

**PLANNING COMMISSION WORK SESSION MINUTES**  
**October 2, 2019**  
**CHELSEA MUNICIPAL BUILDING COUNCIL CHAMBERS**  
**311 S. MAIN STREET, CHELSEA, MI**

Names of those Present: Larry Ledebur (Chair), Claire Robinson (Vice Chair), Sarah Haselschwardt (Secretary), Vincent Elie, Adam Ellison, Jamie Lane

Members Absent: Erik Larsen, Peter Shaw.

Vacant: One

Others Present: Julia Upfal (Community Development Director), and Rachel Kapolka (Assistant Clerk)

Chair Ledebur called the meeting to order at 7:00 pm.

Upfal began by reviewing the Planning Commission tasks for this work session and provided packets to the Commission containing the current bylaws and the Michigan State University Sample Bylaws for a Planning Commission.

Each section of the current bylaws was reviewed and compared to the sample.

1). Authority

- The Michigan Planning Enabling Act and Michigan Zoning Enabling Act were added to the bylaws adoption.

2). Officers

- Chair, vice-chair and secretary are selected by the Commission.
- Authority of officers is granted by City Council and City of Chelsea.
- Under Roberts Rules of Order the Commission must have a chair and vice chair. Elie suggested adding that the chairperson may delegate duties to vice chair as chairperson sees fit.
- Public Hearing Notices will be signed by Secretary Sarah Haselschwardt.

3). Meeting

- All meetings posted with date, location and time of meeting.
- Special Meetings - Upfal will research the background on having two members call a special meeting. Elie suggested a possible simple majority.
  - There was discussion on a non-Planning Commission member calling a meeting request. A non-member may request a meeting to the chair in writing. Vice Chair Robinson noted that the language should be parallel with the City Council language.

- Quorum – majority of voting members must be present for official action.
  - The meeting is opened and closed when a quorum is not present.
  - Issues can be discussed when a public notice has been posted without a quorum.
- Hearings – scheduled and notice given
  - Question– can hearings stand alone? (usually included on agenda)
  - Need clarity between meeting and public hearing – Upfal to research
  - Elie suggested having materials such as printed packets or projector available to the public.
  - Under section b (procedures) add – printed packets and information will be available for the public.
  - Vice Chair Robinson suggested listing the procedure in the agenda.
- Motions – need to be more comprehensive:
  - Site plan name
  - Date
  - Result
  - Reasons
  - Conditions w/ time table
  - Select a Commissioner to follow up on conditions
  - Upfal to check Robert’s Rules on crafting a motion
  - Motion shall be restated prior to a vote
- Voting – replace “an affirmative vote of the majority” with “a quorum” of the Commission shall be required for the approval of any requested action or motion placed before the Commission.
  - Upfal to check Robert’s Rules for abstaining and recusing verbiage.
  - Upfal will review statute.
- Order of Business – written agenda to include:
  - Call to Order
  - Approval of Agenda
  - Approval of Minutes
  - Public Hearings
  - Unfinished Hearings
  - Unfinished Business
  - New Business
  - Planning Commission Reports
  - Discussion

- Public Participation
- Adjournment
- Upfal to research what warrants a Public Hearing.
- Elie noted that if the ordinance is met – the Commission must approve with positive or negative comments.
- Rules of Order – bylaws will rule if different than Robert's Rules of Order.
- Attendance – Chair Ledebur noted the importance of notifying staff in the event of an absence.
  - Note excused or unexcused absence in meeting minutes.
  - Add family obligations to reasons for absence.
- Minutes - brief synopsis of meeting including motions and recording of votes.
  - Official records shall be regularly deposited with City Clerk.
- Open Meetings and Freedom of Information Provisions
  - Upfal to reorganize order of bylaws.
- Employees
  - Include verbiage on Planning Commission input for consulting firms.
  - Include section on gifts.
- Conflict of Interest
  - Any conflict not stated in the bylaws can be discussed with the chairperson and professional staff.
  - Section 3 – replace abstention with recusal from voting in the event of a conflict.
- Amendments
  - Add 20B and 20C from sample
    - 20B – The Commission may suspend any one of these bylaws, for a duration of not more than one agenda item or meeting.
    - 20C – These bylaws may be amended at any regular or special meeting by a two-thirds vote of the members present.
    - Upfal to check the Enabling Act regarding the reinstatement of bylaws.

Respectfully Submitted,

Rachel Kapolka  
Assistant Clerk