

**STEPHENSON TOWNSHIP PLANNING COMMISSION ORDINANCE**  
**No. 20 - 09142010**

**Adopted Date: September 14, 2010      Effective Date: November 26, 2010**

WHEREAS, The People of STEPHENSON TOWNSHIP did establish the STEPHENSON TOWNSHIP Zoning Board by resolution, and it is now desired to repeal the existing resolution and adopt this ordinance to insure proper record of the action is created, NOW THEREFORE, THE PEOPLE OF STEPHENSON TOWNSHIP DO ORDAIN THAT SAID ORDINANCE SHALL READ AS FOLLOWS:

**STEPHENSON TOWNSHIP PLANNING COMMISSION ORDINANCE**

AN ORDINANCE to create a Planning Commission for Stephenson Township as authorized by P.A.33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq. for the purpose of having planning and zoning in the Township, to create, organize, enumerate powers and duties, and to provide for the regulation and subdivision of land, coordinated and harmonious development of the Township; and to function in cooperation with other constituted authorities of incorporated and unincorporated areas within the state where the Township exists.

**THE PEOPLE OF STEPHENSON TOWNSHIP DO ORDAIN:**

101. Creation: There shall be a Stephenson Township Planning Commission pursuant to P.a.33 of 2008, as amended, being the Michigan Planning Enabling Act M.C.L. 125.3801 et. seq., hereinafter referred to as the Commission with the powers and duties as therein set forth and hereinafter provided and staffed Planning Department. This ordinance shall be officially known and described as the "Stephenson Township Planning Commission Ordinance."
102. Membership:
  - A. The Commission shall consist of 5 members appointed by the Stephenson Township Supervisor and approved by the Stephenson Township Board. To be qualified to be a member and remain a member of the Planning Commission, the individual shall meet the following qualifications:
    1. Shall be a qualified elector of the Township except that one member may be a non-qualified elector;
    2. Shall not be a declared candidate for any political office, except this condition shall not apply to the Township Board representative to the Commission (section 102.C of this ordinance);
    3. Shall meet the conditions provided for each individual member in sections 102.B, 102.D, and 102.E of this ordinance, except the geographical location of the individual's residency may be considered optional.
  - B. Members shall be appointed for three-year terms. However when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of 1/3 of all commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible, the terms of 1/3 of all commission members continue to expire each year.

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- C. Ex officio members shall include one member of the Township Board of Trustees, whose term of office shall coincide with his or her elected term of office on the township board of trustees and the chief elected official.
- D. The membership shall be representative of the important segments of the community, such as the economic, governmental, educational, and social' development of the Township, in accordance with the major interests as they exist in the Township, as follows:
  - 1. Agriculture;
  - 2. Natural resources;
  - 3. Recreation;
  - 4. Education;
  - 5. Public health;
  - 6. Government;
  - 7. Transportation;
  - 8. Industry;
  - 9. Commerce.
- E. The membership shall also be representative of the entire geography of the Township to the extent practicable, and as a secondary consideration to the representation of the major interests.
- F. Except as provided in this subsection, and elected officer or employee of the local unit of government is not eligible to be a member of the Planning Commission.

### 103. Training

- A. Appointed members of the Commission shall attend educational programs designed for training members of Michigan planning commissions if the adopted Township budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for the training. Nothing in this paragraph shall deem a member resigns or is removed by action of the Township Board.

### 104. Members, Appointment and Terms:

- A. In March of each year the Township Board shall consider the applications and nominations received, and appoint members to the Commission by a majority vote for a three year term of office which shall end March 31, at 9:00 a.m. of the respective year.

### 105. Removal from Office:

- A. The Township Board may remove a member of the Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office. Failure to repeatedly attend Commission meetings shall be considered nonfeasance in office.
- B. The secretary of the Planning Commission shall report any member who has missed three regular meetings in a row to the Township Board.

### 106. Membership; Vacancies: The Township Board shall fill any vacancy in the membership of the Commission for the unexpired terms in the same manner as the initial appointment.

### 107. Membership; Compensation: All members of the Planning Commission shall serve as such with compensation equal to, or less than, the per diem of the Township Board per meeting.

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108. Meetings:

- A. The Commission shall meet at least four times per year and a majority of the Commission shall constitute a quorum for the transaction of the ordinary business of said Commission and all questions which shall arise at their meetings shall be determined by a vote of the majority of the members of the Planning Commission.
- B. The affirmative vote of the majority of the total number of members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

109. Powers and Duties:

- A. The Commission shall have their powers and duties as set forth in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 et seq.; and P.A. 110 of the Public Acts of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.). Duties shall include, but are not limited to the following:
  - 1. Make, adopt, amend, extend, or add to a Plan for the Township of Stephenson;
  - 2. Review public improvements proposed for development in Stephenson Township, including streets, squares, parks, grounds, open space, public buildings or structures, etc., to determine if the location, character and extent thereof is consistent with the goals of the adopted Plan;
  - 3. Review plats and other matters relating to land development and present recommendations to the township board;
  - 4. Prepare the text of a zoning ordinance for the Township of Stephenson, and subsequent amendments to such ordinance, for submittal to the Township Board for action;
  - 5. Carry out the administrative duties authorized by the Zoning Ordinance;
  - 6. Make studies, investigations and surveys relative to short- and long-term issues concerning Stephenson Township;
  - 7. Prepare and submit a detailed budget to the Township Board for approval;
  - 8. Develop, at a conceptual level, specific projects recommended to help implement township plans and policies; and,
  - 9. Adopt bylaws and such standing rules as it feels necessary for the effective and efficient functioning of the Planning Commission.
- B. The Commission shall have authority to apply for and receive grants from any government agency or the federal government and to receive gifts.

110. Meetings; Records: The Commission shall adopt Bylaws for the transaction of business and shall keep a record of it's resolutions, transactions, findings, and determinations, which records shall be a public record.

111. Effective: This Ordinance shall be in full force and effect after its adoption by the Stephenson Township Board, and 63 days after publication.

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The foregoing Stephenson Township Planning Commission Ordinance No. 20 - 09142010 was adopted by the Township Board of Stephenson Township, Menominee County, Michigan at at regular board meeting held September 14, 2010 with roll call vote as follows:  
5 board members in attendance, 5 voting aye, and 0 voting nay.

Signed Mark A Marklein Date 9-29-10  
Mark Marklein, Stephenson Township Supervisor

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I hereby certify that the foregoing Stephenson Township Planning Commission Ordinance No. 20 - 09142010 was published in the Menominee County Journal on September 23, 2010, with the effective date becoming November 26, 2010 (or 63 days after publication).

Signed Joy Wickstrom Date 9/26/2010  
Joy Wickstrom, Stephenson Township Clerk