

**THE RULES OF PROCEDURE AND POLICY
OF
THE PLANNING COMMISSION
OF
YPSILANTI, MICHIGAN**

Adopted September 17, 2003
Amended July 20, 2005

ARTICLE I – Name

The name of the Commission shall be the Planning Commission of City of Ypsilanti, hereinafter referred to as “Commission.”

ARTICLE II – Objectives

The objectives, purposes, powers, and duties of the Commission are those set forth by Chapter 122 of the City Code of Ordinances, Zoning, and all subsequent amendments thereto, in accordance with Act #207, Michigan Public Acts of 1921, the City and Village Zoning Act.

ARTICLE III – Membership, Officers and Their Duties

- Section 1. Membership of the Planning Commission shall consist of nine members. The officers shall be a Chairperson and a Vice-Chairperson.
- Section 2. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.
- Section 3. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers.
- Section 4. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in his/her absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- Section 5. The Chairperson and the Planner II shall sign all legal documents for the Commission.

ARTICLE IV – Election of Officers

- Section 1. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.
- Section 2. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until his/her successor shall take the office.
- Section 3. Vacancies in office shall be filled immediately by regular election procedures.

Section 4. The officers shall be members of the Commission.

ARTICLE V – Meetings

Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.

Section 2. The regular meetings of the Commission are to be held on the third Wednesday of each month except when such day falls on a legal holiday, in which case the Commission shall determine when the meeting shall be held.

Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days notice as to the time, place and purpose of the meeting.

Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing; be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal with the City Planner.

Section 5. The normal order of business at meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Audience Participation
5. Old Business
6. New Business
7. Adjournment

Section 6. A quorum shall consist of a majority of the current Planning Commissioners, but no less than four (4) members.

Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.

Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.

- Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote.
- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The City Planner shall act as parliamentarian during Planning Commission meetings.

ARTICLE VI – Procedures

- Section 1. Applications shall be made by the owner or by parties who have substantial interest and rights in the premises affected, provided that the owner consents to the request. The applicant may appear in his/her own behalf or may be represented by his/her attorney or agent at the hearing.

Applications and all required supporting documentation are to be submitted by the filing deadline. Applicants are to be provided with instructions which include the deadline date. Failure to submit a complete application and/or any required component of the application or submission of an inadequate application and/or any required component of the application will result in the case being withdrawn from consideration.

- Section 2. The usual order of procedure of the public hearing shall be:
- a. Chairperson states the name of the case and explains procedure and nature of case.
 - b. City Planner presents the official records of the case.
 - c. City Planner presents Staff recommendation.
 - d. Commission asks questions of staff.
 - e. Motion to open public hearing and chairperson directs that all persons present in connection therewith identify themselves by name and address. Chairperson explains the procedure.
 - f. Applicant presents his/her case.
 - g. The public in favor and/or opposed to the proposed change are heard.
 - h. Closing of Public Hearing – motion to close shall require majority concurrence for each petition.
 - i. Discussion by Commissioners.

- j. Motion and decision by Commissioners.

ARTICLE VII – Disposition

- Section 1. The decision of the Commission shall take effect five (5) days from the date of determination. However, the Commission may find the immediate effect of such decision is necessary for the preservation of property or personal rights and shall certify with five (5) concurring votes or a majority vote of the members present. The applicant shall be advised of the decision in writing within five (5) days of the final hearing and decision.
- Section 2. Whenever approval of a petition is authorized by resolution of the Commission, a building or occupancy permit shall be obtained within six (6) months from the date of this approval or failure to obtain such permit within six (6) months shall invalidate the approval.

ARTICLE VIII – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Planning Commission members at all regularly scheduled meetings of the Ypsilanti Planning Commission, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” should be implemented:
 - a. When appointed, each Commissioner should state his/her willingness and intention to attend each scheduled monthly meeting of the Planning Commission.
 - b. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled monthly meeting; the Commission, professional staff at City Hall or the Planning Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Planning Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
 - c. There will be a limit of three (3) consecutive “absences” or two (2) consecutive “unexcused absences” for any member of the Planning Commission. If any member meets the above criteria for consecutive yearly scheduled regular meetings, the Commissioner will be canvassed and be considered for an automatic appointment nullification.
 - d. If any Planning Commission member is absent from any five (5) scheduled monthly Planning Commission meetings during any one

