

## **ARTICLE 15 PLANNING COMMISSION**

### **15.1 MEMBERSHIP**

#### **15.1.1 Composition**

The Planning Commission shall consist of the following nine (9) members:

- a) One member shall be a member of the Township Board.
- b) The remaining regular members shall be selected from the electors of the Township.

#### **15.1.2 Appointment**

Members shall be appointed by the Township Board upon recommendation of the Township Supervisor.

### **15.2 DUTIES**

The Planning Commission shall hear and decide such matters as the Planning Commission is specifically authorized to pass on as provided in this Ordinance and such matters as may be provided by law, including, but not limited to, site plans, conditional use approvals, special use approvals, and planned unit developments.

The Planning Commission shall also be responsible for the holding of public hearings on applications and proposals as required by the provisions of this Ordinance and as may be required by law.

### **15.3 RULES OF PROCEDURE**

The Planning Commission has adopted and shall maintain rules of procedures. These rules shall be available for public inspection at the Office of the Township Clerk.

#### **15.3.1 Meeting Schedule**

The Planning Commission shall annually establish a regular schedule of Planning Commission meetings and the time and place of each. The schedule shall be posted within ten (10) days of setting the schedule as required under the Open Meetings Act. All such meetings and hearings shall be open to the public.

#### **15.3.2 Quorum**

The presence of five (5) voting members shall constitute a quorum.

### **15.3.3 Majority Vote**

The Planning Commission shall act by resolution. The concurring vote of a majority of the members of the Planning Commission shall be necessary to decide in favor of the applicant on any matter before the Planning Commission or act upon any other matter before the planning Commission.

### **15.3.4 Meeting Minutes**

The Planning Commission shall keep minutes of its proceedings, all of which shall be filed promptly with the Township Clerk and shall be a public record, showing:

- a) The action of the Planning Commission;
- b) The reasons on which the Planning Commission bases its action; and
- c) Any other official action.

### **15.3.5 Transmittal of Resolutions**

A copy of each resolution passed upon by the Planning Commission shall be submitted to the Township Clerk.

## **15.4 COMPENSATION**

Members of the Planning Commission may be paid per diem plus expenses actually incurred or such sums as the Township Board shall by resolution establish from time to time, if appropriation for such payment is made in advance by the Township Board. Otherwise, the members shall serve without pay.

## **15.5 REPORTS**

Based on input from the Zoning Administrator and the Township's Planning Consultant, the Planning Commission shall periodically prepare for the Township Board a report on the operations of the Zoning Ordinance. Such report shall include recommendations as to the enactment of amendments or supplements to the Zoning Ordinance.