

#060816-04 - Proposed New Planning Commission Meeting Procedures

Moved by Pearson, seconded by South, to adopt PC Policy 2006-01, with the proposed revisions to the Planning Commission process, as presented, with option 2 for multiple deadlines per month, and to recommend to the Township Board to adopt the policy

MOTION CARRIED.

#060828-15 - PC Policy 2006-01 - New Planning Commission Meeting Procedures

Moved by Daniel Carlton, seconded by Dale Mohr, to approve PC Policy 2006-01 for the Planning Commission Procedures and SOPs as follows:

PC Policy 2006-01 Planning Commission Procedures Revised

In order to formulate the application, review and action process for the Planning Commission, the Township has adopted the following policy. This process will save valuable assets relating to time and financial investments both for the applicants and the Township in regard to meetings and reviews.

The Planning Commission normally meets the first and third Wednesdays of the month and both are regular meetings when review, discussion and action could take place. The Planning Commission may table or postpone discussion and/or action on any item they determine requires revisions or additional information, or for any other reason determined necessary.

Information, Forms, and Fees.

Information, application forms, submittal material requirements and fee schedules are available in the Building and Zoning Department at the Township Office or at the Township website at www.georgetown-mi.gov, *Building and Zoning*.

Please note that the Township highly encourages submission of electronic files (in pdf format) along with the other required submission materials for projection use at meetings. The electronic files can be sent by email to mminier@georgetown-mi.gov.

Deadline for application submission.

The submittal deadline for applications to be placed on a Planning Commission agenda is normally noon **four weeks prior to a Planning Commission meeting** (could be for either of the two meetings which are normally scheduled for the first and third Wednesdays of each month).

If application materials are submitted with **substantial**, necessary or required information missing, incorrect or not in compliance with the Zoning Ordinance, the Planning Commission normally would postpone review and action on the application until such time as the missing or incorrect material is addressed and submitted to the Township. The Pre-Application Meeting helps to

eliminate such a possibility with a review by the Township zoning administrator prior to the application submission.

Pre-Application Meeting.

A pre-application meeting with the zoning administrator and the applicant **is required prior to application submission according to the requirement of the Zoning Ordinance.** The pre-application meeting **must be scheduled** with Township staff by calling the Building and Zoning Department at 616-457-2690. This meeting **must be scheduled and held at least five business days prior to the submission deadline for a particular meeting agenda** (or as scheduled by Township staff). Failure to attend a pre-application meeting could result in the application being withheld from a Planning Commission agenda.

The cost for a pre-application meeting is established by the Township Board and can be applied toward the application fee of the particular application being reviewed if the particular application is submitted to the Township within two months of the Pre-Application Meeting. Alternately, the complete application fee could be submitted at the time of the pre-application meeting.

The purpose of the Pre-Application Meeting is for a **complete or nearly complete** proposal and/or plan to be reviewed by the zoning administrator with the applicant present to determine if all the necessary and required elements are provided on a plan and that all submittal requirements are fulfilled. The proposed plan would also be initially reviewed for compliance with Township Zoning Ordinance requirements. If necessary, the Township zoning administrator could schedule the attendance of other Township representatives at the Pre-Application Meeting such as the planner, Fire Chief or Director of the Department of Public Works.

Attendance at a Pre-Application Meeting does not guarantee approval for a proposal; rather it helps to ensure that the application has all of the necessary elements and submission materials for review by the Planning Commission.

Since the Open Meetings Act (Public Act No. 267 of 1976, as amended) requires that all deliberations towards decisions, as well as decisions, are to be made at meetings that are open to the public rather than private meetings between applicants and members of a public body (Boards and Commissions), no decisions nor deliberations towards decisions would be made at any time other than at a public meeting.

Direct contact by applicants with the Township planning consultant would be at the applicant's expense.

SOPS Township Procedures for Planning Commission Applications

The following are procedures for applications for site plan approval, special use permits, plats, PUDs, rezonings, or any other applications that come before the Planning Commission.

1. When a potential applicant contacts the Township Office, information is supplied regarding meeting deadlines, meeting dates, submittal materials, pre-application meeting

requirements, and fees and forms. This information can be obtained at the Township website or at the Township Office.

2. When a petitioner plans to submit an application, a pre-application meeting is scheduled and held at least five business days prior to the submission deadline with the zoning administrator and petitioner present. The complete or nearly complete plan or proposal is reviewed for completeness of submittal materials and preliminarily for compliance with Zoning Ordinance requirements and any applicable general ordinances. A fee as established by the Township Board is charged and can be applied towards an application fee amount if the application is submitted within a two month period of the date of the pre-application meeting. Alternately, the complete application fee amount could be paid at this time without the payment of the separate pre-application meeting fee. The petitioner should use the information provided at the pre-application meeting to revise the plan and/or submittal material prior to the formal application submission. Planned Unit Development applications have additional requirements listed in Sec. 22.4 of the Zoning Ordinance that must be met in addition to the above standards for a pre-application meeting.
3. At the time a formal application is submitted (including a signed application, fee, ten copies of a site plan and any other relevant information), the materials are reviewed by the zoning administrator for completeness and the application is placed on the Planning Commission agenda for the next regular meeting (which could be either meeting of the month, normally the first or third Wednesdays of the month). If substantial or required elements are missing or incorrect, the zoning administrator would recommend to the Planning Commission to postpone review and action on the application until such time as the missing or incorrect elements are addressed. An application would not be added to the Planning Commission agenda until the pre-application meeting has been held.
4. Notices for any required public hearings would be according to the requirements of State Law.
5. The zoning administrator conducts a formal review of each application that has been submitted by the deadline, has been determined to be sufficiently complete and correct, and for which a pre-application meeting was held. The application materials are reviewed for compliance with all requirements of the Zoning Ordinance and applicable general ordinances. The zoning administrator may contact the planning consultant with questions regarding any application, site plan or complicated detailed proposal in order to incorporate additional information into the review. Only those applications with questions or detailed complicated plans would be forwarded to the planner for a review. The planner would present a review to the zoning administrator of those specifically requested plans and the information would be incorporated into the formal review provided to the Planning Commission.
6. The formal review compiled by the zoning administrator would provide information as to whether Zoning Ordinance and applicable general ordinance requirements have been met. For rezoning applications, capability, consistency and compatibility would be

evaluated. In addition, information regarding past history, current circumstances and any other relevant material would be incorporated into the review.

7. The agenda and the formal review compiled by the zoning administrator (along with submission materials) would be forwarded to the Planning Commissioners prior to the meeting (agendas and minutes by email and paper copies of site plan via US mail). Members who have questions or would like additional information prior to the meeting could contact the zoning administrator.
8. At the Planning Commission meeting, the zoning administrator would present the formal review with any additional information that had been requested by Planning Commission members. If requested, the zoning administrator would provide recommendations with options for motions, including possible conditions. However, the intent is for the Planning Commission to have the responsibility to deliberate the actions and to take the action they deem appropriate, after being provided with all pertinent information (specifically if ordinance requirements are met) and considering the request.
9. If an applicant requests withdrawal of an application, the procedure would be the same as for any application such that if the Planning Commission has the responsibility to take action, they would act upon the request, but if the Board takes action, the Planning Commission would make a recommendation to the Board.

Note: The Planning Commission approved the Policy and recommended the Board approve the policy. The changes make each Planning Commission meeting regular for review and action, allows for two deadlines per month, plus requires a pre-application meeting held at least 5 business days before a deadline.

MOTION CARRIED.

At the August 28, 2006 meeting, the Township Board adopted the procedures with motion #060828.

#060828-15 - PC Policy 2006-01 - New Planning Commission Meeting Procedures

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Township staff). Failure to attend a pre-application meeting could result in the application being withheld from a Planning Commission agenda.

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fee amount if the application is submitted within a two month period of the date of the pre-application meeting. Alternately, the complete application fee amount could be paid at this time without the payment of the separate pre-application meeting fee. The petitioner should use the information provided at the pre-application meeting to revise the plan and/or submittal material prior to the formal application submission. Planned Unit Development applications have additional requirements listed in Sec. 22.4 of the Zoning Ordinance that must be met in addition to the above standards for a pre-application meeting.

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