

Village of Grand Beach

Plan Commission By-Laws

Adopted December 9, 2008

Amended April 20, 2010

1. **Name Purpose**

- A. The name shall be the Village of Grand Beach Planning Commission, hereafter known as the "Commission".
- B. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 *et seq.*), hereinafter "the Planning Act."
- C. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*), hereinafter "the Zoning Act."

2. **Membership**

- A. **Members.** Members of the Commission are appointed for three year terms by the President of the Village of Grand Beach and ratified by the Village of Grand Beach Council, hereinafter referred to as "The Council" pursuant to the Village of Grand Beach Planning Commission Ordinance dated August 15, 2008, Ordinance No. 2008-74 as amended.
 - 1. First priority, each member shall represent and advocate what is best for the Village of Grand Beach as a whole, putting aside personal or special interests.
 - 2. Second priority, each member shall represent a separate important segment of the Community, such as the economic, governmental, educational, natural resources, social and recreational, and other major interests as they may exist in the Village from time to time.
 - 3. One member shall be a member of the Village of Grand Beach Council: Attend and/or be familiar with the desires and needs of the Village of Grand Beach Council and its committees.
- B. **Liaisons.** The purpose of liaisons is to provide certain Village of Grand Beach officials and quasi-officials the ability to participate in discussions with the Commission, in addition to speaking in public participation, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum or be expected to comply
- C. with attendance requirements pursuant to Section 2.C of these bylaws. Liaisons, as appointed by the Commission from time to time may be:

1. The Commission's consultants.
 2. Village of Grand Beach Attorney.
 3. Village of Grand Beach engineering, water, sewer, police, inspector, DPW, or similar department heads.
 4. Village of Grand Beach Zoning Administrator.
- D. Attendance. If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member may be considered delinquent. Delinquency may be grounds for the Village of Grand Beach Council to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Village of Grand Beach Council whenever any member of the Commission is absent from three consecutive regularly scheduled meetings so the Village of Grand Beach Council can consider further action allowed under law or excuse the absences.
- E. Training. Each member is strongly encouraged to attend training in planning and zoning during the member's current term of office.
- F. Incompatibility of Office.
1. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
 - a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
 - b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is within 300 feet of land owned by him or her.
 - c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 - d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
 - e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her immediate family.
 - f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - (1) an applicant or agent for an applicant, or
 - (2) has a direct interest in the outcome.
 2. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of

interest exists or not shall be determined by a majority vote of the remaining members of the Commission.

3. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
 - a. declare a conflict exists at the next meeting of the Commission or committee:
 - b. cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and
 - c. during deliberation of the agenda item before the Commission or committee, leave the meeting or remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
4. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

3. **Duties of all members.**

A. *Ex Parte* contact

1. Members shall avoid *Ex Parte* contact about cases where an administrative decision is before the commission whenever possible.
2. Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

B. Site Inspections

1. Site inspections shall normally be done by the zoning administrator or other staff. A report of the site inspection shall be presented to the Commission at a public meeting or hearing on the site.
2. If desired, no more than two members of the Commission may accompany the zoning administrator or staff on a site inspection.

C. Not Voting On the Same Issue Twice.

1. Any member of the Commission shall avoid situations where they are sitting in judgment and voting on a decision which they had a part in making. As used here, sitting in judgment and voting on a decision which they had a part in making, at a minimum shall include, but not necessarily be limited to, the following:

- a. When the appeal is of an administrative or other decision by any committee of the Commission, Grand Beach Council, or other committee and the member of the Commission sits both on that committee and Zoning Board of Appeals or both on the Commission and Zoning Board of Appeals.
 - b. When the case is an administrative decision which was decided by the Commission and sent to the Grand Beach Council for further action, and the member of the Commission sits both on the Commission and Grand Beach Council.
- D. **Accepting gifts.**
 - 1. Gifts shall not be accepted by a member of the Commission or liaisons from anyone connected with an agenda item before the Commission.
 - 2. As used here, gifts, shall mean cash, any tangible item, or service, regardless of value; and food valued over \$10.
 - 3. This section does not apply to the Commission accepting gifts for the exercise of its functions pursuant to M.C.L. 125.3823(3), §23(3) of the Planning Act.
- E. **Spokesperson for the Commission.**
 - 1. Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission.
 - 2. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission.
 - 3. From time-to-time, or on a specific issue the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

4. **Officers**

- A. **Selection.** At its annual September meeting the Commission shall select from its membership a Chair, Vice-Chair, Secretary, and Deputy Secretary. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, the Deputy Secretary shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Deputy Secretary for the unexpired term. The Commission or Secretary may also designate another person who is not a member of the Commission to be the recording secretary.

- B. Tenure. The Chair, Vice-Chair and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.
- C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:
1. Preside at all meetings with all powers under parliamentary procedure;
 2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
 3. Restate all motions as pursuant to Section 5.E of these Bylaws;
 4. Appoint committees;
 5. Appoint officers of committees or choose to let the committees select their own officers;
 6. May call special meetings pursuant to Section 5.B of these Bylaws;
 7. Act as member and Chair of the Executive Committee pursuant to Section 7.A of these Bylaws;
 8. Act as an Ex-Officio member of all committees of the Commission;
 9. Appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting.
 10. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if he or she so chooses;
 11. Act as, or delegate someone to act as, the Planning Director in the absence of a Planning Director;
 12. Act as the Commission's chief spokesman and lobbyist to represent the Commission at local, regional, and state government levels.
 13. Represent the Commission, along with the Village of Grand Beach Council Commission member, before the Village of Grand Beach Council; and
 14. Perform such other duties as may be ordered by the Commission.
- D. Vice-Chair's Duties. The Vice-Chair shall:
1. Act in the capacity of Chair, with all the powers and duties found in Section 4.C of these Rules, in the Chair's absence;
 2. Act as member and Vice Chair of the Executive Committee pursuant to Section 7.A of these Rules; and
 3. Perform such other duties as may be ordered by the Commission.
- E. Secretary's Duties. The Secretary shall:
1. Execute documents in the name of the Commission;
 2. Be responsible for the minutes of each meeting, pursuant to section 6.A of these Bylaws if there is not a recording secretary.
 3. Review the draft of the minutes, sign them, and submit them for approval to the Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of

- the Commission prior to the next meeting of the Commission (the Secretary may delegate this duty to Commission staff);
4. Receive communications, petitions, and reports to be addressed by the Commission, delivered or mailed to the Secretary in care of the Commission;
 5. Keep attendance records pursuant to Section 2.C of these Bylaws;
 6. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L. 15.261 *et seq.* (the Secretary may delegate this duty to Commission staff);
 7. Prepare an agenda for Commission meetings pursuant to Section 5.K of these Bylaws (the Secretary may delegate this duty to Commission staff);
 8. Act as member and Secretary of the Executive Committee pursuant to Section 7.A of these Bylaws;
 9. Perform such other duties as may be ordered by the Commission.
- F. Deputy Secretary's Duties. The Deputy Secretary shall:
1. Act in the capacity of Secretary, with all the powers and duties found in Section 4.E of these Rules, in the Secretary's absence; and
 2. Perform such other duties as may be ordered by the Commission.
- G. Recording Secretary's Duties. The Recording Secretary shall not be a member of the commission or any of its committees, and shall:
1. At each meeting take notes for minutes and prepare a first draft of minutes pursuant to section 6.A of these Bylaws for review and signature by the Secretary; and
 2. Perform such other duties as may be ordered by the Commission or secretary.

5. Meetings

- A. Regular meetings. The Commission shall meet at least four times during the calendar year and as scheduled from time to time pursuant to notice. Dates shall be established annually. Meetings shall be held at the Village of Grand Beach Offices located at 48200 Perkins, Grand Beach, Michigan. An annual notice or regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*)
- B. Special Meetings. Special meetings shall be called in the following manner:
1. By the Chair.
 2. By any two members of the Commission.
 3. Notice of special meetings shall be given by the Secretary to members of the Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition notices shall comply with P.A. 267 of

1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 *et seq.*).

- C. Recess. The Chair, or the Commission, after the meeting has been in session for two hours (not including site inspections), may suspend the Commission's business and evaluate the remaining items on its agenda. The commission shall then decide to finish that meeting's agenda, may act to continue the meeting on another day (fix the time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Commission will reconvene. If more than 18 hours will pass before the reconvened Commission, public notice shall be given to comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The commission shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.
- D. Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Motions.
 - 1. Motions shall be restated by the Chair before a vote is taken.
 - 2. Findings of Fact. All actions taken in an administrative capacity (including but not limited to, special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another municipality's proposed plan, review and submission on a capital improvement, review of township zoning) shall include each of the following parts.
 - a. A finding of fact, listing what the Commission determines to be relevant facts in the case.
 - b. Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
 - c. The Commission's action; recommendation or position, approval, approval with conditions, or disapproval.
- F. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote

of 2/3 of the total number of seats for 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.

- G. Commission Action. Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.
- H. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Roberts Rules of Order Newly Revised*, (10th Edition, Perseus Publishing, New York, 2000 (ISBN 0-7382-037-6)) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.
- I. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
 - 1. All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
 - 2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.
- J. Consensus Business. Certain items of business before the Commission are routine matters where no discussion normally occurs or is expected to occur and a consensus for adoption normally occurs or is expected to occur. The individual preparing the agenda may mark such items on the agenda as a Consent Item, if that individual feels it qualifies as consensus business. The agenda or material presented on the issue should indicate the proposed action (approve, disapprove, no comment, approve with modification). First, any Consent Item can be removed by request of a member. It is automatically removed if discussed during Public Participation. Second, a motion to adopt the Consent Items can be made, in effect adopting all agenda items still included as Consent Items. The approval of minutes and the expense report shall be proposed on the

agenda as Consent Items. Consensus business can be proposed for any item on the agenda, but shall never include any of the following:

1. Items of business which are listed in Section 14 of these bylaws.
2. Review of plans and zoning ordinances, or any part or amendment thereto.
3. Action on special use permits, planned unit developments, site plans, and similar administrative actions.
4. Election of officers.
5. Any item not printed on the agenda which is delivered, along with adequate supporting information, to Commissioners prior to the meeting.
6. The motion to adopt Consent items in the minutes shall clearly list each item and indicate its action/disposition.

K. Order of Business. Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

1. Call to order and roll call.
2. Matters pertaining to citizens present at the meeting, in the following order:
 - a. Advertised Public Hearings. The Chair will declare such a public hearing open and state its purpose. The petitioner, or proponent of the action advertised will be heard first.
 - b. Persons requested by the Commission to attend the meeting.
 - c. Other public participation for items on this agenda.
3. Housekeeping business.
 - a. Consent Business.
 - b. Approval of Minutes.
 - c. Approval of expense report, if any.
 - d. Other.
4. Unfinished business and reports (items considered here are taken up in the same order as established by the Commission to fix a priority for consideration).
5. New business (other business and communications).
6. Public participation for items not on this agenda.
7. Adjournment.

L. Delivery of Agenda. The agenda and accompanying materials shall be sent to Commission members so it is reasonably expected to be received prior to the regular meeting date. The agenda may be sent by electronic mail, U.S. mail or hand delivered.

M. Placement of Items on the Agenda.

1. The Village of Grand Beach offices shall be the office of record for the Commission.

2. The Village of Grand Beach may receive items on behalf of the Commission between the time of the adjournment of the previous Commission meeting and eight business days prior to the next regularly scheduled Commission meeting.
3. Items received by the Village of Grand Beach between seven business days prior to the next regularly scheduled Commission meeting and the next regularly scheduled Commission meeting shall be set aside to be received by the Commission at its next regularly scheduled Commission meeting. The Commission may act on those items of a minor nature or table action to the subsequent regular or special Commission meeting. Those items of a major nature, or items normally receiving staff review, analysis, or recommendation shall be tabled until the subsequent regular or special Commission meeting.
4. The deadline to add items to the Commission's meeting agenda shall be seven business days prior to the next regularly scheduled Commission meeting.

6. Record.

- A. Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which, shall at a minimum include an indication of the following:
 1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*)
 2. Copy of the minutes, and all its attachments which shall include a summary of the meeting.
 3. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.
- B. Retention. Commission records shall be preserved and kept on file according to the following schedule:
 1. Minutes, bonds, oaths of officials, zoning ordinances, master or compressive plans, other records of decisions, Commission or department publications: Permanent.
 2. General ledger: 20 years.
 3. Account journals: 10 years.
 4. Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
 5. Correspondence: Permanent.

7. Committees

- A. Executive Committee.
 1. The Executive Committee shall be a standing committee of the Commission. Its membership shall be the Chair, Vice-Chair, and Secretary of the Commission and they shall hold the same offices on

the committee. The Executive Committee may deal with recommendations to the Commission on matters of the Commission budget; employment of a Planning Department/Zoning Administrator; overseeing the Planning Department/Zoning Administrator's day-to-day administration of the Planning Department/Office of the Zoning Administrator; office and personnel policy; and anything else directed to the Executive Committee by the Commission.

2. If established, the Executive Committee has limited power to act only on housekeeping matters, budget, office policy, and overseeing contracts and personnel when time constraints require action prior to the next regularly scheduled Commission meeting. Such actions shall be reported at the next regularly scheduled Commission meeting and are subject to the Commission's review and/or veto.
- B. Ad Hoc Committees. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- C. Citizen Committees. The Commission or Chair may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Commission and to better represent various interest groups in the Village of Grand Beach.

8. **Rules of Procedure for All Committees**

- A. Subservient to the Commission. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- B. Same Principles. The same principles of these Bylaws for the Commission also apply to all committees of the Commission.

9. **Village of Grand Beach Department and Subdivisions; and Intergovernmental Coordination.**

The Commission shall be responsible for coordination of all related plans between departments or subdivisions of the Village of Grand Beach and intergovernmental coordination of all related planned activities among the state, federal, and municipal governments concerned. The Commission may use committees (pursuant to section 7.B of these rules), staff, citizen committees (pursuant to section 7.C of these rules), and interagency staff teams for purposes of accomplishing coordination with only powers to recommend.

10. **Hearings**

- A. Plan Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the Village of Grand Beach Council, the Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by at least one publication in each newspaper of general circulation.
- B. Special Hearings. Notice of special hearings for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested, and as required by the Planning Act, Zoning Act, and relevant local zoning ordinance.
- C. Notice of Decision. A written notice containing the decision of the Commission will be sent to petitioners and originators of a request for the Commission to study a special problem.

11. Zoning Responsibilities

- A. All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.
- B. Zoning adoption or amendment (including PUD zoning amendments). The commission shall review and act on all proposed zoning ordinances, or zoning amendments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum the recommendation shall include:
 - 1. Zoning plan for the areas subject to zoning, or zoning amendment of the local unit of government;
 - 2. The establishment of or modification of zoning districts, including the boundaries of those districts, if applicable;
 - 3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
 - 4. The manner of administering and enforcing the zoning ordinance.
- C. Special Use Permit (including PUDs). The Commission shall review and act on all special use permits pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to section 5.E.2 of these Bylaws.
- D. Site Plan Review. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion which contains (or is included in the minutes) a

finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to section 5.E.2 of these Bylaws.

- E. Subdivision Review. Prepare a Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), or amendments to the same, to submit to the legislative body
- F. Master Plan Amendment. Commission approval of a subdivision shall be considered to be an amendment to the master plan and a part thereof. The Commission shall cause the official copies of the master plan to be modified to reflect the amendment to the master plan within 30 days of the subdivision approval.
- G. Appeals. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

12. **Plan Reviews.**

- A. The Commission shall review all adjacent, or contiguous, local government plans (township, village, and city), adjacent county plans, local governments government plans (township, village, and city plans) within the boundaries serviced by the Commission, and the county plans in which the Commission's service area is located.
- B. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to section 5.E.2 of these Bylaws.
- C. The review should focus on:
 - 1. First and foremost, the process is intended to increase coordination of planning between governments.
 - 2. Consistencies or inconsistencies with your government's plan(s) for matters such as:
 - a. Border issues
 - b. Issues of greater than local concern
 - c. Comparison with local plan contents
 - d. Comparison with county/regional plan contents
 - e. Comparison to other relevant adopted plans (such as an historic preservation plan, local wetland protection plan, TIF or brownfield redevelopment plan, etc.).
 - f. Comparison to various implementation strategies.
- D. The review shall be in the form of a letter and shall take into account:
 - 1. Respect for the idea that the submission and review stages are near the end of a plan adoption process. A community may be ready to adopt and others may be waiting for the task to be done. Do not extend the adoption more than necessary.
 - 2. Focus only on significant issues, in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.

3. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments.
4. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.

13. **Capital Improvements Review**

- A. Capital Improvements (the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any public way, grounds, agricultural land, open spaces, buildings, or properties before work is started and after municipal capital improvement planning approval is obtained). If the funding for the capital improvement project is from a grant, this approval must be obtained prior to applying for the grant or done as part of the state or federal grant clearinghouse process.
- B. All preliminary plans and reports for the physical development of the Village of Grand Beach, including the general location, character and extent of streets and roads, viaducts, bridges, farmland, agricultural land, forest land, parks and open spaces; the general location of public buildings and other public property; the general location and extent of public utilities and terminals.
- C. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to section 5.E.2 of these Bylaws.
- D. When reviewing the proposed project the planning commission should at a minimum consider the following issues. If the answer to any of the below is "no," then the planning commission's review of the project should not be favorable.
 1. Is the proposed project consistent with adopted plans?
 2. Is the project consistent with other governmental management plans?
 3. Is the project consistent with the plans of each municipality located within or contiguous to the local unit of government?
 4. Is the project consistent with adopted, if any, capital improvement plans?
- E. The review shall be in the form of a letter, sent within 35 days after the proposal is filed for review, and shall take into account:
 1. Respect for the idea that the submission and review stages are near the end of a process. A community may be ready to start construction and others may be waiting for the task to be done.
 2. Focus only on significant issues in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.

3. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments or agencies of governments.
4. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.

14. **Other Matters to be considered by the Commission**

- A. Commission Action. The following matters shall be presented for consideration at a meeting of the Commission:
 1. At least annually, the adoption of priorities for the Commission's plan of work.
 2. Annually, preparation of an annual report of the Commission.
 3. All Planning reports and plans before publication.
 4. Commission's budget requirements for the fiscal year and request for appropriation.
 5. Selection of consultants and determination of basis for compensation.
 6. Such other matters as the Chair shall find it advisable or essential to receive consideration by the Commission.

15. **Adoption, Repeal, Amendments**

- A. Upon adoption, these By-laws shall be effective immediately.
- B. These Bylaws may be suspended or amended at any regular or special meeting by a majority of the members present.