



PORT SHELDON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460
Telephone 616-399-6121 Fax 616-399-7173
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Planning Commission Meeting Agenda March 25, 2026 at 5:00 PM

1. Call to Order:
2. Roll Call:
3. Approve Minutes: February 25, 2026 PC Meeting
4. Approve Agenda:
5. Communications:
6. Zoning Administrator Updates:
7. Public Comments:
8. Old Business:
 - a. Planning Commission By-laws
9. New Business:
 - a. ADU discussion
 - b. Township Ordinance Review
 1. Fence ordinance. Building permit required but it seems unnecessary. 4.37
 2. Private Streets are not required to be centered in easement. 20.04.1
 3. No private street off another private street. 20.04.3
 4. Township setback requirements do not match ROW sizes of county or others. 4.27
 5. Uncovered stairs, porches and decks shall meet yard requirements. 4.28
10. Adjournment:

Public Hearing procedure is on back of the agenda.

Public Hearing Procedure

A public hearing conducted by the Planning Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure. This procedure may be modified at the discretion of the Chairperson based on the type and character of the hearing.

1. The Chairperson of the Planning Commission shall announce that a public hearing will be conducted on a request.
2. The Chairperson shall read the public hearing announcement as published in the newspaper and also give a brief description of the hearing subject and any history if necessary. This step may be deferred to another member of the Planning Commission.
3. The Chairperson shall announce the following hearing rules
 - a) This is a public hearing designed to receive comments on the above subject. Only comments regarding this subject will be accepted.
 - b) All persons wishing to comment shall be given an opportunity.
 - c) Any person wishing to speak shall first be recognized by the Chairperson.
 - d) This person shall, state their name and address, and make comments directly to the Chairperson.
 - e) Each person speaking shall limit their comments to three (3) minutes.
 - f) Everyone shall have an opportunity to speak before someone is allowed to speak a second time, as time permits.
 - g) If at any time during the hearing, the Chairperson feels no other relevant comments are being stated or the public is out of order, the Chairperson may close the public hearing. The Chairperson may at their discretion, terminate unreasonably repetitive, irrelevant, or lengthy comments which are nonproductive to the purpose at hand.
4. The Chairperson shall officially open the hearing and state the purpose of the hearing is to receive public input regarding the subject. If the chairperson desires to answer questions, or direct someone to answer a question, this may be done at the discretion of the Chairperson.
5. During the hearing, the Chairperson or their designee shall read any correspondence received. This can be worked in between public comments.
6. Once all public comments have been stated, the Chairperson shall close the hearing. Any voting member of the Planning Commission may initiate an action to close the hearing.



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Planning Commission Meeting Minutes February 25, 2026

Call to Order: 5:00 by Steve Grilley

Roll Call: Present: Lori Stump, Del Petroelje, Steve Grilley, Patrick Kelderhouse (arrived late), & Nicole Timmer
Absent: Duke DeLeeuw & Bill Monhollon
Staff present: Ryan Capson, Andrew Moore, Cate Wiler

Approve Minutes from December 3, 2025:

Motion: Del Petroelje
Support: Nicole Timmer
Motion carried 4-0 via voice vote

Approve Agenda:

Motion to move New Business ahead of Old Business.
Motion: Petroelje
Support: Lori Stump
Motion carried 4-0 via voice vote

Communications: None

Zoning Administrator Updates: None

Public Comments: Grilley opened public comment. No comments were heard, so Grilley closed public comments.

New Business: Applicant Dave Stebbins stated that they submitted the new drawings for phase 2 of Ventura Townhomes.

9a. Public Hearing - Rezoning Application for Ventra Woods Phase 2. Parcel# 70-11-01-300-020, from Commercial to R-1 Residential. Dave Stebbins explained that they are purchasing a portion of this parcel and are requesting the zoning be changed to Residential from Commercial. Moore provided an overview of the process and why the rezoning is proposed. Grilley opened the public hearing.

1. Public hearing –

- a. Shirley Anderson, 9150 Stillwater - Question regarding the numbers of units and road access, if it is off US 31. Additionally, expressed concerns about the groundwater usage as a lot of water was pumped from the ground during the first phase of construction..
- b. Rocco Depiro, 9104 US 31 – Alaskan pipeline they are in favor of the development and are happy with the life it is bringing to the area.

Grilley closed the public hearing.

2. Andy Moore – They want to make this area an extension of the existing Ventura Townhomes development. Some of the property along US 31 would remain commercial and they would divide the property to rezone to R1 for the split. Rezoning to R-1 is needed to establish the underlying density for the PUD. He recommended that the township move forward with the rezoning.
3. Motion to recommend approval of the rezoning of the property from commercial to R1 to the Township Board.
 - a. Motion: Patrick Kelderhouse
 - b. Support: Petroelje
 - c. Motion carried 5-0 via voice vote

9b. Public Hearing - PUD Application for Ventura Woods Phase 2. Parcel# 70-11-01-300-020, Proposed townhomes including two 4-plex and two 6-plex units at the end of the existing Redstone development cul-de-sac – Stebbins spoke about four buildings for a total of twenty units with the addition of a fire lane for emergency access off US 31 connecting to the Dollar General parking area. Additionally, the detention basin will be increased, and additional parking is planned near along the street for guests. He acknowledged that a lot of dewatering occurred with the construction of water and sewer infrastructure in the first phase but did not think that would occur in the second phase.

1. Grilley opened the public hearing.
 - a. Shirley Anderson 9150 Stillwater – Posed a question about the fencing and trees in phase 1 and wanted to know if it was still going to happen. Stebbins responded that the screening will be installed this spring.

Grilley closed the public hearing.

2. Moore outlined the PUD process. After the Board meeting in March to consider the R-1 rezoning, the Board must also hold a public hearing in April on the PUD rezoning. After that, the PUD application will return to the PC for final review, assuming both are approved. Redstone Development has proposed extension of the screening fence line, but not the landscaping. He suggested that the township request more landscaping

from the developer similar to what was done in phase 1, adjacent to the houses in The Corners. The final site plan review would happen at the May Planning Commission meeting. The next step would be moving forward with a recommendation of approval to the Board.

3. Motion to recommend the PUD to the Township Board with the applicant to provide additional landscaping along the easterly property line, similar to phase 1, adjacent to the houses in The Corners.
 - a. Motion: Kelderhouse
 - b. Support: Petroelje
 - c. Motion carried 5-0 via voice vote

9c. Public Hearing - Special Land Use Application for Parcel# 70-11-12-200-057, 8655 W. Olive Rd., West Olive, MI 49460, Proposed construction of Barn to store equipment/implements.

1. Grilley opened the public hearing.
 - a. Karl Grundeman 14838 Croswell St. - Urged the township to approve the application and provided a written letter stating his support.

Grilley closed the public hearing.

2. Moore stated SLU application is needed because the proposed building exceeds the size of the current ordinance. The proposed building design looks good aesthetically and recommended that the request be approved with a couple of stipulations.
 - a. No demolition or earthwork shall be undertaken on the site until all appropriate permits have been secured consistent with this site plan approval and copies of such permits have been submitted to the Township.
 - b. Prior to issuance of any Township permits, the applicant shall have paid all application, permit, and other fees related to the request.
3. Motion to approve the application with the 2 recommendations made by the planner.
 - a. Motion: Petroelje
 - b. Support: Stump
 - c. Motion carried 5-0 via voice vote

The commission discussed moving agenda item 9e. in front of 9d.

9e. Ordinance petition to amend sections 2.18 and 7.03 of the Port Sheldon Township zoning ordinances to allow personal and commercial storage suites in the commercial district. - Bill Sikkel spoke on behalf of Ryan Stygstra's petition to amend sections 2.18 and 7.03 of the zoning ordinances to allow personal and commercial storage suites in the commercial district. Sikkel found an ordinance from Saugatuck that has based the wording on.

PERSONAL AND COMMERCIAL STORAGE SUITES. *A building or group of buildings that contain individual storage warehouse suites for personal or business purposes. Suites may include accessory office and bathroom facilities. Suites may be rented, or owned individually if part of a condominium project.*

1. Kelderhouse questioned if Saugatuck limited the amount of items stored.
2. Moore – question for the petitioner what is different from self-storage which already exists? Sikkel explained that these units are bought to give people extra space that they don't have in their homes for hobbies, gyms, extra item storage or pickleball court. They are not used just for storage and can be sold as condos. Moore said that he doesn't have any issues with this change but suggested that the term "storage" be removed to avoid confusion with self-storage units, which are already addressed in the zoning ordinance. The Township would have to draft an amendment and hold a public hearing before making a recommendation to the board. He suggested having Stygstra submit a complete application form. This application would trigger the public hearing to make a recommendation for the change.

Capson suggested that we make sure the wording for personal use be more specific because we need to make sure the use is enforceable. The definition must be in place before the units are built and advertised.

Moore suggested a number of conditions be added, such as a prohibition on the storage of hazardous or combustible materials, dwellings, and others.

3. Capson stated that we do not have an application, nor the fee structure established too so that's why he asked to make petition to the planning commission. So, the planning commission may want to look at changing that zoning ordinance to clarify that process.
4. Moore suggested that he work directly with Sikkel, and they will come back before the commission with the updated draft amendment for the commission's consideration.

9d. Revisions to the planning commission bylaws

- a. The Commission made changes to the bylaws regarding the meeting agenda, training requirements, and how the agenda is delivered. Moore will provide a redline document that will be included in next meetings packet for approval.

9f. Item tabled to the next meeting.

Old Business:-

8a. Battery Energy Storage Systems – Revised Ordinance - Moore shared the workable ordinance that addresses the battery energy storage systems. Act 233 enables companies to bypass the townships and go directly to the MPSC for approval. Our ordinance is written similar to the MPSC standards but adds additional requirements in a few places. The purpose of this is to have an ordinance in place to encourage the companies to work with the township.

1. Petroelje asked Lori what she learned at the battery meeting hosted by Ottawa County. Stump said the Blendon township manager and fire chief were at the conference. They indicated the biggest mistake they made was not communicating with the public sooner

about Act 233 and what it allows. They feel that they missed the opportunity to get the support of the community up front and this has hampered progress in getting an application reviewed.

2. Capson suggested issuing a press release once the board approves the ordinance or posting something online.
3. Motion to recommend sending to township board for approval
 - a. Motion: Timmer
 - b. Support: Kelderhouse
 - c. Motion carried 5-0 via voice vote

Discussion: Timmer stated that she thinks the topic of ADU's needs additional discussion because the topic continues to come up and we cannot ignore it. It is important to have the conversation and see what the community wants and how it can be regulated and enforced.

Adjourn: Grilley adjourned the meeting at 6:42 pm.

X

Lori Stump
Secretary

Sec. 39-9.07. Accessory dwelling units (ADUs). [7-21-2021 by Ord. No. 1796; amended 10-20-2021 by Ord. No. 1804; 12-1-2021 by Ord. No. 1805]

- A. Definition. An "*accessory dwelling unit (ADU)*" is a detached *dwelling unit* that is permitted only on properties with a single detached principal *dwelling unit*. ADUs are a lesser size than the principal *dwelling unit* and include a kitchen, a sleeping area, and full bathroom facilities.
- B. Zone districts permitted: LDR, MDR, TNR, GMU, and PUD, provided that they are only on properties with one single detached *dwelling unit* and meet the standards of this section.
- C. Application process. Application for an ADU shall be made to the *Zoning Administrator* and shall include the following information:
 - 1. Scaled and dimensioned *site plan* of the property showing the following:
 - a. Location of all *structures* on the property (principal and accessory structures).
 - b. Proposed location of the ADU.
 - c. Setbacks of the proposed ADU from the *property lines* and all *structures*.
 - d. Designated *parking* area for the ADU.
 - e. *Landscaping* or fencing for the ADU.
 - 2. Scaled and dimensioned floor plan of the ADU, showing the following:
 - a. Kitchen.
 - b. Bathroom.
 - c. Sleeping area.
 - d. Entry stairs, porches, or entrances.
 - e. Total square footage of the ADU.
 - f. Gross square footage of principal dwelling unit.
 - 3. Scaled elevations of all sides of the ADU, including windows, doors, porches, and other exterior features.
- D. Review process.
 - 1. Approving authority. The *Zoning Administrator* shall be the *approving authority* and shall use the criteria listed in Subsection E.
 - 2. Notice to adjacent property owners. After the *Zoning Administrator* receives a complete application for an ADU, and determines that the plan meets all of the standards for approval, a notice shall be provided to all property *owners* within a radius of 300 feet of the subject property with a description of the ADU request. See Section 39-12.06C.
 - 3. A notified property *owner* may request a special exception *public hearing* and review by the *Board of Appeals*. To initiate a hearing by the *Board of Appeals*, the noticed

neighbor shall provide a written request to the *Zoning Administrator* describing the specific reasons for the request. The *Board of Appeals* may approve an ADU with conditions if necessary to ensure compatibility with adjoining or nearby residential properties, or to protect the health, safety, and general welfare of the neighbors or the public.

E. Standards for approval. The *Zoning Administrator* or *Board of Appeals* shall review the ADU using the following standards:

1. Number allowed: one ADU maximum shall be permitted on a property.
2. Location and setbacks.
 - a. Front yard. An ADU shall not be permitted in a required front *setback*.
 - b. Side yard: shall meet the minimum *side yard setback* for *principal structures* in the *zone district*. See Article 39-2.
 - c. Secondary street. An ADU shall meet the minimum secondary street yard setback for principal structures in the zone district. See Article 39-2.
 - d. Rear yard: shall meet the minimum *side yard setback* for *principal structures* in the *zone district*. See Article 39-2.
3. Size and occupancy. An ADU shall comply with the size and occupancy requirements of the following chart: **[Amended 2-1-2023 by Ord. No. 1834]**

	Minimum Lot Size	Minimum Lot Width	Permitted ADU Size	Maximum Number of Occupants*
Tier 1	—	—	200 sf to 720 sf, not to exceed 35% of the gross floor area of the principal dwelling unit above grade	3 people
Tier 2	9,600 sf	60 ft	200 sf to 800 sf, not to exceed 50% of the gross floor area of the principal dwelling unit above grade	4 people

*The number of occupants in an ADU shall not exceed the space requirements of Section 14-4.15 of the Code of Ordinances.

4. Height. An ADU located on the first floor shall have a maximum average height of 16 feet. An ADU located on the second floor shall have a maximum average height of 22 feet.
5. Occupancy. Either the principal dwelling unit or the ADU shall be *owner-occupied*. **[Amended 2-1-2023 by Ord. No. 1834]**
6. Property requirements.
 - a. An ADU shall only be constructed on a property with a *single detached dwelling unit*.
 - b. A property with an ADU shall not have a *short-term rental* or a *bed-and-breakfast* on the same property.
 - c. An ADU shall count towards the maximum number of permitted *accessory structures* on the *lot*, as described in Section 39-9.05. **[Amended 2-1-2023 by Ord. No. 1834]**
 - d. An ADU shall not be allowed in the area defined as the Hope Neighborhood Overlay District. See Section 39-2.21.
 - e. An ADU shall be connected to an approved water and sewer system.
 - f. The utilities for the ADU shall not be metered separately.
 - g. An ADU shall not be sold separately. **[Added 2-1-2023 by Ord. No. 1834]**
 - h. The ADU shall have one dedicated parking space in addition to one parking space for the single-family home. **[Added 2-1-2023 by Ord. No. 1834]**
7. Impact.
 - a. An ADU located in any *zone district* shall receive an infill design review per Section 39-9.09 to ensure character compatibility with the neighborhood.
 - b. The ADU shall not result in an excessive increase in traffic, *parking* congestion, or noise.
 - c. The placement, orientation, and location of the windows and doors of the ADU shall not infringe on the privacy of the surrounding neighborhood.
 - d. Adequate *landscaping* and/or a six-foot-high *fence* shall be installed to *screen* an ADU from an adjacent property when the ADU is located on the ground floor.
- F. Post approval requirements. Construction may commence on an ADU following approval by the *Zoning Administrator* or *Board of Appeals*, infill design review, and the issuance of a *building permit*. After ADU construction is complete and a certificate of occupancy has been obtained, the property *owner* shall record a document with the County Register of Deeds

notifying potential buyers of the ADU requirements specified in this section.

PORT SHELDON TOWNSHIP PLANNING COMMISSION
BYLAWS AND RULES OF PROCEDURE

Section 1. Authority.

These Port Sheldon Township Planning Commission (Commission) Bylaws and Rules of Procedure are adopted in accordance with the Michigan Zoning Enabling Act and the Michigan Planning Enabling Act.

Section 2. Requirements of Membership.

- 1) Bylaws and Rules. Members shall comply with these Bylaws and Rules of Procedure.
- 2) Attendance. Members shall attend meetings of the Commission. If any member is unable to attend a regular or special meeting, the member shall attempt to notify the secretary or Township staff prior to the meeting.
- 3) Participation. Members shall give their best efforts toward participation at Commission meetings. Members are expected to review any written materials submitted to the members prior to a meeting and to be prepared for each meeting.
- 4) Education and Training. Members are strongly encouraged to use opportunities for education and training regarding Township planning and zoning. New members shall attend at least one training workshop or seminar within one year of their appointment.

Section 3. Duties and Responsibilities.

The members of the Commission shall have the following principal duties and responsibilities, among others:

- 1) To consider and recommend the adoption of the Zoning Ordinance and amendments in the Zoning Ordinance.
- 2) To prepare, consider and approve the Township Master Plan.
- 3) To consider, no less frequently than every five years, whether a revision of the Master Plan or updated amendments in the Master Plan are needed; to prepare, consider and approve any such revisions or amendments.
- 4) To consider and approve zoning applications and requests assigned to the Commission under the terms of the Zoning Ordinance, including special land uses and other types of land use approval.
- 5) To make an annual written report to the Township Board concerning its zoning and planning activities during the previous year and including, if desired, recommendations on zoning and planning changes and amendments.
- 6) To promote public understanding of and interest in the Township Master Plan and the Zoning Ordinance.

- 7) To review and determine whether to approve proposed public improvement projects; to review and recommend a proposed capital improvement plan, if requested.
- 8) To review and make recommendations on proposed platted subdivisions and condominiums and site condominiums.
- 9) To carry out other duties and responsibilities provided by law or as requested or directed by the Port Sheldon Township Board.

Section 4. Conflicts of Interest

All members of the Commission shall avoid situations which involve a conflict of interest.

- 1) A conflict of interest includes, but is not necessarily limited to, the participation in the review, hearing, deliberation or voting on an application or request for the Commission's decision in the following circumstances:
 - a. The application or request involves or concerns the Commissioner or the Commissioner's immediate family.
 - b. Where the land which is the subject of the application or request:
 1. is owned by the Commissioner, or
 2. is adjacent to land owned by the Commissioner.
 - c. The application or request involves or concerns a corporation, company, partnership, or any other entity in which the Commissioner is an owner, part-owner, or has any other relationship where the Commissioner may stand to have a financial gain or loss.
 - d. The application or request would result in a direct monetary benefit to the Commission member.
 - e. Where a Commissioner's employer or employee is the person making the application or request, or is a person having a direct interest in the outcome.
 - f. The Commission member has provided private consultation services, or similar services, for the development of property in the Township and the client is the applicant.
- 2) Remedies. When a conflict of interest exists, the affected Commission member shall do all of the following:
 - a. Declare a conflict of interest prior to any discussion on the matter, stating the nature of the conflict.
 - b. In the case of an apparent conflict of interest, the Planning Commission may by majority vote of those present and voting declare a conflict of interest on the part of a Commission member. The member who has the apparent conflict shall not vote on the question of whether to declare a conflict of interest. If the vote of the voting Commission members results in a declaration of a conflict of interest, the member having the conflict shall not participate in or vote upon the matter at issue.
 - c. Abstain from participating in the matter, as a member of the Commission, unless otherwise

allowed by Michigan law.

- d. The affected Commissioner should not make any presentations to the Commission as a representative for the applicant. However, the member may comment during any public comment period consistent with constitutionally protected rights to participate and be heard.

Section 5. Meetings.

- 1) Schedule of Meetings. Regular meetings of the Commission shall be held once a month on a day and at a time to be determined by the Commission at its first meeting of the calendar year; provided, however, that a meeting need not be convened if pending matters do not warrant a meeting. The Commission shall hold at least four meetings each year.
- 2) Special Meetings. A special meeting may be called by the chairperson or any two Commission members, upon written request to the secretary. In the event of such request, the secretary shall notify the members of the special meeting at least forty-eight hours in advance, unless the members agree that lesser notice shall be sufficient.
- 3) Meetings to be Public. All meetings of the Commission shall be public meetings, held in compliance with the provisions of the Open Meetings Act.
- 4) Notices. Notices of public hearings of the Commission shall be prepared, published and mailed in compliance with the applicable provisions of the Zoning Enabling Act and the Planning Enabling Act.
- 5) Quorum. A quorum for the conducting of business shall consist of a majority of the total number of current members of the Commission. If a quorum is not present, no official action may be taken, though the members present may discuss relevant planning and zoning matters if they desire to do so.
- 6) Agenda. A written agenda shall be prepared for each regular meeting. The proposed agenda shall be approved by majority vote of the Commission members at the beginning of each meeting. The order of business shall generally be as follows, but the Commission rearrange items when the approval of the agenda is under consideration may:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of minutes of previous meeting
 - d. Approval of Agenda
 - e. Communications
 - f. Zoning Administrator Updates
 - g. Public Comments
 - h. Unfinished Business
 - i. New Business

j. Adjournment.

7) Inclusion of Matters in Agenda.

- a. An application for zoning ordinance amendment, special land use, rezoning of lands or other action by the Planning Commission shall be submitted to the Township office as per Township policy. If an application is not submitted in sufficient time, it will be scheduled for a subsequent meeting. No application shall be scheduled for consideration until it is complete.
- b. A written agenda for each meeting, together with any supporting materials and other information, shall be mailed, via either US Mail or email, to each member prior to the meeting.

Section 6. Public Hearings.

- 1) Public hearings shall be conducted by the Commission whenever required by law or Township ordinance.
- 2) Procedures. Public hearings shall generally proceed as follows:
 - a. The chairperson declares the public hearing open and states its purpose.
 - b. The chairperson states that public notice of the meeting has been properly published and mailed, or requests that the Commission secretary read the public hearing notice aloud.
 - c. The chairperson, or at the chairperson's request, the Township Planner and/or Township staff, briefly summarizes the matter which is the subject of the public hearing and provide comments on the matter.
 - d. The applicant or the applicant's representative presents the matter being applied for, including oral comments and written material.
 - e. Members of the Commission may ask questions or make comments concerning the application.
 - f. The chairperson invites members of the public to comment or to make presentations. All persons commenting shall state their names and addresses for the record. Persons commenting shall address the chairperson only. The chairperson may refer questions to the applicant or other persons present. Members of the public shall limit their comments to the subject of the hearing. All comments shall be given in a courteous manner and all persons shall refrain from offensive or disrespectful remarks. A reasonable time limit may be imposed on each speaker.
 - g. The chairman, secretary, planner or staff person shall read any correspondence, documents or communications received related to the public hearing.
 - h. The chairperson declares the public hearing closed.
 - i. The chairperson then refers the matter to Commission members for discussion.
 - j. After reasonable discussion, the chairperson may inquire if any member desires to make a

motion on the application. Any such motion may include an approval of the application, a denial, an approval with conditions (in the case of matters as to which conditions are permitted) or a postponing or tabling of all or any part of the application. Members may take final action on a matter at the same meeting at which the public hearing is held if the members desire to do so, but in their discretion, any matter may be tabled or postponed to a subsequent meeting, for further information, additional investigation or if members desire to consider the matter over a longer period of time.

- 3) Rules of Order. All meetings of the Commission shall be conducted in accordance with generally-accepted parliamentary procedure, unless these Bylaws and Rules of Procedure provide otherwise.

Section 7. Voting.

- 1) All members of the Commission shall vote on all matters to be voted upon, except in the case of a conflict of interest.
- 2) Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be taken if called for by the chairperson or if requested by any member.
- 3) A master plan or a revision of, or amendment in a master plan shall be approved by affirmative majority vote of the members of the Commission.
- 4) A zoning ordinance or an amendment in the zoning ordinance, including an amendment in the zoning map, shall be approved and recommended by an affirmative majority vote of the members of the Commission.
- 5) Except as otherwise stated in this section, in the Township Zoning Ordinance, or provided by law, an affirmative vote of a majority of the Planning Commission members present and voting shall be required for the approval of any motion, resolution or other action or decision.

Section 8. Minutes.

- 1) Minutes of Commission meetings shall be prepared by the recording secretary or secretary and, after approval, shall be signed by the Commission secretary.
- 2) The minutes shall contain a brief synopsis of the meeting, including a statement of all motions, who moved and who seconded, the reasons given and the outcome, with roll call votes thereon recorded. The minutes shall list the Commission members in attendance and those who are absent.
- 3) Tentative minutes shall be available for public examination in the Township office not more than eight days after the meeting. Approved minutes shall be available for public examination in the Township office not more than five days after the meeting at which they are approved.
- 4) The recording secretary or other authorized Township employee shall maintain copies of all minutes, and shall forward copies of all approved minutes to the Township Clerk, for

retention in the Township office. Approved meeting minutes shall serve as the official record of Commission meetings.

Section 9. Officers.

- 1) Officers of the Commission. The officers of the Commission shall be the chairperson, the vice-chairperson and the secretary. The officers shall be elected by affirmative majority vote of the Commission members present and voting. The Commission may by majority vote establish other officers in its discretion.
- 2) Term and Election. The term of office of each officer shall be one year and until the officer's successor is elected and qualifies. Officers shall be elected at the first meeting of the calendar year or at the earliest convenient meeting thereafter. The Township Board member of the Commission shall not be eligible to serve as chairperson of the Commission.
- 3) Chairperson. The chairperson shall preside at meetings of the Commission. The chairperson shall nominate persons to serve on committees or advisory committees, subject to confirmation by majority vote of the Commission members present and voting.
- 4) Vice-Chairperson. The vice-chairperson shall preside at meetings of the Commission in the absence of the chairperson. If for any reason the chairperson is unable to discharge the duties of the office, the duties of the chairperson shall be carried out by the vice chairperson, for the period during which the chairperson is unable to discharge such duties. If the office of chairperson becomes vacant, the vice-chairperson shall serve in that capacity until a new chairperson is elected.
- 5) Secretary. The secretary shall sign the minutes prepared by the recording secretary, after the minutes are approved by the Commission.
- 6) Township Board Representative. The Township Board representative shall present the recommendations of the Commission as required by the Zoning Ordinance, the Land Subdivision and Utility Extension Ordinance and other ordinances, the Michigan Zoning Enabling Act, and the Michigan Planning Act to the Township Board prior to its consideration of the subject request. The Township Board representative shall also be the liaison with the Township Board to provide updates or reports of actions by the Commission as may be directed by the Commission or otherwise appropriate; and, in turn, to convey to the Commission any requests, directions, or questions of the Township Board.
- 7) Zoning Board of Appeals Representative. The Commission's representative to the Zoning Board of Appeals ("ZBA") shall report the actions of the ZBA relating to the Commission and shall update the ZBA on actions by the commission that relate to the functions and duties of the ZBA.

Section 10. Annual Report.

- 1) The Commission shall prepare and submit to the Township Board an annual written report concerning the Commission's operations during the preceding year and the current status of its planning and zoning activities, including, if desired, recommendations concerning

actions by the Township Board related to planning and zoning within the Township.

- 2) The annual report to the Township Board shall be prepared and submitted after the last Commission meeting of the calendar year applicable to the annual report, or as soon thereafter as practicable.

Section 11. Amendments.

- 1) These Bylaws and Rules of Procedure may be amended by concurring vote of a majority of the Commission members present at a public meeting.
- 2) If amendment in these Bylaws and Rules of Procedure is proposed, it shall be submitted in writing by mail or personal delivery to all members of the Commission at least three days before the meeting at which the amendment is to be introduced.

THESE BYLAWS AND RULES OF PROCEDURE WERE ADOPTED BY THE PORT SHELDON TOWNSHIP PLANNING COMMISSION ON FEBRUARY 24, 2010.



Secretary