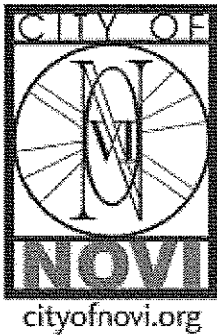


# MEMORANDUM



**TO:** MEMBERS OF THE PLANNING COMMISSION  
**THRU:** BARBARA MCBETH, COMMUNITY DEVELOPMENT  
DEPARTMENT DEPUTY DIRECTOR  
**FROM:** KRISTEN KAPELANSKI, PLANNER  
**SUBJECT:** UPDATE OF THE NOVI PLANNING COMMISSION BY-LAWS  
AND RULES OF PROCEDURE  
**DATE:** JANUARY 18, 2008

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Upon recent examination of the Planning Commission By-Laws and Rules of Procedure, the Community Development Department staff noted a number of instances throughout the document of outdated information and incorrect references. These mainly included references to the Planning Department, which has now become part of the Community Development Department, as well the presiding Planning Commission officers and other miscellaneous details. Staff has gone through and corrected these errors and both a draft "strike-through" and "clean" copy of the current Planning Commission By-Laws and Rules of Procedure are attached.

If the Rules Committee would like to meet with staff to discuss these proposed changes, please contact Kristen Kapelanski at 248-347-0586 or [kkapelanski@cityofnovi.org](mailto:kkapelanski@cityofnovi.org). If the Rules Committee is satisfied with the proposed changes and does not feel it is necessary to meet, the attached updated Planning Commission By-Laws and Rules of Procedure will be placed on a future agenda for approval by the Planning Commission.

**NOVI PLANNING COMMISSION  
BY-LAWS AND RULES OF PROCEDURE  
STRIKE-THROUGH**

# **NOVI PLANNING COMMISSION**

## **BY-LAWS AND RULES OF PROCEDURE**

### **1. AUTHORITY**

These By-Laws and Rules of Procedure are adopted by the City of Novi, Oakland County, Planning Commission (hereinafter called the Planning Commission) pursuant to Public Act 285 of 1931, as amended, the Municipal Planning Act, MCL 125.31, et seq.;, the Open Meetings Act, MCL 15.261 and Section 27-25 of the Novi Code of Ordinances.

### **2. OFFICERS/MEMBERS**

#### **2.1 Selection of Officers**

- (a) The offices of the Planning Commission shall consist of Chairperson, Vice Chairperson, and Secretary elected by the general membership of the Planning Commission.
- (b) The election of officers shall generally occur at the Planning Commission's first meeting in July or as otherwise determined necessary by the Planning Commission. A minimum of two-thirds of the current membership must be present for the election to take place.
- (c) Any member nominated for an office on the Planning Commission shall have served on the Planning Commission for at least eleven (11) months at the time of nomination. In the event that at least three members do not meet this requirement, the most senior member(s) with less than eleven (11) months service shall be eligible for nomination. Previous, non-consecutive service on the Planning Commission shall be considered when determining length of service.
- (d) Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held.
- (e) All nominations shall be seconded by another member of the Planning Commission to be considered a valid nomination.
- (f) Nominees must accept or decline the nomination before each vote is taken. If a Planning Commission member is unable to attend the meeting to elect officers and would accept an officer position(s), a written letter of intent of acceptance for an office must be submitted to the Planning Commission prior to the meeting.

- (g) Each election shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- (h) To be elected to an office, a nominee must receive a majority of the votes of those present.
- (i) All terms of office shall be for one year or until the time of the next election of officers.
- (j) A member assuming an office prior to January 1<sup>st</sup> of any given year shall be considered to have served a full term at the time of the next election of officers.
- (k) A member of the Planning Commission may serve in the same office of the Planning Commission for any number of terms, but not more than two consecutive full terms.

## 2.2 Resignation of Officer

- (a) An officer may resign his/her office by submitting a letter to the Planning Commission addressed to the Chairperson or Vice Chairperson, as appropriate.
- (b) The resignation from office will not become effective until accepted by the Planning Commission at its next regularly scheduled meeting. A majority vote of the Commissioners present shall be required to accept a resignation. Resignation of office for the purposes of this Section 2.2 is not intended to mean resignation from the Planning Commission.

## 2.3 Duties of the Officers

- (a) The Chairperson shall:
  - 1) Preside at all meetings and conduct all meetings in accordance with the rules provided herein. In the absence of the Chairperson, the Vice Chairperson or Secretary shall perform the duties of the Chairperson.
  - 2) Clearly state the issues before the Planning Commission.
  - 3) As appropriate, act as a liaison between the Planning Commission and the Planning Community Development Department Staff, Consultants and other pertinent agencies or agents of the City of Novi, utilizing proper administrative/management chains of authority.
  - 4) Reserve his/her opinions on an issue until the other members of the Planning Commission, who so wish, have spoken on the issue.

- 5) Upon request by City Council or Zoning Board of Appeals, attend those meetings that include a Planning Commission issue. The Chairperson may delegate another Planning Commission member to attend.
  - 6) Set a reasonable agenda in consultation with the Planning Community Development Department Deputy Director or his/her designee. A reasonable agenda, for purposes of this provision, is one designed to be completed prior to 11:30 PM. The Chairperson shall have the final approval on the agenda.
  - 7) Designate an acting secretary from the general membership as required.
- (b) The Vice Chairperson shall:
- 1) Act in the capacity of the Chairperson when the elected Chairperson is absent or otherwise unavailable.
  - 2) Assist the Chairperson in recognizing those who may wish to speak.
  - 3) Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Planning Commission shall elect a successor to the office of Vice Chairperson at the earliest practicable time.
- (c) The Secretary shall:
- 1) Act in the capacity of the Chairperson when the elected Chairperson and Vice Chairperson are absent or otherwise unavailable.
  - 2) Designate an acting Secretary from the general membership while acting as Chairperson during Planning Commission Meetings.
  - 3) Summarize pertinent correspondence received by the Planning Commission concerning issues before the Planning Commission.
  - 4) Assist the Chairperson on time limitations as established in these By-laws.
  - 5) Coordinate Public Notices published by the Planning Commission with the Planning Department.
  - 6) Be replaced, should a vacancy occur, by the election of a successor at the earliest practical time.

## 2.4 The Planning Commission Members:

- (a) Members shall not speak until recognized by the Chairperson.
- (b) Generally, members shall serve on at least two of the Planning Commission committees (or other committees requiring Planning Commission representation as they may be established) for a term of one year or until the next committee appointments are made. Appointment shall be by nomination and vote by Planning Commission members present. Appointment to committee membership shall occur at the next regularly scheduled meeting after the annual election of officers.
- (c) Members shall submit to the Planning Commission a statement of interest in serving on particular committees, on a form prepared by the Planning Community Development Department. Members shall be eligible for reappointment to any committee provided the minimum requirements are met. Previous, non-consecutive service on the Planning Commission shall be considered when determining length of service.

### **Planning Commission Committees:**

- 1) Administrative Liaison (Membership shall be the Chairperson, Vice Chairperson, and Secretary of the Planning Commission)
- 2) Implementation (4 members)
- 3) Master Plan and Zoning (4 members, a minimum of 3 members shall have served on the Planning Commission for at least eleven (11) months before appointment, when possible)
- 4) Planning Studies & Budget (4 members)
- 5) Rules (3 members, members must be on the Planning Commission for at least eleven (11) months before appointment, when possible)
- 6) Communications & Community Liaison (3 members)
- 7) Environmental (3 members)
- 8) Planning Commission Capital Improvements Program (3 members)

### **City Committees:**

- 1) Main Street (2 members)
- 2) City Capital Improvements Program (2 members and 1 alternate)
- (d) Member(s) may be appointed to City or other committees, or act as liaisons to organizations, on an as needed basis.

- (e) Any committee member may designate (with approval of the designee) an alternate Planning Commissioner as his/her replacement at any committee meeting.
- (f) In the event of a Planning Commission vacancy that results in a committee vacancy, the appointment process shall follow 2.4.b. and 2.4.c.

### **3. MEETINGS**

#### **3.1 Notices**

- (a) Notices shall be posted at the Novi Civic Center according to the Open Meetings Act.
- (b) Notices shall include the date, time, and location of the meeting.
- (c) Changes in the date, time, or location of the meeting shall be posted and noticed as required.

#### **3.2 Regular Meetings**

- (a) Regular Meetings of the Planning Commission shall be held at least once a month, generally on Wednesday evening in the Council Chambers.
- (b) When a Regular Meeting date falls on or near a legal holiday, the Planning Commission may select an alternate meeting date in the same month, to be noticed in accordance with the Open Meetings Act.

#### **3.3 Quorum**

- (a) The presence of a majority of the Planning Commission shall constitute a quorum of the Planning Commission.
- (b) If a quorum is not present, the members of the Planning Commission shall take no action until the next Regular or Special Meeting, except recessing the meeting or adjourning the meeting.
- (c) All Public Hearings without a quorum shall be scheduled for the next Regular or Special Meeting.

#### **3.4 Public Hearings**

- (a) Public Hearings shall be scheduled and due notice given in accordance with the provisions of the acts and ordinances cited in Section 1 of these By-laws and Rules of Procedure.

(b) Except in extraordinary circumstances found to exist by the Planning Commission, no Public Hearings shall be held within five (5) business days after a City-recognized holiday.

(c) The order of presentation shall be as follows:

Planning Community Development Department Staff and/or  
City Consultants  
Petitioner  
Public Comment and Correspondence  
Petitioner Response  
Close Public Hearing  
Commission Discussion/Decision

(d) The petitioner shall limit his/her remarks to ten (10) minutes, unless additional time is requested and granted by the Chairperson. If the petitioner has additional presenters, the sum total of all presenters shall not exceed the time limit of this rule without permission from the Chairperson.

(e) In order to ensure accuracy in the minutes, any member of the public wishing to address the Planning Commission during a Public Hearing shall be asked to fill out an Audience Participation card giving his/her name, address and the item(s) he/she wishes to discuss.

1) The general public shall limit their remarks to three (3) minutes each. Speakers shall not exceed the time limit of this rule without permission from the Chairperson.

2) Any person speaking on behalf of a group shall limit his/her remarks to five (5) minutes, provided that those in the audience being represented identify themselves.

3) Speakers shall address their remarks only to the Chairperson.

4) No member of the audience shall be allowed to address an issue for Public Hearing following the closing of that Public Hearing by the Chairperson (except during "Audience Participation" pursuant to 3.8.a).

(f) The Chairperson shall instruct all those who wish to speak during the Public Hearing to sum up their remarks when the Chairperson or Planning Commission members feel that they have exceeded their time limit, strayed from the pertinent facts, or have become repetitive or disrespectful.



- (g) Once a Public Hearing has been scheduled, noticed, and published on an Agenda, the Public Hearing shall be heard at the designated Planning Commission meeting. However, the Planning Commission may, in its discretion, continue the Public Hearing to a specific date.

### 3.5 Motions

- (a) If requested, motions shall be restated before a vote is taken.
- (b) The names of the maker and seconder of the motion shall be recorded.

### 3.6 Voting

- (a) An affirmative vote of the majority of those Planning Commission members present for the conduct of business shall be required for the approval of any requested action or motion placed before the Planning Commission (except Master Plan for Land Use decisions).
- (b) Amendments to the Master Plan for Land Use in the City of Novi require the affirmative vote of six members of the Planning Commission.
- (c) Roll call votes shall be required for all Public Hearing items and Matters for Consideration, except approval of minutes, which may be by a voice vote. Consent Agenda items shall ordinarily be recorded by voice vote. A roll call vote shall be taken if requested by any Planning Commission member for any other matter(s).
- (d) Roll call votes shall be conducted in alphabetical order. The first such vote during the meeting shall begin with the first surname alphabetically; the second shall begin with the second surname alphabetically; and so forth.
- (e) A member shall vote unless excused by the unanimous consent of the remaining members present and voting. However, a member shall be recused where the member has a financial interest other than the common public interest, or where the member clearly cannot render an impartial decision. The vote of the remaining Commission members shall be with regard to whether such financial interest or other basis for not voting has been sufficiently established by the member seeking recusal from voting.

### 3.7 Order of Business

- (a) A written agenda for all meetings shall be prepared and followed. No additions to the agenda by Planning Commission members within seven (7) days of the meeting date will be permitted except by vote of the Planning Commission. The order of business shall be the following:

CALL TO ORDER  
ROLL CALL  
PLEDGE OF ALLEGIANCE  
APPROVAL OF AGENDA  
AUDIENCE PARTICIPATION  
CORRESPONDENCE  
COMMITTEE REPORTS  
PLANNING COMMUNITY DEVELOPMENT DEPUTY  
DIRECTOR REPORT  
CONSENT AGENDA – REMOVALS AND APPROVALS  
PUBLIC HEARINGS  
MATTERS FOR CONSIDERATION  
CONSENT AGENDA REMOVALS FOR COMMISSION  
ACTION  
MATTERS FOR DISCUSSION  
SUPPLEMENTAL ISSUES  
AUDIENCE PARTICIPATION  
ADJOURNMENT

- (b) A written agenda for Special and/or Committee Meetings shall be prepared and followed; however, the order of business as listed above shall not be necessary. A minimum of one audience participation is required at all meetings.

3.8 Audience Participation

- (a) During an Audience Participation portion of the agenda, a member of the audience may address the Planning Commission on any issue that is not scheduled for a Public Hearing on that agenda, unless the audience member will not be available to speak during the Public Hearing.
- (b) In order to ensure accuracy in the minutes, any member of the public wishing to address the Planning Commission shall be asked to fill out an Audience Participation card giving his/her name, address and the item(s) he/she wishes to discuss.
  - 1) The general public shall limit their remarks to three (3) minutes each. Speakers shall not exceed the time limit of this rule without permission from the Chairperson.

- 2) Any person speaking on behalf of a group shall limit his/her remarks to five (5) minutes, provided that those in the audience being represented identify themselves.
  - 3) Speakers shall address their remarks only to the Chairperson.
- (c) The Chairperson shall instruct all those who wish to speak during Audience Participation to sum up their remarks when the Chairperson or Planning Commission members feel that they have exceeded the time limit, strayed from the pertinent facts, or have become repetitive or disrespectful.

### 3.9 Correspondence

- (a) No correspondence pertinent to the published agenda items from the consultants, staff, or petitioners shall be presented to the Planning Commission members after 6:00 P.M. of the night preceding the meeting on which the issue appears on the agenda, unless a majority of the Planning Commission chooses to accept the correspondence.
- (b) No Matters For Consideration shall be accepted after the packets have been delivered, unless legal counsel recommends and the Planning Commission agrees that it is of an emergency nature and must be acted upon at that meeting.

### 3.10 Rules of Order

- (a) To the extent reasonably possible, all meetings of the Planning Commission shall be conducted in accordance with generally accepted parliamentary procedure.
- (b) All pagers and cell phone ringers are requested to be turned off while meetings are in session.

### 3.11 Beginning and Ending Times

- (a) All Regular Planning Commission meetings are typically scheduled to begin at 7:30~~00~~ PM
- (b) The Planning Commission may vote to adjourn a Regular Meeting prior to completion of the Agenda only in case of a weather emergency or when all of the following have been satisfied:
  - 1) There are no petitioners remaining on the agenda.

- 2) Planning Community Development Department staff receives direction on all matters that cannot wait until the next meeting.
  - 3) Both Audience Participations have been held.
- (c) The Planning Commission shall take breaks as determined by the Chairperson (ninety (90) minute meeting segments recommended).

### 3.12 Site Plans

- (a) Except in extraordinary circumstances found to exist by the Planning Commission Chairperson, no Site Plan shall be considered by the Planning Commission unless the following conditions have been met:
- 1) The Site Plan meets all of the required Site Plan submission conditions of Section 2516 of the City of Novi Zoning Ordinance.
  - 2) Consultant and City Staff review letters are completed by the Monday of the week prior to the meeting during which the Site Plan would normally be considered.
  - 3) The petitioner has responded in written form to all variances, waivers, and other issues of concern expressed in the Consultant and City Staff reviews. Such correspondence shall be included in Planning Commission packets.
- (b) The Planning Commission reserves the right to limit its agenda so that meetings can end at a reasonable adjournment time, as stipulated in Section 2.3(a)6. Therefore, a Public Hearing or Matter For Consideration by the Planning Commission might not make the first agenda for which it would be eligible.
- (c) No Public Hearing or Matter For Consideration that otherwise meets the requirements of these By-laws and Rules of Procedure should be delayed from the agenda for more than two consecutive meetings (excluding Special Meetings established for planning and/or training purposes only). That is, it should appear no later than the third meeting for which it is eligible.

### 3.13 Special Planning Meetings

- (a) The Planning Commission may hold Special Meetings for planning and/or training purposes, on an as-needed basis.

- (b) The Planning Commission may hold a Special Meeting for a project determined to be complex in nature.
- (c) Notification of such Special Meetings shall be in accordance with Sections 3 and 6 of these By-Laws and Rules of Procedure.
- (d) Special Meetings may be held with another agency (ies) of the City.

3.14 Goals and Objectives

- (a) Prior to the end of the calendar year, the Planning Commission shall prepare a specific set of goals and objectives for the coming fiscal year. This discussion is essential to the preparation of the budget for the next fiscal year.
- (b) The Planning Commission shall review and/or revise, as necessary, its goals and objectives after the budget is approved.
- (c) Committee Chairpersons will be responsible to present their Committee priorities to the Planning Commission.

3.15 Committee Meetings

- (a) At the first Committee meeting after Committee appointments, a Chairperson shall be selected. The most senior member has first right of position.
- (b) An annual calendar of Committee meeting dates and times shall be established by Committee Chairs within sixty (60) days of Chair selection.
- (c) During the first meeting after appointments, each Committee shall establish goals and objectives. These goals and objectives shall be reviewed and revised as necessary throughout the year.
- (d) All requests for zoning ordinance review and/or revision(s) shall be addressed to the Planning Commission for possible consideration by the Implementation Committee.

**4. MINUTES**

- 4.1 The Planning Commission minutes shall be prepared by the Planning Department and approved by the Planning Commission.
- 4.2 The Planning Commission minutes shall contain the following:

- (a) a record of attendance,
  - (b) a complete record of the considerations or recommendations made on all actions,
  - (c) a complete restatement of all motions specifying the maker and seconder of the motions, and
  - (d) a record of the outcome of Planning Commission votes.
- 4.3 The minutes of Committee Meetings, need not be verbatim, but shall contain the following:
- (a) a record of attendance,
  - (b) a synopsis of the meeting,
  - (c) a restatement of all motions specifying the maker and seconder of the motions, and
  - (d) a record of the outcome of the votes and the basis for such votes.
- 4.4 The approved minutes of the Planning Commission, including all communications, exhibits, actions and resolutions, relevant to that meeting shall be provided to the City Clerk.

**5. PLANNING COMMISSIONER TRAINING (As the city budget allows)**

- 5.1 Providing training of the Planning Commissioners should be a priority of the Planning Department.
- 5.2 In-House Training
- (a) New Planning Commissioners should receive orientation material and/or training prior to their first meeting, but in no case later than one month after his/her appointment.
  - (b) The Planning Commission as a whole should schedule at least one annual training session. Training topics shall be determined by the Planning Commission.
- 5.3 Certification
- (a) Planning Commissioners are encouraged to pursue completion of the State of Michigan Citizen Planner Certification during their first term of appointment, subject to course availability.
- 5.4 Planning Conventions/Conferences

- (a) For National conventions, a maximum of three (3) Planning Commissioners shall be eligible to attend. One (1) Planning Commissioner from each group of appointees, based on expiration date, shall have first right of attendance. Based on this criterion, all Planning Commissioners will have the opportunity to attend at least one National conference during their three-year term.
- (b) For State of Michigan conventions, all Planning Commissioners not attending that year's National Convention shall have first right of attendance.

## **6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS**

- 6.1 Subject to the provisions of the Open Meetings Act, all meetings of the Planning Commission shall be open to the public and held in a place available to the general public.
- 6.2 Subject to the provisions of the Open Meetings Act, all deliberations and decisions of the Planning Commission shall be made at a meeting open to the public.
- 6.3 A person shall be permitted to address a Public Hearing of the Planning Commission under the rules established in subsection 3.4 and to address the Planning Commission concerning non-Public Hearing matters under the rules established in subsection 3.8, to the extent that they are applicable.
- 6.4 A person shall not be excluded from a meeting of the Planning Commission except for breach of the peace committed at the meeting.
- 6.5 All non-exempt records, files, publications, correspondences and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

## **7. STANDARDS OF CONDUCT**

- 7.1 The most current City of Novi Standards of Conduct for Officers, Employees, and Consultants shall apply to all Planning Commissioners.
- 7.2 Discussion by Planning Commissioners of matters pending or that may come before the Commission is not encouraged.
- 7.3 Any Planning Commission who speaks to the media may not speak on behalf of the entire Planning Commission.

## **8. AMENDMENTS**

These By-Laws and Rules of Procedure may be amended by the Planning Commission by a concurring vote pursuant to subsection 3.6 during a Regular Meeting, provided that all members have received an advance copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

NOVI PLANNING COMMISSION ADOPTED THE ABOVE STATED BY-LAWS AND RULES OF PROCEDURE ON WEDNESDAY, MAY 24, 2006.

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Victor Cassis  
Chairperson

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~~Lynn Kocan~~ Mark Pehrson  
Vice Chairperson

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~~Wayne Wrobel~~ Michael Meyer  
Secretary

- ❖ Rules Committee at the time of adoption:  
Lynn Kocan, Chair  
Victor Cassis  
John Avdoulos



**NOVI PLANNING COMMISSION  
BY-LAWS AND RULES OF PROCEDURE  
CLEAN**

**NOVI PLANNING COMMISSION**  
**BY-LAWS AND RULES OF PROCEDURE**

**1. AUTHORITY**

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- (d) Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held.
- (e) All nominations shall be seconded by another member of the Planning Commission to be considered a valid nomination.
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  - 1) Preside at all meetings and conduct all meetings in accordance with the rules provided herein. In the absence of the Chairperson, the Vice Chairperson or Secretary shall perform the duties of the Chairperson.
  - 2) Clearly state the issues before the Planning Commission.
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- 5) Upon request by City Council or Zoning Board of Appeals, attend those meetings that include a Planning Commission issue. The Chairperson may delegate another Planning Commission member to attend.
  - 6) Set a reasonable agenda in consultation with the Community Development Department Deputy Director or his/her designee. A reasonable agenda, for purposes of this provision, is one designed to be completed prior to 11:30 PM. The Chairperson shall have the final approval on the agenda.
  - 7) Designate an acting secretary from the general membership as required.
- (b) The Vice Chairperson shall:
- 1) Act in the capacity of the Chairperson when the elected Chairperson is absent or otherwise unavailable.
  - 2) Assist the Chairperson in recognizing those who may wish to speak.
  - 3) Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Planning Commission shall elect a successor to the office of Vice Chairperson at the earliest practicable time.
- (c) The Secretary shall:
- 1) Act in the capacity of the Chairperson when the elected Chairperson and Vice Chairperson are absent or otherwise unavailable.
  - 2) Designate an acting Secretary from the general membership while acting as Chairperson during Planning Commission Meetings.
  - 3) Summarize pertinent correspondence received by the Planning Commission concerning issues before the Planning Commission.
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### **3. MEETINGS**

#### **3.1 Notices**

- (a) Notices shall be posted at the Novi Civic Center according to the Open Meetings Act.
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- (c) Changes in the date, time, or location of the meeting shall be posted and noticed as required.

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- (b) When a Regular Meeting date falls on or near a legal holiday, the Planning Commission may select an alternate meeting date in the same month, to be noticed in accordance with the Open Meetings Act.

#### **3.3 Quorum**

- (a) The presence of a majority of the Planning Commission shall constitute a quorum of the Planning Commission.
- (b) If a quorum is not present, the members of the Planning Commission shall take no action until the next Regular or Special Meeting, except recessing the meeting or adjourning the meeting.
- (c) All Public Hearings without a quorum shall be scheduled for the next Regular or Special Meeting.

#### **3.4 Public Hearings**

- (a) Public Hearings shall be scheduled and due notice given in accordance with the provisions of the acts and ordinances cited in Section 1 of these By-laws and Rules of Procedure.
- (b) Except in extraordinary circumstances found to exist by the Planning Commission, no Public Hearings shall be held

within five (5) business days after a City-recognized holiday.

- (c) The order of presentation shall be as follows:

Community Development Department Staff and/or City  
Consultants  
Petitioner  
Public Comment and Correspondence  
Petitioner Response  
Close Public Hearing  
Commission Discussion/Decision

- (d) The petitioner shall limit his/her remarks to ten (10) minutes, unless additional time is requested and granted by the Chairperson. If the petitioner has additional presenters, the sum total of all presenters shall not exceed the time limit of this rule without permission from the Chairperson.

- (e) In order to ensure accuracy in the minutes, any member of the public wishing to address the Planning Commission during a Public Hearing shall be asked to fill out an Audience Participation card giving his/her name, address and the item(s) he/she wishes to discuss.

- 1) The general public shall limit their remarks to three (3) minutes each. Speakers shall not exceed the time limit of this rule without permission from the Chairperson.
- 2) Any person speaking on behalf of a group shall limit his/her remarks to five (5) minutes, provided that those in the audience being represented identify themselves.
- 3) Speakers shall address their remarks only to the Chairperson.
- 4) No member of the audience shall be allowed to address an issue for Public Hearing following the closing of that Public Hearing by the Chairperson (except during "Audience Participation" pursuant to 3.8.a).

- (f) The Chairperson shall instruct all those who wish to speak during the Public Hearing to sum up their remarks when the Chairperson or Planning Commission members feel that they have exceeded their time limit, strayed from the pertinent facts, or have become repetitive or disrespectful.

- (g) Once a Public Hearing has been scheduled, noticed, and published on an Agenda, the Public Hearing shall be heard at the designated Planning Commission meeting.

However, the Planning Commission may, in its discretion, continue the Public Hearing to a specific date.

### 3.5 Motions

- (a) If requested, motions shall be restated before a vote is taken.
- (b) The names of the maker and seconder of the motion shall be recorded.

### 3.6 Voting

- (a) An affirmative vote of the majority of those Planning Commission members present for the conduct of business shall be required for the approval of any requested action or motion placed before the Planning Commission (except Master Plan for Land Use decisions).
- (b) Amendments to the Master Plan for Land Use in the City of Novi require the affirmative vote of six members of the Planning Commission.
- (c) Roll call votes shall be required for all Public Hearing items and Matters for Consideration, except approval of minutes, which may be by a voice vote. Consent Agenda items shall ordinarily be recorded by voice vote. A roll call vote shall be taken if requested by any Planning Commission member for any other matter(s).
- (d) Roll call votes shall be conducted in alphabetical order. The first such vote during the meeting shall begin with the first surname alphabetically; the second shall begin with the second surname alphabetically; and so forth.
- (e) A member shall vote unless excused by the unanimous consent of the remaining members present and voting. However, a member shall be recused where the member has a financial interest other than the common public interest, or where the member clearly cannot render an impartial decision. The vote of the remaining Commission members shall be with regard to whether such financial interest or other basis for not voting has been sufficiently established by the member seeking recusal from voting.

### 3.7 Order of Business

- (a) A written agenda for all meetings shall be prepared and followed. No additions to the agenda by Planning Commission members within seven (7) days of the meeting date will be permitted except by vote of the



Planning Commission. The order of business shall be the following:

CALL TO ORDER  
ROLL CALL  
PLEDGE OF ALLEGIANCE  
APPROVAL OF AGENDA  
AUDIENCE PARTICIPATION  
CORRESPONDENCE  
COMMITTEE REPORTS  
COMMUNITY DEVELOPMENT DEPUTY DIRECTOR  
REPORT  
CONSENT AGENDA – REMOVALS AND APPROVALS  
PUBLIC HEARINGS  
MATTERS FOR CONSIDERATION  
CONSENT AGENDA REMOVALS FOR COMMISSION  
ACTION  
MATTERS FOR DISCUSSION  
SUPPLEMENTAL ISSUES  
AUDIENCE PARTICIPATION  
ADJOURNMENT

- (b) A written agenda for Special and/or Committee Meetings shall be prepared and followed; however, the order of business as listed above shall not be necessary. A minimum of one audience participation is required at all meetings.

### 3.8 Audience Participation

- (a) During an Audience Participation portion of the agenda, a member of the audience may address the Planning Commission on any issue that is not scheduled for a Public Hearing on that agenda, unless the audience member will not be available to speak during the Public Hearing.
- (b) In order to ensure accuracy in the minutes, any member of the public wishing to address the Planning Commission shall be asked to fill out an Audience Participation card giving his/her name, address and the item(s) he/she wishes to discuss.
  - 1) The general public shall limit their remarks to three (3) minutes each. Speakers shall not exceed the time limit of this rule without permission from the Chairperson.
  - 2) Any person speaking on behalf of a group shall limit his/her remarks to five (5) minutes, provided that those in the audience being represented identify themselves.

3) Speakers shall address their remarks only to the Chairperson.

(c) The Chairperson shall instruct all those who wish to speak during Audience Participation to sum up their remarks when the Chairperson or Planning Commission members feel that they have exceeded the time limit, strayed from the pertinent facts, or have become repetitive or disrespectful.

### 3.9 Correspondence

(a) No correspondence pertinent to the published agenda items from the consultants, staff, or petitioners shall be presented to the Planning Commission members after 6:00 P.M. of the night preceding the meeting on which the issue appears on the agenda, unless a majority of the Planning Commission chooses to accept the correspondence.

(b) No Matters For Consideration shall be accepted after the packets have been delivered, unless legal counsel recommends and the Planning Commission agrees that it is of an emergency nature and must be acted upon at that meeting.

### 3.10 Rules of Order

(a) To the extent reasonably possible, all meetings of the Planning Commission shall be conducted in accordance with generally accepted parliamentary procedure.

(b) All pagers and cell phone ringers are requested to be turned off while meetings are in session.

### 3.11 Beginning and Ending Times

(a) All Regular Planning Commission meetings are typically scheduled to begin at 7:00 PM

(b) The Planning Commission may vote to adjourn a Regular Meeting prior to completion of the Agenda only in case of a weather emergency or when all of the following have been satisfied:

1) There are no petitioners remaining on the agenda.

2) Community Development Department staff receives direction on all matters that cannot wait until the next meeting.

3) Both Audience Participations have been held.

- (c) The Planning Commission shall take breaks as determined by the Chairperson (ninety (90) minute meeting segments recommended).

### 3.12 Site Plans

- (a) Except in extraordinary circumstances found to exist by the Planning Commission Chairperson, no Site Plan shall be considered by the Planning Commission unless the following conditions have been met:
  - 1) The Site Plan meets all of the required Site Plan submission conditions of Section 2516 of the City of Novi Zoning Ordinance.
  - 2) Consultant and City Staff review letters are completed by the Monday of the week prior to the meeting during which the Site Plan would normally be considered.
  - 3) The petitioner has responded in written form to all variances, waivers, and other issues of concern expressed in the Consultant and City Staff reviews. Such correspondence shall be included in Planning Commission packets.
- (b) The Planning Commission reserves the right to limit its agenda so that meetings can end at a reasonable adjournment time, as stipulated in Section 2.3(a)6. Therefore, a Public Hearing or Matter For Consideration by the Planning Commission might not make the first agenda for which it would be eligible.
- (c) No Public Hearing or Matter For Consideration that otherwise meets the requirements of these By-laws and Rules of Procedure should be delayed from the agenda for more than two consecutive meetings (excluding Special Meetings established for planning and/or training purposes only). That is, it should appear no later than the third meeting for which it is eligible.

### 3.13 Special Planning Meetings

- (a) The Planning Commission may hold Special Meetings for planning and/or training purposes, on an as-needed basis.
- (b) The Planning Commission may hold a Special Meeting for a project determined to be complex in nature.

- (c) Notification of such Special Meetings shall be in accordance with Sections 3 and 6 of these By-Laws and Rules of Procedure.
- (d) Special Meetings may be held with another agency (ies) of the City.

3.14 Goals and Objectives

- (a) Prior to the end of the calendar year, the Planning Commission shall prepare a specific set of goals and objectives for the coming fiscal year. This discussion is essential to the preparation of the budget for the next fiscal year.
- (b) The Planning Commission shall review and/or revise, as necessary, its goals and objectives after the budget is approved.
- (c) Committee Chairpersons will be responsible to present their Committee priorities to the Planning Commission.

3.15 Committee Meetings

- (a) At the first Committee meeting after Committee appointments, a Chairperson shall be selected. The most senior member has first right of position.
- (b) An annual calendar of Committee meeting dates and times shall be established by Committee Chairs within sixty (60) days of Chair selection.
- (c) During the first meeting after appointments, each Committee shall establish goals and objectives. These goals and objectives shall be reviewed and revised as necessary throughout the year.
- (d) All requests for zoning ordinance review and/or revision(s) shall be addressed to the Planning Commission for possible consideration by the Implementation Committee.

**4. MINUTES**

- 4.1 The Planning Commission minutes shall be prepared by the Planning Department and approved by the Planning Commission.
- 4.2 The Planning Commission minutes shall contain the following:
  - (a) a record of attendance,

- (b) a complete record of the considerations or recommendations made on all actions,
  - (c) a complete restatement of all motions specifying the maker and seconder of the motions, and
  - (d) a record of the outcome of Planning Commission votes.
- 4.3 The minutes of Committee Meetings, need not be verbatim, but shall contain the following:
- (a) a record of attendance,
  - (b) a synopsis of the meeting,
  - (c) a restatement of all motions specifying the maker and seconder of the motions, and
  - (d) a record of the outcome of the votes and the basis for such votes.
- 4.4 The approved minutes of the Planning Commission, including all communications, exhibits, actions and resolutions, relevant to that meeting shall be provided to the City Clerk.

**5. PLANNING COMMISSIONER TRAINING (As the city budget allows)**

- 5.1 Providing training of the Planning Commissioners should be a priority of the Planning Department.
- 5.2 In-House Training
- (a) New Planning Commissioners should receive orientation material and/or training prior to their first meeting, but in no case later than one month after his/her appointment.
  - (b) The Planning Commission as a whole should schedule at least one annual training session. Training topics shall be determined by the Planning Commission.
- 5.3 Certification
- (a) Planning Commissioners are encouraged to pursue completion of the State of Michigan Citizen Planner Certification during their first term of appointment, subject to course availability.
- 5.4 Planning Conventions/Conferences
- (a) For National conventions, a maximum of three (3) Planning Commissioners shall be eligible to attend. One (1)

Planning Commissioner from each group of appointees, based on expiration date, shall have first right of attendance. Based on this criterion, all Planning Commissioners will have the opportunity to attend at least one National conference during their three-year term.

- (b) For State of Michigan conventions, all Planning Commissioners not attending that year's National Convention shall have first right of attendance.

## **6. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS**

- 6.1 Subject to the provisions of the Open Meetings Act, all meetings of the Planning Commission shall be open to the public and held in a place available to the general public.
- 6.2 Subject to the provisions of the Open Meetings Act, all deliberations and decisions of the Planning Commission shall be made at a meeting open to the public.
- 6.3 A person shall be permitted to address a Public Hearing of the Planning Commission under the rules established in subsection 3.4 and to address the Planning Commission concerning non-Public Hearing matters under the rules established in subsection 3.8, to the extent that they are applicable.
- 6.4 A person shall not be excluded from a meeting of the Planning Commission except for breach of the peace committed at the meeting.
- 6.5 All non-exempt records, files, publications, correspondences and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

## **7. STANDARDS OF CONDUCT**

- 7.1 The most current City of Novi Standards of Conduct for Officers, Employees, and Consultants shall apply to all Planning Commissioners.
- 7.2 Discussion by Planning Commissioners of matters pending or that may come before the Commission is not encouraged.
- 7.3 Any Planning Commission who speaks to the media may not speak on behalf of the entire Planning Commission.

## **8. AMENDMENTS**

These By-Laws and Rules of Procedure may be amended by the Planning Commission by a concurring vote pursuant to subsection 3.6

during a Regular Meeting, provided that all members have received an advance copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

NOVI PLANNING COMMISSION ADOPTED THE ABOVE STATED BY-LAWS AND RULES OF PROCEDURE ON WEDNESDAY, MAY 24, 2006.

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Victor Cassis  
Chairperson

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Mark Pehrson  
Vice Chairperson

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Michael Meyer  
Secretary

- ❖ Rules Committee at the time of adoption:  
Lynn Kocan, Chair  
Victor Cassis  
John Avdoulos