



DEXTER TOWNSHIP

PLANNING COMMISSION

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STEVEN BURCH
CHAIR
TOM EHMAN
VICE CHAIR & ZBA REP.
TOM LEWIS
SECRETARY
BILL GAJEWSKI
EX-OFFICIO TWP. BRD.

JAMES JEDELE
BOB NESTER
-
COMMISSIONERS

JANIS MILLER
RECORDING SECRETARY

THE PLANNING COMMISSION WORK SESSION Tuesday, May 8, 2018

Present: Steve Burch, Chair; Tom Ehman, Vice-Chair; Tom Lewis, Secretary; and Bob Nester.
Absent: Bill Gajewski, with notice, Jim Jedele.

Also present: Janis Miller, Recording Secretary.

1. **Call to Order:** Mr. Burch called the meeting to order at 7:02 PM.
2. **Conflict of Interest:** None.
3. **Approval of Agenda:**
Moved by Mr. Nester, seconded by Mr. Lewis, to approve the agenda as presented.
Motion carried 4-0
4. **Public Comment:** (non-agenda items) None.
5. **Action Items: Review of draft Planning Commission Bylaws**
(all comments refer to the green "clean draft" copy, cleared by legal counsel, and will be voted on by PC members)

Article 1: Name & Purpose

With no objections Article 1 is accepted as presented.

Article 2: Membership

- A) Membership is governed by Dexter Township Planning Commission Ordinance #38.
- B) Discussion of one PC member being a qualified elector (resident) in another local unit of government. This person is not a qualified voter in Dexter Township (i.e. non-qualified).
- C) Most of what is in Article 2 is in the Michigan Planning Enabling Act and shouldn't be repeated here. The Bylaws should reflect the Planning Commission department, beyond what the Michigan Planning Enabling Act requires.
- D) PC members are appointed by the Township Board with membership representative of important segments of the community (governmental, educational, farming, public health, social development of Dexter Township, etc.)
- E) Article 2 is a comprehensive view of Planning Commission.
- F) Compensation is covered in Dexter Township Planning Commission Ordinance #38, Section VIII, and will not be added to the Bylaws. Article 9: Mileage & Per Diem will be deleted.

- G) As PC members are appointed by the Township Board the resignation letter, Article 2: (C), should first go to the Township Board Supervisor, and then to the PC Chair, as the Planning Commission has no authority to accept or decline a resignation.
- H) Cause for Removal; Question on E3 “lack of familiarity” and who is going to test the members?

Article 3: Ethics & Code of Conduct

- A) This Article is directed by the Michigan Open Meetings Act.
- B) Change title of Article 3B) to *Expression of Bias, Prejudice, or Opinion*.
- C) Discussion of Conflicts of Interest and a concern with listing all relationships in C (1e).
- D) Discussion of privileged information, (G) Personal Gain, in a time when information is subject to the Freedom of Information Act.

Article 4: Duties of All Members

- A) Need to specify who administers the oath in A) Oath of Office. Consensus of PC members present with the addition of “administered by the Township Clerk or his/her designee” at the end of the current sentence.

Article 5: Officers

- A) Concern & discussion of the Chair serving a maximum of two (2) consecutive terms and the recommendation to strike it from A2 Reelection.
- B) Concern & discussion of the oath administered to presenters and remonstrators with the recommendation to strike it from C3 Chairs Duties.
- C) Chair suggests opening meetings with a statement, addressed to the audience, that speakers will be honest and truthful about their statements, instead of administering an oath to each speaker.

Article 6: Meetings

- A) Discussion of the Township Meetings calendar and a question if the second Tuesday of the month could be used for a Regular Planning Commission Meeting instead of the posted Work Session. Designating a Work Session as a Regular Meeting would be noticed and for the convenience/necessity of an applicant.
- B) Question of clarification on H3 Majority Vote. Planning Commission has seven (7) members so a majority vote would be four (4) members, even if only five (5) were present.
- C) Clarification that there is no alternate seat on the Planning Commission as there is on the Zoning Board of Appeals.
- D) Question on K3 Time Limit (for public comments) and whether it should be changed/increased, and a question why an extension of speaking time can be objected to by one member.
- E) Discussion on how to get by emotions and secure productive information from public speakers. Suggestion that a pamphlet be produced that lists procedure and message content be distributed at each meeting.
- F) Consensus of the PC members present to delete K7 Oath, to make it compatible with Article 5: Officers, C) Chair Duties #3 deletion.

- G) Discussion of (L4) moving the approval of previous meeting minutes to the end of the agenda, prior to adjournment.
- H) Question of including Unfinished Business in L6, as there shouldn't be any unfinished business.
- I) Discussion of (N) Placement of Items on the Agenda, and who sets the agenda.

Article 7: Record

- A) Discussion of the need for minutes if the meeting is recorded and Livestreamed.
- B) Discussion of summarizing meeting minutes. A note that newspaper published Public Notices are a summary.

Article 8: Committees

With no objections Article 8 is accepted.

~~Article 9: Mileage & Per Diem~~

- A) This Article deleted as it is covered by Dexter Township Planning Commission Ordinance #38, Section VIII.

~~Article 9: Hearings~~

With no objections Article 9 is accepted.

~~Article 10: Zoning Responsibilities~~

- A) Strike A) Transfer of Powers as it is no longer relevant.

~~Article 11: Planning Responsibilities~~

- A) Adding verbiage to B introductory statement "when submitted to Dexter Township".
- B) Who drafts the Annual Report to the Township Board? Staff does it in behalf of the Planning Commission and the Zoning Board of Appeals.

~~Article 12: Planning Commission Staff~~

- A) Suggested that A) Authorization, B) General Responsibilities, and C) Recording Secretary be deleted as the authority for these belongs to the Board of Trustees.
- B) Where else are the duties of the Recording Secretary enumerated?

~~Article 13: Adoption, Repeal, Amendments, & Miscellaneous~~

- A) Why five (5) votes needed in B? A two-thirds (2/3) vote of Planning Commission members is needed, regardless of vacancies or absences, to amend the Bylaws.

6. Approval of Planning Commission Minutes: N/A

7. Election of Officers: N/A

8. Township Board of Trustees Update: N/A

9. Concerns of Commission Members, Director of Planning and Zoning, Supervisor, and Recording Secretary:

Mr. Lewis asked if the next meeting agenda should include a report from the committee researching Common Use Lots.

10. Review of Bylaws: see above

11. Public Comment: None.

12. Future Agenda Items:

Next Regularly scheduled Planning Commission meeting is Tuesday, May 22, 2018.

13. Adjournment: Mr. Burch declared meeting adjourned at 10:14 PM.

Respectfully submitted,

Tom Lewis, Secretary

Janis Miller, Recording Secretary

approved 05.22.2018