

PLANNING COMMISSION BYLAWS

CITY OF EASTPOINTE, MI

Adopted: April 7, 2022

Article I - Objectives and Purpose

Section 1. The objectives, purpose, composition, and powers of the Eastpointe Planning Commission (“Commission”) are set forth in the Michigan Planning Enabling Act (MCL 125.3801, et seq.) (“the Planning Act”), the Michigan Zoning Enabling Act (MCL 125.3101, et seq.) (“the Zoning Act”), and Chapter XIII of the Eastpointe City Charter, not in conflict with state law.

Section 2. The Commission adopts these Bylaws to faithfully fulfill the objectives and purpose of the Commission set forth in state law and the Eastpointe City Charter.

Article II - Membership

Section 1. The City Council shall, by majority of all its members, appoint seven (7) citizens to serve as members of the Planning Commission. Members of the Commission shall be appointed for a term of five (5) years to be staggered according to Chapter XIII, Section 1 of the Eastpointe City Charter. Terms shall begin on the first day of January following appointment. If a vacancy occurs, otherwise then by expiration of term, it shall be filled by appointment of someone suitable to fill the place for the unexpired term. Any member of the Planning Commission may be removed by the City Council after a public hearing and shall during his/her term receive no compensation.

Section 2. Liaisons may be appointed to the Commission and may not vote, count towards the establishment of quorum, or be subject to the attendance standards set forth in Section 3. Liaisons, if not already appointed Commission members, can include other persons that are able to provide subject matter expertise, such as the Building Department staff and their agents and consultants, the City Attorney, and the City Planner, among others.

Section 3. A Commissioner shall notify the Building Official and the Chairperson in advance if they are going to be absent from the meeting. In accordance with Section 2-344: Removals of the Code of Ordinance, absences of a Commissioner from three meetings in a 12-month period (from the date of the first absence) may result in a recommendation to City Council for dismissal from the Commission.

Section 4. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office and shall act in compliance with the City’s Code of Ethics.

Section 5. Each member shall attend at least four hours per calendar year of training in planning and zoning during the member’s current term of office. Training shall be provided by one or more

of the following organizations: Michigan Association of Planning, Michigan State University Extension, Michigan Townships Association, Michigan Municipal League, continuing education programs of Michigan State University, University of Michigan, Northern Michigan University, Central Michigan University, or Wayne State University, or a similar continuing education program found to be acceptable to the City Administration. Commission members shall produce a list of their trainings to the City Council by the end of each calendar year.

Section 6. The Commission may establish and appoint ad hoc committees or working groups by majority vote of its members. Less than a quorum may serve on an ad hoc committee at any given time. All committees are subservient to the Commission and must report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee. The same principals of these Bylaws for the Commission also apply to all committees of the Commission.

Article III - Officers and their Duties

Section 1. The offices of the Commission shall consist of a Chairperson, Vice Chairperson, and a Secretary.

Section 2. The Chairperson shall preside at all meeting and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The Chairperson shall have the privilege of discussion on all matters before the Commission votes thereon.

Section 4. The Vice Chairperson shall act as the Chairperson in his/her absence.

Section 5. The Recording Secretary shall track attendance of the commissioners, record motions, take roll call and shall assist in the performance of duties as may be assigned by the Chair of the Commission.

Section 6. The Chairperson and Secretary shall execute documents in the name of the Commission.

Article IV - Election of Officers

Section 1. Officers shall be elected at the first meeting of the new year.

- a. Nominations shall be made from the members of the Commission.
- b. A Commissioner may accept a nomination in-absentia if they have advised the Commission in writing (e-mail is acceptable) prior to the meeting.

Section 2. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until their successor shall take office. Current and former officers retain the opportunity for reelection during the extent of their term as a commissioner.

Section 3. Vacancies in offices shall be filled immediately by regular election procedure.

Article V – Meetings

Section 1. The Commission shall establish its schedule of regular meetings for the calendar year no later than December 31st of the preceding calendar year. The schedule shall identify the date, start time, and location of the regular meetings. When the regular meeting falls on a holiday, the meeting shall be held on such other day as determined by the Commission. The Chairperson may postpone, reschedule, or cancel any meeting. Any postponement, rescheduling, or cancellation of a meeting shall be duly noticed per the requirements for open public meetings.

Section 2. The Planning Commission shall meet at least four times per year.

Section 3. A majority of the membership of the Commission shall constitute a quorum and the number of votes necessary to transact business shall be a majority of the entire membership of the Commission, present and voting, except when a motion involves amending of the Master Plan, which shall require an affirmative vote of a least 2/3 of the membership.

Section 4. Voting shall be by roll call vote and shall be kept as part of the Minutes.

Section 5. Special meetings may be called by the Chairperson or two members of the Commission. It shall be the duty of the Chairperson to call such a meeting when requested to do so in writing by a majority of the members of the Commission. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Commission. The secretary shall notify all members of the Commission in writing not less than five days in advance of such special meeting.

Section 6. All meetings at which official action is taken and all records and accounts of such meetings shall be open to the general public.

Article VI - Order of Business

Section 1. The order of business at regular meetings shall be:

- I. Roll Call
- II. Approval of the Agenda
- III. First Hearing of the Public (for non-agenda items)
- IV. Approval of Minutes
- V. Public Hearings (for specific agenda items)
- VI. New Business
- VII. Unfinished Business
- VIII. Second Hearing of the Public (for non-agenda items)
- IX. Training
- X. Commissioner's Comments
- XI. Adjournment

Section 2. Parliamentary Procedure. Parliamentary procedure shall be governed by the Sturgis Standard Code of Parliamentary Procedure by Alice Sturgis for issues not specifically covered by these bylaws. Where these bylaws conflict or are different than the Sturgis Standard Code of Parliamentary Procedure, then these bylaws control.

Section 3. Public Participation. All regular and special meetings, hearings, records, and all accounts shall be open to the public.

Section 4. Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, including meeting notices; a copy of the minutes and all attachments and summaries; and any action, supporting documents, or correspondence.

Section 5. Retention. Commission records shall be preserved and kept on file according to the following schedule:

- a. Minutes, bonds, oaths of officials, zoning ordinances, master or comprehensive plans, or other records of decision, Commission, or department publication: Permanent.
- b. General ledger: 20 years.
- c. Account journals: 10 years.
- d. Bill and/or invoices, receipts, purchase orders, vouchers: 7 years.
- e. Correspondence: Permanent.

Article VII - Hearings

Section 1. Plan Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the City Council, the Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than fifteen (15) days prior to such hearing, by at least one publication in a newspaper of general circulation.

Section 2. Special Hearing. Notice of special hearings for the purpose of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to the person, or gimp representative most interested and as required by the Planning Act, Zoning Act, and relevant local zoning ordinance.

Section 3. Notice of Decision. A written notice containing the decision of the Commission will be sent to petitioners and originators of a request for the Commission to study a special problem.

Section 4. In addition to the hearings required by law, the Commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

Article VIII - Annual Report

The Planning Commission shall make a written report to the City Council of the work of the Commission during the preceding calendar year.

Article IX - Employees

Section 1. The Secretary, an employee of the building department, shall keep the minutes and records of the Commission, prepare the agenda of regular and special meetings with the Chairperson, provide notice of meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by a Secretary.

Section 2. The Commission may employ such staff and/or experts as it sees fit to aid the Commission and that is subject to City Council approval.

Article X – Amendments

These Bylaws may be amended by at least 2/3 vote of the entire membership of the Commission, provided notice of the proposed change is given at a previous meeting.

Article XI – Adoption

These revised Bylaws were adopted on April 7, 2022, and will take immediate effect and supersede all previous Bylaws.



Timothy Palazzolo, Planning Commission Chair



Sheila Ulinski, Planning Commission Secretary