

**PLANNING COMMISSION**  
**Ord. No. 147**

An Ordinance to establish a Planning commission pursuant to Act 285 of the Public acts of 1931, as amended, and to set forth its powers and duties with regard to land use planning for the village of Decatur, Michigan.

**THE VILLAGE OF DECATUR ORDAINS:**

**Establishment of Planning commission.**

1. There is hereby created the Planning commission as provided in Act 285 of the Public acts of 1931, as amended (MCL 125.31 et.seq.). the Planning Commission shall be a public body and shall exercise its statutory powers and duties together with such other responsibilities as may be delegated to it by ordinance or by resolution of the Village Council.

**Members and appointment.**

2. The Planning Commission shall consist of five members who reside in the Village of Decatur and who shall represent insofar as possible different professions, occupations, geographical areas, and constituencies, and who shall be appointed by the Village President, subject to the approval by majority vote of the village council. The Village Manager or his/her designee will be a permanent voting member as one of the five members of the commission. One member of the Planning commission shall be a member of the Village Council. The term of each member with the exception of the Village Manager shall be for three years, except that the respective terms of the members first appointed shall be; one for one year, two for two years, and legislative member for term of office. Terms of office will begin at 12:00 am on June 3 of each year and end at 11:59 pm of June 2. Members may, after a public hearing be removed by the Village President for inefficiency, neglect of duty, or malfeasance of office. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by appointment by the Village President and approval by the Village council. Members of the Planning Commission shall receive no compensation for their service.

**Organization and meetings.**

3. The Planning commission shall, from its appointed members, elect a chairman and vice chairman for one year terms at the first meeting held in June each year. There is no limit on the number of successive terms for which a chairman or vice chairman may serve. The chairman shall designate a secretary, who need not be a voting member of the Planning commission, to keep a record of all proceedings. Three members shall constitute a quorum for the transaction of business and the affirmative vote of three members shall be required to validate any action by the Planning Commission. The Planning Commission shall:
  - A. Adopt rules for the transaction of its business and establish a schedule for the holding of regular public meetings.
  - B. Provide for the calling of special meetings and the provision of notice to the public of such meetings.

- C. Keep a complete record of its resolutions, transactions, findings, and determinations, which shall be available to the village Council and to the public upon request.
- D. Assure compliance with the Open Meetings Act with regard to the conduct of its business.

**Professional assistance.**

- 4. The Planning Commission may submit requests for professional services by consultants to the village President and Village Council, but it may not expend funds or contract for services except as approved and authorized by the Village council.

**Adoption of a master plan.**

- 5. The Planning commission shall make and adopt a master plan for the physical development of the village, including any areas outside of its boundaries which, in the commission's judgment, relate to the planning of the Village. The master plan, with accompanying maps, plats, charts, and descriptive matter shall show the Planning Commission's recommendations for the development of the Village, including streets, waterways, flood plains, water fronts, recreation areas, open spaces, public buildings, public property, and public utilities, as well as a zoning plan for the control of height, area, bulk, location, and use of buildings and property, and other features of a master plan as described in Act No. 285 of the Public acts of 1931, as amended. The Planning Commission from time to time may amend, extend, or add to the master plan.

**Standards and purposes of a master plan.**

- 6. In the preparation of the master plan, the Planning Commission shall make careful and comprehensive surveys and studies of present conditions and future growth of the Village and with due regard to its relation to the neighboring territory. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the Village and its environs which will, in accordance with present and future needs, best promote health, safety, morals, order, convenience, prosperity, and general welfare, as well as efficiency and economy in the process of development; including among other things, adequate provision for the traffic, the promotion of safety from fire and convenient distribution of population, the promotion of good civic design, and arrangement, wise and efficient expenditure of public funds, the adequate provision of public utilities, the preservation of the water quality of the wells and aquifers, the preservation of natural resources, and other public requirements and benefits.

**Adoption Procedure**

- 7. The Planning Commission may adopt the master plan as a whole by a single resolution or may by successive resolutions adopt successive parts of the plan, with parts corresponding with major geographical areas or with functional subdivisions of the subject matter of the plan, and may adopt any amendment or extension thereof or addition thereto. Before adoption of the plan the Planning Commission shall be given, not less than 15 days prior to such hearing, by one publication in a newspaper of general circulation in the municipality

and in the official gazette, if any, of the Village, and by registered mail to each public utility of the plan or any part thereof shall be by resolution of the Planning Commission carried by the affirmative votes of not less than three members of the commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the commission to form the whole or part of the plan and the action taken shall be recorded on the map and plan and descriptive matter by the identifying signature of the chairman or secretary of the Planning Commission. An attested copy of the plan or part thereof shall be certified to the Village Council.

**Other statutory functions.**

8. The Planning Commission shall exercise all statutory authority and carry out all statutory duties set forth in Act 285 of the Public Acts of 1931, as amended, including the review and approval of proposed plats.

**Other delegated functions.**

9. The Planning Commission shall serve in an advisory capacity to the Village Council and shall review applications and proposals and provide recommendations to the Village Council and the Zoning Board of Appeals and the Building Official in regard to all matters of land use, including but not limited to the following:
  - A. Requests for changes in the zoning map.
  - B. Requests for amendments to the zoning ordinance.
  - C. Requests for zoning variances.
  - D. Requests for site plan approval.
  - E. Requests for special land use permits.
  - F. Requests for split approval.
  - G. Requests for building permits which involve matters of significance to development of the Village.
  - H. Other land use matters on which the Planning Commission wishes to submit a recommendation to the Village Council.

This Ordinance shall become effective immediately upon its adoption. Adopted by the Village of Decatur, Michigan on this 3<sup>rd</sup> day of June 3, 2002.