

By-Laws

City of Hudsonville Planning Commission

1. Officers

The Planning Commission shall elect its chairperson and vice chairperson from amongst the appointed members and create and fill such other of its offices as it may determine. The term of chairperson and vice chairperson shall be one (1) year, with eligibility for reelection.

2. Meeting Schedule

A. Regular Meetings

The Commission shall hold its regular meetings on the third Wednesday of each month. If the date set for a regular meeting falls on a holiday, the meeting shall instead be held at the same time and place on the following Wednesday.

B. Special Meetings

Special Meetings may be called by the Chairperson of the Commission, the request of the City Manager or Planning and Zoning Administrator. The Chairperson, City Manager, or Planning and Zoning Administrator may cancel and/or reschedule a regular or special meeting.

C. Meeting Notification

Meetings are held the third Wednesday of the month. Notification of the date, time and location of any special meetings or of any changes in the scheduling or location of regular meetings shall be posted at City Hall at least 18 hours in advance of the meeting.

3. Meeting Procedure

A. Quorum

A majority of the Commission in attendance shall constitute a quorum for the transaction of business at a Commission Meeting. According to Roberts Rule of Order, what constitutes a majority is more than half, so in this case the number of Planning Commission members is 9 so more than half is 5 members.

B. Parliamentary Procedure

Commission meetings shall be conducted in accordance with Roberts Rule of Order. The Commission may adopt specific rules governing the conduct of its meetings.

C. Public Participation

All Commission meetings shall be open to the public, and there shall be opportunity for the public to address the Commission.

D. Agenda

The Planning and Zoning Assistant shall prepare an agenda for each meeting of the Commission and send it, along with any related materials and written communications, to the Commission five days prior to the meeting. Written communications shall be submitted to the Planning and Zoning Assistant by 5pm prior to the meeting. The agenda and all associated materials shall be available for public inspection.

E. Minutes

The Planning and Zoning Assistant shall record minutes of the proceedings of each Commission meeting. The minutes shall be of public record and will be available on the city website as well as be available for public inspection.

F. Majority Approval

When a quorum is present, the concurring votes of a majority of those present is necessary for the Commission to take action, except where a concurring vote of six members of the Commission may be required by State or local statutes.

4. Public Hearings

The Commission shall hold a public hearing on all issues as required by State or local statutes. Public hearings shall be held in accordance with the following procedures:

A. Scheduling

Public hearings are scheduled by the Planning and Zoning Assistant. Requests for public hearings to be scheduled by the Planning and Zoning Assistant shall be received by the Planning and Zoning Assistant at least six weeks prior to the public hearing date.

B. Notification

Notice of a public hearing shall be published in a newspaper of general distribution in the City at least 15 days prior to the hearing. For land use proposals, notice shall also be sent by mail to the applicant, the owner of the subject property and the owners and residents of property within 300 feet of the subject property. Notice is posted on the city website and the bulletin board at City Hall. Notice may also be sent to other interested persons or groups at the Planning and Zoning Assistants discretion or as may be required by other State or local statutes.

C. Commission Action

As a general rule, the Commission will act on an issue at the next regular meeting after the public hearing. For land use proposals and other issues at the discretion of the Commission, staff will present written reports and commendations to the Commission before action is considered.