

AGENDA
CITY OF ALLEN PARK
PLANNING COMMISSION MEETING
October 3, 2019
7:00 PM

Roll Call

Approval of the Agenda

Approval of Minutes: September 5, 2019

1. New Business
 - A. None
2. Old Business
 - A. Proposed text amendment to add Solar Energy Systems
3. Discussion Items
 - A. Planning Commission Bylaws
4. Communications
5. Chairman Comments
6. Commissioner Comments
7. Planner Comments
8. Citizen Comments

Adjournment

“Accommodations for individuals with disabilities will be provided with 10 day advanced notice.”

MINUTES
CITY OF ALLEN PARK
PLANNING COMMISSION MEETING
September 5, 2019

The Planning Commission met for a regularly scheduled meeting on September 5, 2019 at the Allen Park City Hall. Chairman Graham called the meeting to order at 7:04 PM.

The Chairman Graham instructed the secretary to call the roll.

Graham	<u> X </u>	Lalli	<u>Excused</u>
Babbage	<u>Excused</u>	McLean	<u> X </u>
Darin	<u>Excused</u>	Randt	<u> X </u>
Frank	<u>Excused</u>	Vacant	<u> </u>
Hagen	<u>Excused</u>		

Others present- Chris Atkin, Carlisle-Wortman

Approval of July 11, 2019 Planning Commission Meeting Minutes

Motion to approve by McLean, seconded by Randt; Motion passed.

NEW BUSINESS

A. Public Hearing for Solar Energy Systems Ordinance

A discussion regarding the proposed ordinance language took place; Planner Atkin provided a comments to update the members of the presented revisions.

Chairperson Graham opened the public hearing – there were no audience members present – Chairperson Graham closed the public hearing.

Due to the lack of a quorum, Chairperson Graham postponed action until the next regularly scheduled planning commission meeting to be held on October 3, 2019.

OLD BUSINESS

None

COMMUNICATIONS

None.

COMMISSIONERS COMMENTS

Commissioner Randt requested Planner Atkin to locate and review the Planning Commission bylaws.

PLANNER COMMENTS

None.

CITIZEN COMMENTS

None.

ADJOURNMENT

Motion to adjourn meeting at 7:26pm. Motion passed .

PROPOSED LANGUAGE FOR SOLAR ENERGY SYSTEMS

September 25, 2019

SECTION 1: AMENDMENT TO THE CITY OF ALLEN PARK ZONING ORDINANCE SECTION 52.1 – DEFINITIONS.

Accessory building or structure. A detached or attached subordinate building or structure located on the same lot as an existing principal building, the use of which is clearly incidental or secondary to that of the principal building including, but not limited to a private garage, carport/cover or implement shed.

Accessory use. A use or activity normally and naturally incidental to, subordinate to, and related exclusively to the principal use of the land or buildings, including all structures detached from the principal structure above and below ground; including, but not limited to garages, sheds, barns, television satellite dishes, and designed surface structures and areas.

Building inspector. The person(s) designated by the Allen Park City Council to enforce the building code.

Building official. The officer or other designated authority charged with the administration and enforcement of the Building Code, or a duly authorized representative.

Building permit. The permit is a written authority issued by the building official permitting the construction, removal, moving, alteration or use of a building, fence, or sign in conformity with the provisions of this ordinance. The permit is also an official finding that the intended activity as described in the formal permit application complies with the requirements of the ordinance and meets the special conditions of a variance or special use permit.

Special use. A use which is subject to special land use approval by the approval from the planning commission and the mayor and council planning commission. A special use may be granted only when there is a specific provision in this ordinance. A special land use is not considered to be a nonconforming use.

Zoning administrator. The city appointed official designated to administer and enforce duties and responsibilities as specified in this ordinance, or a duly authorized representative.

Zoning district. A portion of the Allen Park within which certain uses of land and/or buildings are permitted and within which certain regulations and requirements, or various combinations thereof, apply under the provisions of this ordinance and designated on the zoning district map.

Solar Energy Systems (SES): Solar collectors, controls, energy storage devices, heat pumps, heat exchangers, and other materials, hardware or equipment necessary to the process by which solar radiation is collected, converted into another form of energy, stored, protected from unnecessary dissipation, and distributed. Solar systems include solar thermal, photovoltaic, and concentrated solar. The following additional definitions are provided:

- (1) *Building Integrated Photovoltaic (BIPV) Systems:* A solar energy system that consists of integrating photovoltaic modules into the building, such as the roof, and which does not alter the relief of the roof.

PROPOSED LANGUAGE FOR SOLAR ENERGY SYSTEMS

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- (2) *Ground Solar Energy System (Ground SES)*: A solar energy system that is placed on or directly installed in the ground and not attached or affixed to an existing primary building or structure.
- (3) *Photovoltaic (PV) Systems*: A solar energy system that produces electricity by the use of semiconductor devices, called photovoltaic cells, which generate electricity whenever sunlight strikes them.
- (4) *Roof Deck Mounted Solar Energy System (Roof Deck Mounted SES)*: A solar energy system which solar panels are mounted on top of a roof of the primary building/structure or accessory building/structure either as a flush-mounted system or as modules fixed to frames which can be tilted.
- (5) *Solar Collector*: A solar photovoltaic cell, panel, or array, or solar hot air or water collector device, which relies upon solar radiation as an energy source for the generation of electricity or transfer of stored heat.
- (6) *Solar Panel*: A device for the direct conversion of solar energy into electricity.

SECTION 2: ARTICLE VI, SUPPLEMENTAL PROVISIONS, IS AMENDED TO ADD THE FOLLOWING NEW SECTION 52.908 SOLAR ENERGY SYSTEMS, TO READ AS FOLLOWS:

52.908 SOLAR ENERGY SYSTEMS

- A. **Intent:** It is the intent of this section to regulate the safe, effective, and efficient use of solar energy systems (SES) in order to reduce or replace the consumption of electricity supplied by utility companies.
- B. **Applicability:** SES which were installed prior to the effective date of this ordinance shall not be required to meet the requirements of this Section except for modifications to an existing SES that increases the SES area by more than ten percent (10%) of the original footprint or a change to the solar panel type. All modifications or alterations are subject to the requirements and standards of this ordinance.

Ground SES and Roof Deck Mounted SES shall be permitted in all zoning districts either attached to the principal building or structure or

1. **Roof Deck Mounted SES.** Roof Deck mounted solar panels may be installed on the Roof Deck of the primary or accessory building or structure, or both. The solar panels shall be subject to height, setbacks, or other applicable regulations contained in Section 52-782 as the building or structure to which they are attached. Solar panels shall not be attached to any exterior wall.
 - a. Roof deck mounted solar panels shall include solar panels integrated as the surface layer of the roof structure with no additional apparent change in relief or projection (the preferred installation), or separate flush-mounted solar panels attached to the roof deck surface.
 - (1) Applications for roof deck mounted solar panels shall accompany a signed and stamped site plan, full electrical specifications, and a Structural Roof Evaluation signed and stamped by a professional engineer currently licensed in the State of Michigan.
 - (2) Solar panels integrated as the surface layer of the roof structure (solar panel shingles) may be located on any part of the roof.

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- (3) Roof deck mounted solar panels installed on an accessory building or structure shall not exceed the maximum building height regulation set forth in Section 52-885.
 - (4) Roof deck mounted SES shall not project more than five (5) feet above the highest point of the roof section on which it is attached, nor shall it exceed the maximum building height regulation for the zoning district in which it is located.
 - (5) Solar panel systems shall be positioned on the roof deck so as not to extend beyond the edge of any ridge, hip, valley, or eave.
 - (6) SES mounted on flat roofs shall not exceed the maximum height permitted within the zoning district and shall be screened by parapet walls or other similar architectural elements constructed to a height of not less than one (1) foot above the horizontal plane of the highest (after-installation height) roof-mounted solar panels. If free clearance or otherwise unobstructed flow of space is required by the Fire or Building Code, equipment should be positioned within the parapet wall so as not to be visible from the street or abutting properties.
2. **Ground SES.** Ground SES (i.e. not attached to the principal or accessory building) shall be subject to the accessory building requirements set forth in Section 52-885, including all applicable building codes, ordinances, and the following regulations:
 - a. Ground solar energy collectors shall not exceed the maximum allowable height of accessory structures or buildings as measured from ground level to the top of the solar collectors when oriented at maximum tilt.
 - b. All power transmission lines shall be underground.
 3. **Glare.** Solar panels shall be placed and arranged such that reflected solar radiation or glare shall not be directed onto adjacent buildings, properties, or roadways.
 4. **Building permit.** Solar energy systems shall conform to applicable industry standards. A building permit shall be obtained for any solar energy system in accordance with the Building and Electrical Codes.
- C. **Zoning Administrator Review:** All SES shall be subject to review and approval by the Zoning Administrator. Exceptions to Zoning Administrator review shall be a single solar panel less than ten (10) square feet in area or the repair and replacement of equipment related to an existing solar energy system which does not increase the size of the system. Applicants for Zoning Administrator review shall submit a plot plan to the Zoning Administrator providing the setbacks and height of the equipment including a data sheet from the equipment manufacturer.

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Building official. The officer or other designated authority charged with the administration and enforcement of the Building Code, or a duly authorized representative.

Building permit. The permit is a written authority issued by the building official permitting the construction, removal, moving, alteration or use of a building, fence, or sign in conformity with the provisions of this ordinance. The permit is also an official finding that the intended activity as described in the formal permit application complies with the requirements of the ordinance and meets the special conditions of a variance or special use permit.

Special use. A use which is subject to special land use approval by the approval from the planning commission and the mayor and council planning commission. A special use may be granted only when there is a specific provision in this ordinance. A special land use is not considered to be a nonconforming use.

Zoning administrator. The city appointed official designated to administer and enforce duties and responsibilities as specified in this ordinance, or a duly authorized representative.

Zoning district. A portion of the Allen Park within which certain uses of land and/or buildings are permitted and within which certain regulations and requirements, or various combinations thereof, apply under the provisions of this ordinance and designated on the zoning district map.

Solar Energy Systems (SES): Solar collectors, controls, energy storage devices, heat pumps, heat exchangers, and other materials, hardware or equipment necessary to the process by which solar radiation is collected, converted into another form of energy, stored, protected from unnecessary dissipation, and distributed. Solar systems include solar thermal, photovoltaic, and concentrated solar. The following additional definitions are provided:

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September 25, 2019

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- (3) *Photovoltaic (PV) Systems*: A solar energy system that produces electricity by the use of semiconductor devices, called photovoltaic cells, which generate electricity whenever sunlight strikes them.
- (4) ~~Roof top~~ Roof Deck Mounted Solar Energy System (Roof Deck Mounted SES): A solar energy system ~~in~~ which solar panels are mounted on top of a roof of the primary building/structure or accessory building/structure either as a flush-mounted system or as modules fixed to frames which can be tilted.
- (5) *Solar Collector*: A solar photovoltaic cell, panel, or array, or solar hot air or water collector device, which relies upon solar radiation as an energy source for the generation of electricity or transfer of stored heat.
- (6) *Solar Panel*: A device for the direct conversion of solar energy into electricity.

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- B. **Applicability:** SES which were installed prior to the effective date of this ordinance shall not be required to meet the requirements of this Section except for modifications to an existing SES that increases the SES area by more than ten percent (10%) of the original footprint or ~~that a change to~~ the solar panel type. Only the All modifications or alterations ~~is are~~ subject to this the requirements and standards of this ordinance.

~~Solar panels~~ Ground SES and Roof Deck Mounted SES shall be allowed permitted in all zoning districts either attached to the principal building or structure or, ~~if ground mounted, considered an accessory building or structure. The following regulations shall apply:~~

1. ~~Roof top~~ Roof Deck Mounted SES. Roof top Roof Deck mounted solar panels may be installed on the ~~roof top~~ Roof Deck of the primary or accessory building or structure, or both. The solar panels shall be subject to the same height, setbacks, or other applicable regulations contained in Section 52-782 regulations as the building or structure, to which they are attached, ~~in terms of height, setbacks, or other applicable regulations contained in Section 52-782.~~ Solar panels shall not be attached to any exterior wall.
 - a. Roof deck mounted solar panels shall include solar panels integrated as the surface layer of the roof structure with no additional apparent change in relief or projection (the preferred installation), or separate flush-mounted solar panels attached to the roof deck surface.
 - (1) Applications for roof deck mounted solar panels shall accompany a signed and stamped site plan, full electrical specifications, and a signed and stamped Structural Roof

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- Evaluation- signed and stamped by a professional engineer currently licensed in the State of Michigan.
- (2) Solar panels integrated as the surface layer of the roof structure (solar panel shingles) may be located on any part of the roof.
 - (3) ~~Separate flush-Roof deck~~ mounted solar panels installed on ~~the primary~~ an accessory building or structure with a sloped roof surface shall not ~~project vertically above the peak of the roof to which it is attached.~~ exceed the maximum building height regulation set forth in Section 52-885.
 - ~~(4)~~ Rooftop Roof deck mounted SES shall not project more than five (5) feet above the highest point of the roof section on which it is mounted ~~attached,~~ ~~but, in any event, shall not shall not it~~ exceed the maximum building height regulation for the zoning district in which it is located. ~~The final height will be the lesser of the vertical measurements. Roof-mounted SES shall not project beyond the eaves of the roof.~~
 - ~~(4)~~(5) Solar panel systems shall be positioned on the roof deck so as not to extend above or beyond the edge of any ridge, hip, valley, or eave.
 - ~~(6)~~ SES mounted on flat roofs shall not exceed the maximum height permitted within the zoning district and shall be screened by parapet walls or other similar architectural elements constructed to a height of not less than one (1) foot above the horizontal plane of the highest (after-installation height) roof-mounted solar panels. If free clearance or otherwise unobstructed flow of space is required by the Fire or Building Code, equipment should be positioned within the parapet wall so as not to be visible from the street or abutting properties.
 - ~~(5)~~ Solar panels mounted on a flat roof shall not project vertically higher than the height of the parapet wall surrounding the roof or shall be screened by approved architectural compatible features.
2. **Ground Mounted SES.** Ground ~~mounted~~ SES (i.e. not attached to the principal or accessory building) ~~shall be considered an accessory structure and~~ shall be subject to the accessory building requirements set forth in Section 52-885, ~~together with~~ including all ~~other~~ applicable building codes ~~and~~ ordinances, and the following regulations:
 - a. Ground ~~mounted~~ solar energy collectors shall not exceed the maximum allowable height of accessory structures or buildings as measured from ground level to the top of the solar collectors when oriented at maximum tilt.
 - b. All power transmission lines shall be underground.
 3. **Glare.** Solar panels shall be placed and arranged such that reflected solar radiation or glare shall ~~not~~ be directed onto adjacent buildings, properties, or roadways.
 4. **Building permit.** Solar energy systems shall conform to applicable industry standards. A building permit shall be obtained for ~~a~~ any solar energy system in accordance with the Building and Electrical Codes.

PROPOSED LANGUAGE FOR SOLAR ENERGY SYSTEMS

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- C. **Zoning Administrator Review:** All SES shall be subject to review and approval by the Zoning Administrator. Exceptions to Zoning Administrator review shall be a single solar panel less than ten (10) square feet in area or the repair and replacement of equipment related to an existing solar energy system which does not increase the size of the system. Applicants for Zoning Administrator review shall submit a plot plan to the Zoning Administrator providing the setbacks and height of the equipment including a data sheet from the equipment manufacturer.

DRAFT

**EXAMPLE BYLAWS OF THE
ALLEN PARK PLANNING COMMISSION
CITY OF ALLEN PARK, MICHIGAN**

Article I. Name

The name of this commission shall be the City of Allen Park Planning Commission.

Article II. Enabling Authority

The City of Allen Park Planning Commission is established by the City of Allen Park Charter, Section 5.06, City of Allen Park Code, Chapter 52, Article II, Division 1, Section 52.28, the Michigan Planning Enabling Act (Act 33 of 2008; MCL § 125.3801 et seq.), and the Michigan Zoning Enabling Act (Act 110 of 2006; MCL § 125.3101 et seq.), as amended.

Article III. Purpose, Objectives, and Duties

Section 1. The purpose of the City of Allen Park Planning Commission ("Commission") is to exercise the powers and duties established by the enabling authority cited in Article II of these bylaws and any other powers or duties established by state or local law.

Section 2. The Commission shall be limited to performing the tasks enumerated in these bylaws or otherwise delegated to it by state law, City Charter or City Code.

Section 3. The Commission shall advise City Council on matters relating to the physical and environmental development of the City. Its recommendations shall consider the impact which such development shall have on the physical, social, economic, and environmental condition of the City.

Section 4. The Commission shall furnish City Council reports and recommendations on ordinances, ordinance amendments, annexations, zonings, resolutions, or any other matters requested by City Council, or which are deemed important by the Commission for the orderly development of the City.

Section 5. Consistent with MCL § 125.3819(2), the Commission shall make an annual written report to City Council concerning the Commission's operations and the status of planning activities, including recommendations regarding actions by City Council related to planning and development.

Section 6. Consistent with MCL § 125.3865 and Allen Park City Code, Chapter 8, § 1:185, the Commission shall prepare an annual Capital Improvements Plan.

Section 7. The Commission shall advise City Council in the preparation and continuance of the Master Plan, the Plan being a guide for the future development of the City. The Commission shall hold public hearings as may be required by law for the adoption of the Master Plan. It may also hold other hearings with interested groups or individuals in arriving at its recommendations.

Section 8. The Commission, in May of each year, shall review the adopted sections of the Master Plan and determine if changes should be considered. A public hearing shall also be scheduled to allow citizens the opportunity to suggest changes. The primary purpose of this annual review is to identify policies that should be studied for possible change or new policies that should be added to the Master Plan. These policies shall be considered for inclusion in the work program for the coming fiscal year. The Commission shall also consider in its review those policies or proposals that should be given special consideration in the preparation of the annual Capital Improvements Plan.

Section 9. The Commission may make recommendations to other governmental or private entities.

Article IV Membership

Section 1. The Commission shall consist of nine (9) members nominated by the Mayor and approved by

City Council. One (1) of these members shall also be a member of City Council, who shall serve as an ex officio member of the Commission. Consistent with state statute MCL § 125.3815(3), the Mayor shall appoint persons who, insofar as possible, represent different professions and occupations having an interest in the growth and development of the city. The membership shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of the local unit of government to the extent practicable

Section 2. Members of the Commission shall serve without compensation. Commission members attending meetings for the benefit of the Planning Commission shall be reimbursed for expenses incurred. Reimbursements shall receive prior approval by the Commission at a regular meeting.

Section 3. All members of the Commission shall be appointed for a three (3)-year term except the City Council member, who shall be appointed for a one (1)-year term. If at any time the City Council member ceases to be a member of City Council, then his/her membership in the Commission shall automatically terminate.

Section 4. Consistent with MCL § 125.3815(4), all members of the Commission shall be registered electors in the City of Allen Park, except that one (1) member may be exempted from this requirement by a resolution concurred in by at least seven (7) members of City Council.

Section 5. Consistent with MCL § 125.3815(2), members whose term has expired shall hold over and continue to serve as members of the Commission until a successor has been appointed.

Section 6. The Mayor shall notify City Council of the expiration of a member's term at least thirty (30) days prior and shall present to City Council all proposed reappointments no later than sixty (60) days after the expiration of the term.

Section 7. Any vacancy on the Commission occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

Section 8. Members are expected to attend regularly scheduled meetings and to notify the Chair and the City Planner in advance if they expect to be tardy or absent. The Community Development Department shall maintain attendance records and shall report to the Chair if an attendance problem appears to have developed. If a member misses more than three (3) regularly scheduled meetings in a row or four (4) or more meetings in a sixteen (16) month period, the Chair shall notify City Council. The Commission officers may discuss the matter with the member in question and if sufficient improvement in attendance does not occur within a reasonable time, the Chair may recommend to City Council that the member be removed.

Section 9. Consistent with MCL § 125.3815(9), a member of the Commission may be removed by City Council for misfeasance, malfeasance, or nonfeasance in office following written charges, notice, and a hearing.

Article V Ethics and Conflicts of Interest

Section 1. A member of the Commission shall abstain from discussion, voting, or otherwise acting on any matter where that member is involved in a conflict of interest. A conflict of interest shall at a minimum include, but not necessarily be limited to, a member:

- a. Discussing, voting on, or otherwise acting on a matter directly and specifically involving that

member.

- b. Discussing, voting on, or otherwise acting on a matter involving work on property which is owned by that member or which is adjacent to property owned by that member.
- c. Discussing, voting on, or otherwise acting on a matter directly involving a corporation, company, partnership, or any other entity in which that member is an owner, board member, or otherwise has a direct financial interest.
- d. Discussing, voting on, or otherwise acting on a matter, the outcome of which may result in a direct financial or other benefit to that member or to immediate family of that member.
- e. Discussing, voting on, or otherwise acting on a matter where the member's employee or employer is:
 - (1) an applicant or agent for an applicant, or
 - (2) has a direct interest in the outcome.

Section 2. When a conflict of interest exists regarding a particular matter, the member of the Commission who is subject to the conflict, shall do all of the following immediately, upon first knowledge or realization that a conflict exists:

- a. At the next meeting of the Commission or a committee, declare that a conflict exists and that the member will recuse him or herself from the matter.
- b. Disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and recusal.
- c. Cease to participate in any manner when the matter is discussed, voted on, or otherwise acted on at Commission or committee meetings, or in any other forum.
- d. During deliberation of the matter before the Commission or a committee, leave the meeting or the area where members of the Commission sit, until action on the matter is concluded.

Section 3. When there is a potential conflict of interest, before voting, the member shall disclose all pertinent facts relating to the potential conflict, except where it violates a confidence, and those facts shall be included in the minutes of the proceedings. Consistent with MCL § 125.3816(9), a member must make this disclosure whenever the member may reasonably be considered to have a conflict. Failure of a member to disclose a potential conflict under this section constitutes malfeasance in office and is grounds for removal by City Council.

Section 4. If facts are presented which raise the question of whether any member(s) of the Commission are subject to a conflict of interest, the question may be decided by a majority vote of the remaining members of the Commission. Upon a finding that a conflict exists, the member(s) subject to the conflict shall be disqualified from voting on the matter.

Section 5. A member of the Commission shall neither solicit nor accept gratuities, favors, gifts, or anything of monetary value from persons or entities in a position to benefit from a decision of the Commission.

Section 6. Members of the Commission shall complete an annual disclosure of employer and any other organization affiliations that reasonably could lead to a conflict of interest and shall update this disclosure in writing at any time during the year when such affiliations change.

Section 7. Members of the Commission shall make reasonable efforts to avoid individual communications with interested parties regarding site specific proposals or site petitions before the

Commission. If a member receives such communications, the member shall make note of the content of the communication and report it to the Commission at a public meeting or hearing, so that every member of the Commission and other interested parties attending are made aware.

Section 8. A Commission member shall not be heard before the Commission as a petitioner, representative of a petitioner, or as a party interested in a petition during the member's term of office.

Section 9. A member of the City Council shall not be heard before the Commission as a petitioner, representative of a petitioner or as a party interested in a petition during the Council member's term of office.

Section 10. A Commission member, when speaking to individuals, groups or organizations on planning matters, shall identify him/herself as a member of the Commission and shall indicate whether he/she speaks on behalf of the Commission or in an individual capacity. A member of the Commission may only speak on behalf of the Commission after being given authority to do so by resolution of the Commission.

Section 11. The Commission or its individual members shall not intrude into the management of the City Planning and Development Services Unit or into those matters which are handled administratively within the service unit.

Section 12. Commission members shall not engage in any employment or endeavor, or in any business transaction, wherein the membership on the Commission would be a qualification for such employment or endeavor, or a significant reason for the business transaction.

Section 13. Commission members shall carry out the business of the Commission as a public service and shall conduct themselves at all times in a fair, courteous, and understanding manner.

Article VI Officers

Section 1. The officers shall be a Chair, Vice-Chair, and Secretary.

Section 2. The Chair shall preside at all meetings and hearings of the Commission and shall decide points of order and procedure, subject to the provisions of these bylaws.

Section 3. The Chair shall have the privilege of discussing all matters before the Commission and to vote thereon.

Section 4. The Vice-Chair shall act for the Chair in the Chair's absence. The Secretary shall act for the Vice Chair in the Vice-Chair's absence.

Section 5. The Secretary shall perform such duties as required by law and as the Commission may determine.

Section 6. The election of officers shall be held at the first regular meeting of the calendar year.

Section 7. Nominations of officers shall be made from the floor, and the election shall be held immediately thereafter. Voting shall be by secret ballot when more than one candidate has been nominated for the office. If only one candidate has been nominated for the office, the election may proceed on a voice vote at the discretion of the Chair.

Section 8. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve a term of one (1) year or until the candidate's successor shall take office.

Section 9. When an office becomes vacant before the expiration of the current term, the vacancy shall be filled as soon as practicable. The vacant office shall be filled by election in the same manner as full-

term offices and the new officer shall serve the remainder of the current term. A member currently serving in another office may be elected to a vacant office, in which case a replacement for that member's previous office shall be elected at the same time.

Section 10. No member of the Commission shall hold more than one (1) office at a time.

Section 11. Consistent with MCL § 125.3817(1), a member of City Council serving as an ex officio member of the Commission is not eligible to serve as an officer.

Article VII Meetings

Section 1. The Commission shall schedule regular meetings at City Hall, or as otherwise designated by resolution, on one or more designated Thursdays of the month, in the evening. Commission meetings may be scheduled on other days of the week to avoid conflicts with rescheduled City Council meetings, holiday observances or election dates. Consistent with the Open Meetings Act (MCL § 15.265), the entire schedule of regular meetings for the upcoming organizational year shall be posted within ten (10) days after the end of the current organizational year. If there is a change in the schedule of regular meetings, notice of the change shall be posted within three (3) days after the meeting at which the change is made.

Section 2. No agenda item will be taken up by the Commission after 11:00 p.m., except by the consent of five (5) Commission members present. In those cases where agenda items are not completed, they will be put forward to the next regular meeting of the Commission and placed first on the agenda.

Section 3. Special meetings may be called by the Chair or any three (3) members of the Commission. The purpose of the special meeting shall be stated in the public notice for that meeting. At the special meeting, The Commission may not conduct any business beyond the specific purpose stated in the public notice, except by unanimous consent of the members present. Consistent with the Open Meetings Act (MCL § 15.265), public notice of the special meeting shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 5. The Commission may hold non-voting working sessions to carry on the work of the Commission. Public notice of the working session shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 6. Public notice of committee meetings shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 7. Public notice of all meetings shall be posted at City Hall.

Section 8. Notice of each meeting shall be provided to all members of the Commission at least forty-eight (48) hours prior to the scheduled starting time for all regular and special meetings and at least eighteen (18) hours prior for all rescheduled and committee meetings.

Section 9. The Chair may cancel a meeting if there is no business on the agenda or if it is certain that a quorum will not be present. The Chair may also cancel a meeting because of weather, emergency, or other circumstances that may substantially limit the ability of members of the Commission or the public to attend. The Chair shall give notice of cancellation to members of the Commission and to the Planning Manager at least two (2) hours prior to the scheduled meeting time, where practicable. The Chair shall post public notice of the cancellation as soon as practicable. The Chair may reschedule cancelled meetings with the Commission's consent. Public notice for rescheduled meetings shall be posted at least eighteen (18) hours prior to the scheduled starting time.

Section 10. A quorum shall consist of five (5) members of the Commission. An affirmative vote of five (5)

members is required for the Commission to act on any matter, except six (6) votes shall be required to go into closed session or to act on plans, policy statements, granting of special exception uses, recommendations to City Council, and petitions described in Article IX of these bylaws. The right to vote is limited to members of the Commission actually present at the time the vote is taken at a lawfully called meeting.

Section 11. Except for the election of officers, voting shall be by voice and a show of hands. If the vote is not unanimous, a roll call vote shall be taken and recorded by yeas and nays in the minutes.

Section 12. After a motion has been decided, any member voting with the prevailing side may move for reconsideration of the motion at the same or the next regular meeting. No motion may be reconsidered more than once.

Section 13. On matters requiring public hearings, the Commission may take action during the meeting in which a public hearing is held. Such matters may be tabled by a majority of the members present.

Section 14. The Commission shall arrange to keep minutes of all meetings, which shall be a record of the Commission's consideration and actions. Consistent with MCL § 125.3819(1), the minutes shall record all resolutions, transactions, findings, and determinations of the Commission. The minutes shall also include a list of those members present and not present at each meeting; identifying information, where given, of all persons appearing before the Commission; a copy of each resolution or other matter acted upon by the Commission and a description of the outcome of each action. Each member of the Commission is therefore encouraged to express specific reasons supporting his or her vote. Such expressions should be made during the discussion period preceding the actual voting. The minutes shall be filed in the Planning and Development Services Unit and shall be a public record.

Section 15. The Commission shall maintain files and records which adequately and appropriately reflect the Commission's consideration and actions, including all resolutions, transactions, findings, and determinations of the Commission. The files and records shall be open to the public during normal Planning and Development Services Unit working hours.

Section 16. All meetings of the Commission and its committees shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267 of 1976), as amended. Special accommodations, including a sign language interpreter, will be made for people with disabilities, when requested at least two (2) business days in advance.

Section 17. During Commission meetings, Commission members shall not initiate or respond to private communications (including email, instant messages, or text messages) with or from members of the Commission, members of the public or the petitioner regarding Commission business.

Section 18. Closed sessions may be called for purposes listed in the Open Meetings Act, if approved by six (6) members of the Commission on a roll call vote. Official actions of the Commission shall only be taken at public meetings of the Commission.

Section 19. Audience participation in the form of public comment shall be allowed at all meetings. An individual may speak for up to three (3) minutes. The Chair may extend an individual's speaking time in his/her discretion. Commission agendas shall provide two (2) opportunities for audience participation.

- a. Speakers at the first Audience Participation agenda item may address the Commission about any item on the agenda that does not have its own public hearing scheduled
- b. Speakers at the second Audience Participation agenda item may address the Commission about any item related to the Commission's business.

Article VIII Public Hearings

Section 1. In addition to those required by law, the Commission may, at its discretion, hold such public hearings or conferences as it decides will be in the public interest. Special accommodations, including a sign language interpreter, shall be made for people with disabilities, when requested at least two (2) business days in advance.

Section 2. The public shall receive proper legal notice as to time and location of public hearings as required by law.

Section 3. An individual wishing to address the Planning Commission during a public hearing may speak for up to three (3) minutes. The first person identifying him/herself as the petitioner, or as a person representing the petitioner, or representing an organized neighborhood group registered with the City of Allen Park, may speak for up to five (5) minutes in total. Subsequent speakers identifying themselves as the petitioner, or as a person representing the petitioner or representing an organized neighborhood group, may speak for up to three (3) minutes. The Commission may, by majority vote of members present, modify or waive the public hearing speaking time limitations.

Section 4. During public hearings, subject matter shall be limited to the topic under consideration. Commission response to the public's remarks shall be confined to clarification of the presented facts.

Section 5. At the discretion of the Chair, or by vote of a majority of the members present, public hearings may be continued to another date. If a public hearing is continued, individuals who have not previously addressed the Commission during the public hearing may address the Commission following the requirements of Section 3. Individuals who have addressed the Commission previously during the public hearing may only address the Commission for additional time (as limited by Section 3) during the continued public hearing if the Chair, with the consultation of Planning and Development Services staff, determines that: 1) additional public feedback is necessary, or 2) a specific petition has materially changed since the date of the original public hearing date. Agendas for continued public hearings shall specify whether members of the public shall be granted additional time to speak.

Article IX Petitions and Communications

Section 1. Petitions pertaining to zoning changes, annexations, area plans, site plans, street vacations, and other related matters shall:

- a. Be filed with the Planning and Development Services Unit for review and scheduling for Commission action and to other City service areas and governmental agencies for comment in accordance with the Subdivision and Land Use Control Ordinance.
- b. Be considered by the Commission during a regular or special meeting, where all persons interested in the subject will be heard before final Commission action.
- c. Require the affirmative vote of six (6) commissioners for approval and scheduling for Council action. Lacking six (6) affirmative votes, a denial recommendation is recorded. The petitioner may choose to schedule the item for City Council consideration.

Section 2. Zoning changes may also be initiated by Council or by the Commission.

Section 3. When making a final decision on any petition, motions shall be made in the affirmative, i.e. as motions to approve the petitioner's request. Failure to obtain the requisite number of affirmative votes on such a motion shall constitute a denial. The purpose of this provision is to eliminate confusion and the possibility of inaction that arises when motions to deny fail to garner sufficient affirmative votes for passage.

Section 4. The Commission shall invite persons concerned with items the Commission and is to consider to address written communications to the Commission and Planning and Development Services Unit. The Commission shall request that these communications be directed at the entire Commission and not toward individual members and that these communications be sent at an early enough date to give the Planning and Development Services Unit sufficient time for careful consideration in arriving at its recommendation to the Commission. Commissioners who receive individual communications from the public regarding items under consideration shall share such communications with the entire Commission, and, where applicable, with staff, as soon as practicable. Communications from the public on particular items shall be made available to Commission members prior to Commission meetings at which those items will be considered and not during the meeting itself. Members may request that the contents of certain communications be read before the Commission.

Article X Agenda and Order of Business

Section 1. Agendas for all Commission meetings shall be developed by the City Planner. Agendas for all regular meetings of the Commission, along with reports related to matters listed on the agenda for Commission action, shall be available to concerned parties or other interested citizens the Friday preceding each regular meeting. Whenever possible, the City Planner shall advise persons known to be involved in a particular matter of any changes in procedure or scheduling which become necessary after preparation of the agenda.

Section 2. Except by unanimous consent of Commission members present, the Commission shall not consider, discuss or take action on new matters not appearing on the Commission's prepared agenda. Any member may introduce new matters for discussion under "Commission Proposed Business", however, the Commission shall not take official action on new "Commission Proposed Business" prior to its next regular or special meeting.

Section 3. The order of business at regular meetings shall be as follows. The order of business may be suspended or modified by a vote of two-thirds of those members present.

- a. Call to Order
- b. Roll Call
- c. Introductions
- d. Approval of Agenda
- e. Approval of Minutes of Previous Meetings
- f. Reports from City Administration, City Council, Planning Manager, Planning Commission Officers and Committees, Written Communications and Petitions
- g. Audience Participation
- h. Public Hearings Scheduled for Next Regular Meeting
- i. Unfinished Business
- j. Regular Business - Public Hearing and Commission Discussion of Each Item
- k. Audience Participation
- l. Commission Proposed Business
- m. Adjournment

Section 4. At working sessions and committee meetings, an Audience Participation agenda item shall be provided immediately after regular business items.

Article XI Committees

Section 1. The Commission may create standing or special committees to carry on the work of the Commission. Standing committees may, but need not be, described in the bylaws. Committees shall be limited to performing the tasks delegated to them by the Commission. Each committee shall include at least one (1) member of the Commission and may contain other community members, in the Commission's discretion.

Section 2. The Chair, with the concurrence of the Commission, may appoint one (1) or more persons as citizens' advisory committees to assist or collaborate with the Commission in its duties. The functions of such person or persons are advisory and do not include actions which are those required by law for the Commission. Advisory committee appointees shall serve at the pleasure of the Commission. The Commission may invite additional citizens, groups, or representatives of organizations to participate in the committee activities in a manner deemed most appropriate by the committee. Committee members shall participate with Commissioners and staff in all aspects of developing any requested plan or report. Such committees may be invited to prepare oral and/or written re- views of the final staff recommended reports or plans prior to final consideration by the Commission.

Article XII Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Commission; however parliamentary procedure shall be flexible and may be adjusted in the Chair's discretion to best serve the needs of the Commission. Nevertheless, no parliamentary procedure shall be followed that is inconsistent with these bylaws.

Section 2. The Commission shall not adopt or follow any operating rules, regulations, or guidelines not expressly allowed by these bylaws.

Article XIII Amendment of Bylaws

Section 1. Proposed amendments to these bylaws may be approved at any regular meeting by an affirmative vote of six (6) members of the Commission. A draft of the proposed amendments must have been submitted in writing at the previous regular meeting to be considered. A draft of the proposed amendments must be submitted to the City Attorney for review and shall not be effective until approved by City Council.

Section 2. The provisions of these bylaws shall be reviewed by the Commission annually at the first regular meeting in July, provided that if that meeting should occur on July 1, the Commission shall review the bylaws at the next regular meeting.

Article XIV Miscellaneous

Section 1. For matters not covered in the City Charter or City Code, the Commission shall establish specific policies and procedures in conducting its business.

Section 2. All written reports or statements submitted by the Commission shall, upon request, be transmitted to Council.

Section 3. The City Attorney shall be the legal consultant to the Commission.