- 3.1 Meeting Notices. All meetings shall be posted at the Village Offices according to the Open Meeting Act. The notice shall include the date and time of the meeting.
- 3.2 Regular Meeting. Regular meetings of the Commission shall be held monthly. The dates, times and places shall be posted at the Village Offices and a notice should be published in accordance with the Open Meetings Act. Any changes in the date, time or place of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting falls on or near a legal holiday, the Commission shall select suitable alternative dates in the same month, in accordance with the Open Meetings Act.
- 3.3 Special Meetings. A special meeting may be called by two members of the Planning Commission upon written request to the Secretary or by the Chairperson. The business, which the Planning Commission may perform, shall be conducted at a public meeting of the Planning Commission held in compliance with the Open Meetings Act. Public notice of the time, date and place of the meeting shall be given in a manner as required by the Open Meetings Act, and the Secretary shall send written notice of a special meeting to commission members not less than 48 hours in advance of the meeting.
- 3.4 Quorum. In order for the Commission to conduct business or take any official action, a quorum consisting of the majority of the voting members of the Commission shall be present. Provided, however, that an affirmative vote of at least six (6) members of the Commission shall be necessary for the adoption or amendment of the master plan and recommendations regarding Special Use Permit Applications and Zoning Code Amendments.

- New Business
- Any other Business/on-going business

A written agenda for special meetings shall be prepared and followed, however the form as enumerated above shall not be necessary.

3.9 Rules of Order. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Orders".

3.10 Notice of Decision. A written notice containing the decisions of the Planning Commission shall be sent to petitioners and originators of the request.

3.11 Attendance. The position of a member of the Commission shall be considered vacant if such member shall miss four consecutive regular meetings of the Commission or twenty-five percent of such meetings in the fiscal year of the Village, unless such absences shall be excused by the Commission and the reason therefor entered in the proceedings of the Commission.

If a member cannot attend a meeting, he should contact the Secretary in advance of that meeting in order that attendance may be anticipated. A person shall be considered excused when, with prior notification, any of the following reasons is provided:

- 1) illness
- 2) business
- 3) prearranged vacation

4. MINUTES

4.1 Commission minutes shall be prepared by the Secretary of the Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any 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 Village Clerk.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

5.1 All meetings of the Commission shall be open to the public and held in a place available to the general public.

5.2 All deliberations and decisions of the Commission shall be made at a meeting open to the public.

5.3 A person shall be permitted to address a hearing of the Commission under the rules established in sub-section 3.5, and to address the Commission concerning non-hearing matters under the rules established in Section 3.8 to the extent that they are applicable.

5.4 A person shall not be excluded from a meeting of the Commission except for breach of peace, committed at the meeting.

5.5 All records, files, publications, correspondence, and other materials available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act.

6. EMPLOYEES

6.1 The Planning Commission may appoint such employees as it may deem necessary for its work, whose appointment, promotion, demotion, and removal shall be subject to the same provisions of law as govern other corresponding civil employees of the Village of Chelsea. Said Commission may also contract with Village planners, engineers, architects and other