

MENOMINEE COUNTY PLANNING COMMISSION

**S904 U.S. Highway 41, Stephenson, MI 49887
(906) 753-2209 Fax (906)-753-2200**

AGENDA

Regular Meeting

Monday, January 26, 2015

5:30 p.m. CST

Michigan State University Extension Office –Stephenson

(A quorum of the County Board may be present)

- A. Call to Order – Welcome new CB member
- B. Pledge of Allegiance
- C. Approval of the Agenda

Motion Made by: _____ *Supported by:* _____

- D. Approval Previous Minutes – October 27, 2014 (regular)

Motion Made by: _____ *Supported by:* _____

- E. Public Comment *(statements, not debate, limited to five minutes per person on agenda items only)*

- F. Presentations *(limited to 20 minutes):*

- G. Old Business

- a) Operating By-Laws/ Rule of Procedure for MCPC

Motion to approve made by: _____ *Supported by:* _____

- b) Brownfield Redevelopment Authority *(pending add'l info)*

- c) Airport Commission Ordinance *(pending opinion from D Hass)*

- H. New Business

- a) Form from CUPPAD for Application for Federal Assistance

- b) Climate plan

- c) Any other business to be presented

- I. Next meeting date -- Monday, April 27, 2015

- J. Motion to Adjourn

Motion Made by: _____ *Supported by:* _____

Time: _____

Menominee County Planning Commission
S904 U. S, Highway 41 Stephenson, MI 49887
Planning Commission Minutes
October 27, 2014

Call to Order: Menominee County Planning Commission regular meeting was called to order at 5:30 PM CDT by Chair Lillian Schultz at the Michigan State University Extension office in Stephenson, MI with the Pledge of Allegiance.

Roll Call: Present: Bill Anderson, Paul Anderson, Charlene Peterson, Lillian Schultz, Gary Scholtz, and Donna Buechler. Excused: Commissioner James Furlong. Quorum was present to conduct business.

Approval of Agenda: Motion by P. Anderson to approve agenda, support by B. Anderson. Motion carried.

Approval of Previous Minutes (regular and re-organization meeting September 22, 2014): Motion by G. Scholtz to approve minutes as read, support by B. Anderson. Motion carried.

Public Comment: None present.

Presentations: None

Old Business:

- A) Brownfield Redevelopment Authority-Brian Bousley and Charlene Peterson will be participating in upcoming National Outreach Webinar.
- B) Airport Commission Ordinance-G. Scholtz will ask what version they are using at this time.
- C) Appointment of Secretary-Nomination of Donna Buechler by B. Anderson, support by P. Anderson. Motion carried.

New Business:

- A) Operating Bylaws for MCPC: Will review draft for adoption decision at next meeting.
- B) Harris Township SOB Amendment to Zoning-No comment for now, C. Peterson will follow up.

Next Meeting Date: January 26, 2014

Adjournment: Motion to adjourn by B. Anderson, support by C. Peterson. Motion carried. Meeting adjourned at 6:15 PM

Minutes Submitted by:

Donna Buechler, Secretary
Menominee County Planning Commission

MENOMINEE COUNTY PLANNING COMMISSION BYLAWS

The following rules of procedure are hereby adopted by the Menominee County Planning Commission to state the performance of its duties as outlined in the Michigan Zoning and Enabling Act, as amended; and the Michigan Planning Enabling Act, as amended.

PLANNING COMMISSION COMPOSITION

Action to Establish	Menominee County Board resolution established the Menominee County Planning Commission
Number of Members	Seven (7) members, with a quorum being a simple majority of the members
Appointed by	Menominee County Board of Commissioners
Appointment Criteria	Representatives of major interests in the county
Terms of Office	3-year – staggered membership rotation
Officers	Chairperson, V-Chair and Secretary required
Officer's Terms	One (1) year with re-organizational meeting to be held in April or at the next convened regular meeting
Removed by	Menominee County Board of Commissioners Chair, with Board approval, after a hearing
County Board Representation	One (1) member of the County Board to be appointed to the County Planning Commission
Meetings per year	Four (4) regular meetings are required; however meetings may be held as needed. Regular meetings are scheduled on the 4 th Monday of the month.
Annual Year	Planning Commission to operate on the calendar year – January thru December

MENOMINEE COUNTY PLANNING COMMISSION

RULES OF PROCEDURE

RULE 01-14 PUBLIC PARTICIPATION

The order of business for Planning Commission meetings will allow for public participation near the beginning of any meeting of the Planning Commission. It shall be scheduled on the agenda after Approval of the Minutes. The Planning Commission may make exceptions to accommodate people who wish to address the Planning Commission but have a time conflict.

Up to 15 minutes may be allocated for the public participation portion of the meeting. The Planning Commission reserves the right to extend the public participation period.

Speakers shall give their name, address, and name of the group they represent, if applicable.

Speakers may speak for 3 minutes exclusive of clarifications the Planning Commission may wish to ask. The Planning Commission reserves the right to extend a speaker's allocated time.

Only one spokesperson may speak on behalf of a group and shall establish their authority to speak on the group's behalf.

The Planning Commission reserves the right to allow a speaker to address the Planning Commission during discussion of specific agenda items. This request shall be made during the public participation portion of the meeting.

The Planning Commission recognizes that it is conducting a meeting in public and not a public meeting. Public hearings are a special class of meeting, or a portion of a regular or special meeting of the Planning Commission which is held for the purpose of receiving testimony, reviewing and receiving comments on the Master Plan or Zoning Plan or portions thereof.

As a general rule, the Planning Commission does not debate issues with speakers. In most cases, questions raised by speakers and submitted in a written format will be responded to in writing at a later date, if necessary, and not verbally during public participation since often the nature of zoning issues are quite complex and often will require research in order to develop a proper answer. When possible, written responses will be made within 14 days.

RULE 02-14 CANCELLATION OF A MEETING

When there is a lack of business, or due to adverse weather conditions, or by reason of an emergency, or there is little prospect of having a quorum of the Planning Commission membership present for a scheduled meeting, the Chairperson, or in the Chair's absence, the Vice-Chair, following a telephone poll of the membership on the day of such scheduled meeting to determine likelihood of such attendance, may elect to cancel such scheduled meeting by telephone message to the membership before 4:00 PM on the day of the meeting.

If the Planning Commission does convene and determines there is a lack of quorum present, the meeting may by consensus of those present may be held as a work session with minutes written to substantiate work session activity.

RULE 03-14 LENGTH OF MEETING

A regular meeting of the Planning Commission should not exceed more than two (2) hours in length. If there is a need to extend the meeting, the Planning Commission may do so at its discretion.

RULE 04-14 FILING OF MEETING MINUTES

The Planning Commission has five (5) business days to submit a copy of the APPROVED minutes (or as corrected) meeting minutes from the previous meeting to the County Administration office. These minutes are then added to the County Board packet for review.

The Planning Commission Secretary shall prepare DRAFT MINUTES (for public review if requested) within ten (10) business days with an agenda from that meeting attached.

Any DRAFT minutes shall be destroyed upon receipt of APPROVED MINUTES (or as corrected).