

Rules and Procedures

Grand Traverse Commons Joint Planning Commission

(Revised June 23, 2009)
(Revised December 16, 2009)
(Revised April 3, 2013)
(Revised October 3, 2018)

I. OFFICERS

- A. A Chairperson and Secretary shall be elected by majority vote of the members of the Commission every year at the first regular meeting in the month of January.

Such other officers as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.

- B. The Chairperson shall preside at all meetings and shall appoint such committees as may be authorized by the Commission, and be an ex-officio member of such committees.

The Chairperson, subject to these rules, shall decide all points of order or procedure unless otherwise directed by a majority vote of the Commission in the session at that time.

- C. The Secretary shall perform the duties customarily devolving upon such office, including preparation of the agenda, notice of meeting and keeping the meeting minutes.

II. MEETINGS

- A. All regular and special Commission meetings shall be open to the public.
- B. The regular meetings of the Commission shall be held quarterly on the third Wednesday of January, April, July and October, except when such day falls on a legal holiday or meeting room conflicts arise.
- C. All regular meetings shall begin at 5:15 P.M. and no new items requiring action shall be taken after 8:15 P.M. unless otherwise determined at the meeting.
- D. A special meeting of the Commission may be called by the Chairperson, or any three members of the Commission. Each member of the Commission must receive at least eighteen (18) hours notice as to the time, place and purpose of the meeting in writing, delivered or served personally at his or her usual place of residence, except that the announcement of a special meeting at a time at which all members are present shall be sufficient notice of such meeting.

- E. Meeting agendas shall be approved by the Chairperson. The agenda for regular meetings shall be sent to the Commission no later than one week preceding the meeting. In unusual circumstances, items may be added to the agenda or the agenda altered by the Chairperson with the approval of the majority of the Commission.
- F. A quorum of three (3) members must be present to constitute an official meeting of the Commission.
- G. All hearings shall be scheduled at the hour the meeting is scheduled to be.

III. AMENDMENTS FOR RULES OF PROCEDURES

- A. Four (4) members of the Commission by due motion and recorded vote may amend or modify the rules and procedures provided that such amendment or modification is presented in writing at a meeting, and that favorable action is taken thereon at a subsequent meeting.

IV. VOTES

- A. The concurring vote of a majority of members present at a regular or special meeting shall be necessary to pass on any matter referred to them.
- B. The adoption of a master plan, or of any such part, amendment, extension or addition or recommendation of a zoning ordinance or amendments thereto shall require the concurring vote of four (4) members of the Commission.

V. REQUESTS

- A. All inquiries, applications or matters requiring official action by the Commission shall be submitted to the Commission at least 7 days prior to the meeting at which consideration is requested.
- B. If the Commission finds the submission complete, then a public meeting or hearing date shall be scheduled to consider the request.
- C. The Commission or the City of Traverse City or Garfield Township Planning Director may require such surveys, plans or other information as may be reasonably required for the proper evaluation or consideration of the matter. A letter from the petitioner should be presented to the Commission which will give full information as to the intentions of the petitioner, as well as a legal and informal description of the property in question.

- D. In the event that sufficient data has not been furnished, the Commission shall refer to a future meeting the matter until such time as the required information has been furnished.
- E. In the event a petitioner requests that his or her item be referred to a future meeting, after it has been published, noticed and scheduled, the public hearing or public comment period may be held to allow interested citizens an opportunity to speak to the request or matter before the Commission. Then, the public hearing or public comment period may be closed or continued to a future meeting, and the item may be referred to a specific future meeting and scheduled in sequence on the agenda.

VI. PUBLIC HEARINGS

- A. The applicant or the applicant's authorized agent must be present at the public hearing to properly answer questions concerning the request. If the applicant or agent is not present, the request may be referred to the next meeting or dismissed at the discretion of the Commission.
- B. The Commission shall notice and hold a public hearing as required by State law on any proposed master plan, zoning ordinance or amendment thereto, or zoning map or amendment thereto.

VII. RECONSIDERATION

- A. The Commission will not reconsider any request on which a negative decision has been rendered within one (1) year from the date of the Commission's decision on the request unless it can be shown by the petitioner that substantial new information affecting the request which was not presented to the Commission at the previous hearing(s) is now available and would affect the original decision rendered. Said substantial new information shall be described in writing by the applicant at the time of application. Before re-hearing the request, the Commission shall decide whether there is substantial new information allowing the new hearing.

VIII. CONFLICT OF INTEREST:

Upon disclosure of a conflict of interest the member shall be disqualified from voting on the matter at issue.

- A. Appearance of Conflict. An appearance of a conflict exists when a reasonable person would believe that because of certain facts a Planning Commissioner's participation in a proceeding would create an appearance of impropriety, partiality, bias or lack of fairness.

- B. Contractual Conflicts of Interest. The conduct of Grand Traverse Commons Joint Planning Commission in relation to conflicts of interest involving contracts shall be as established by State law.
- C. Financial Conflict of Interest. An official or employee who has a financial interest, direct or indirect, in any matter to be decided by the Grand Traverse Commons Joint Planning Commission, other than with respect to a contract, shall make that interest known and shall refrain from voting upon or otherwise participating in the making of the decision. Violation of this subsection with the knowledge, express or implied, of the person or corporation dealing with the Grand Traverse Commons Joint Planning Commission shall render the decision voidable by the Grand Traverse Commons Joint Planning Commission. A financial conflict of interest may be waived by the Grand Traverse Commons Joint Planning Commission after full disclosure of such conflict to the Commission. Unless otherwise provided by law or ordinance, the remaining members of the Commission in a unanimous vote may rule that the best interests of the Grand Traverse Commons Joint Planning Commission are to be served by removing the prohibition on voting and participating in the matter.

I hereby certify that the above Resolution was adopted by the Grand Traverse Commons Joint Planning Commission at their October 3, 2018, Regular Meeting.



Joe McManus, Secretary
Grand Traverse Commons Joint Planning Commission