

Adopted 09/13/2012

PLANNING COMMISSION

§ 32.045 POLICY; ESTABLISHMENT OF PLANNING COMMISSION.

The Board desires to encourage sound and harmonious growth in the township and its environment, encourage efficiency and economy in the provision of facilities and services, ensure maximum return for expenditures of public funds and avoid error and waste resulting from unplanned and uncoordinated development. To these ends and for these purposes, the Board finds it desirable that township planning activities be undertaken for guiding the future development and improvement of the township. Therefore, a Planning Commission is hereby established.

(‘87 Code, §§ 2.561, 2.562)

§ 32.046 MEMBERS.

(A) *Appointment.* The Planning Commission shall consist of seven members. Two members shall be appointed by the Board from its own membership. Five members shall be appointed from among persons in a position to represent the general public interest or additional Board members. No person shall be appointed with private or personal interests likely to conflict with the general public interest. (‘87 Code, § 2.563)

(B) *SubCommittee Appointment.* The Board shall appoint a Draft Committee for the purpose of defining Planning Commission processes and compiling an initial zoning ordinance proposal to support the activities and duties of the full Planning Commission.

(C) *Membership.* Members appointed by the Board from the Board shall serve at the pleasure of the Board, and their membership shall terminate upon termination of their membership upon the Board. Terms of office for the other members shall be for three years, or until the member’s successor is appointed and qualified. (‘87 Code, § 2.564)

(D) *Terms of office.* Of the members who are first appointed and are not from the Board, one shall be appointed for a term expiring at the end of the next succeeding March, two for a term expiring one year after the end of the next succeeding March, and two for a term expiring two years after the end of the next succeeding March. Thereafter, at each organizational meeting, the Board shall appoint any public members for any term which will then expire. (‘87 Code, § 2.565)

(E) *Compensation.* Members of the Commission may receive compensation in an amount set by the Board in the Township Compensation Policy for service upon the Commission. They shall be allowed necessary travel and other expenses while on official business of the

Commission. ('87 Code, § 2.575)

§ 32.047 DISQUALIFICATION; REMOVAL FROM OFFICE; VACANCIES.

(A) *Disqualification.* If the private or personal interest of a member is involved in any business before the Commission, the member shall not take part in action on the business. If the member attempts to take part, the member may be disqualified from doing so by the Commission. ('87 Code, § 2.566)

Departments, Boards and Commissions

(B) *Removal from office.* Any member, for just cause and upon written charges, may be removed from office by a two-thirds vote of the entire Board. The member shall be entitled to a public hearing before a decision is made by the Board. Any member may be removed without action of the Board for nonattendance at Commission meetings, according to rules adopted by the Commission. ('87 Code, § 2.567)

(C) *Vacancies.* The Chairperson of the Commission shall notify the Board promptly of any vacancy occurring or about to occur upon the Commission. The Board shall fill any vacancy for the unexpired portion of the original term of the appointment. ('87 Code, § 2.568)

§ 32.048 OFFICERS.

The Commission shall elect a Chairperson, Vice-Chairperson and a Secretary from among those of its members and may create and fill such other offices upon the Commission as it determines. Terms of all elected officers shall be for one year, or until their successors are elected and qualified. Any officer shall be eligible for reelection. ('87 Code, § 2.569)

§ 32.049 VOTING AND OTHER RIGHTS.

All members, including the Chairperson, shall be entitled to vote and shall otherwise have the full rights and privileges of a member of the Commission, except as is provided in § 32.048 of this code regarding eligibility for service as an officer. ('87 Code, § 2.570)

§ 32.050 RULES; RECORDS.

(A) *Rules.* The Commission shall adopt rules for its governance and for the transaction of its business. ('87 Code, § 2.571)

(B) *Records.* The Commission shall keep a record of attendance at its meetings and of its resolutions, transactions, findings and determinations, showing the vote of each member on each question requiring a vote, including whether the member was absent or abstained. The records of the Commission shall be a public record. ('87 Code, § 2.572)

§ 32.051 EMPLOYMENT OF STAFF, TECHNICIANS AND EXPERTS; OTHER EXPENDITURES.

(A) The town Zoning Administrator shall serve as staff for the Commission.

(B) The Commission may recommend to the Board the expenditure of such funds as it deems necessary and proper for the conduct of its business.

§ 32.052 POWERS AND DUTIES.

The powers and duties of the Commission shall be, in general:

(A) To acquire and maintain in current form such basic information and background data as is necessary to an understanding of past trends, present conditions, and forces at work, to cause changes in these conditions;

(B) To prepare and keep current a comprehensive general plan for meeting present requirements and such future needs as may be foreseen;

(C) To establish principles and policies for guiding action affecting development in the township and its environs;

(D) To prepare and recommend to the Board ordinances, regulations and other proposals promoting orderly development along lines indicated as desirable by the comprehensive plan;

(E) To determine whether specific proposed developments conform to the principles and requirements for the comprehensive plan and the ordinances of the township;

(F) To keep the Board and the general public informed and advised as to all planning and development matters;

(G) To conduct such public hearings as may be required to gather information necessary for the drafting, establishment and maintenance of the comprehensive plan and ordinances and regulations related to it, and to establish public committees for the purpose of collecting and compiling information necessary for the plan, or for the purpose of promoting the accomplishment of the plan in whole or in part;

(H) To perform other duties which may be lawfully assigned to it, or which may have a

bearing on the preparation or accomplishment of the comprehensive plan; and
(‘87 Code, § 2.576)

(I) The Commission, or its employees or agents, may in the performance of official duties enter upon lands and make examinations or surveys in the same manner as authorized township officials or employees, and shall have such other powers as are required for the performance of official functions in carrying out the purposes of the provisions of this code relating to the Planning Commission.
(‘87 Code, § 2.577)

§ 32.053 STUDIES AUTHORIZED.

In connection with its duties, the Commission may request the township to provide maps, aerial photographs, surveys, special studies and other data reasonably necessary to the Commission in carrying on its comprehensive township planning activities. Its activities may include, without limitation, study of the location, condition and adequacy of housing, commercial and industrial facilities, economic development, parks, playgrounds and other recreational facilities, schools, public and private utilities, traffic transportation, parking and other matters in furtherance of its planning activities.
(‘87 Code, § 2.578)

§ 32.054 APPROVAL OF PLATS.

Any subdivision plat submitted to the Board for approval shall, prior to final consideration, be referred to the Planning Commission for review and recommendation. Any plat so referred shall be returned to the Board by the Commission with its recommendation within 30 days. If the Commission fails to act within that time, the Board may then proceed with its consideration of the plat.
(‘87 Code, § 2.579)