

**ARLINGTON TOWNSHIP PLANNING COMMISSION
SPECIAL MEETING MARCH 23, 2022**

- Meeting was called to order by Chairperson, Donna Romanak at 6:18 PM
- Pledge of Allegiance
- Roll call-Present-Rick Leland, Donna Bell, Jill Sanborn, Tina Loomis, Donna Romanak, Georgette Peterson Absent-Joe Wooding (approved)

Other Attendees: Scott Graham (Township Attorney), Braxton Daviss (Purple Valley), Lorraine Crandall (Resident), Annie Davidson Funke (Resident)

- **APPROVAL OF AGENDA**-All Commissioners in favor. Agenda approved.

- **PUBLIC COMMENT ON AGENDA ITEMS**

Annie Davidson Funke commented that at the last Board Meeting, someone said Purple Valley had garbage bags laying around and it was bags of soil. Braxton Davis agreed and said they were moved.

- **PURPLE VALLEY LANDSCAPE PLANS REVIEW**

Braxton received landscape plans from Hurley and Stewart at 4:00 PM today. Discussion regarding planting fast growing trees such as pines and willows. Braxton said he was hoping to plant by June. The PC thought it should be done in April because of planting conditions in the area. No decision has been made yet on whether they will plant themselves or hire a landscaper. Rick Leland asked why this is being done now and not earlier. Braxton explained that they weren't growing the first two times but now people are complaining. Discussion about types of trees: Deciduous Arrow Wood trees will be 5-6' tall but can grow to 15' wide and 15' tall. Deciduous trees stay green during winter. 50' trees would be needed to block the view coming from the North on CR 215. Information was read from Goggle on some trees.

Tina made a motion with support from Jill to:

Plant Eastern White Pines along the fence per landscape proposal with Deciduous Willow trees and a mix of Deciduous Arrow Wood Viburnum in front of the pines submitted with the number and spacing as reflected in the Landscape Plan submitted today.

- **PLANNING COMMISSION BYLAWS**

The Commission discussed and made changes to a document presented by Attorney Scott Graham. The Draft Document as discussed by the Commission is as follows:

ARLINGTON TOWNSHIP

**PLANNING COMMISSION BYLAWS
ADOPTED MARCH 23, 2022**

These Bylaws are adopted by the Arlington Township Planning Commission to facilitate the performance of its duties as described in relevant state statutes and Township documents.

SECTION 1: MEMBERSHIP AND OFFICERS

- A. MEMBERSHIP, SELECTION of Officers, and Tenure.** The Planning Commission shall consist of seven members or another number of members as established by the Township Board. At the last regular meeting of each calendar year, the planning commission shall select from its membership a chairperson, vice-chairperson, and secretary. All officers shall serve a term of one year, or until their successors are selected and assume office. All officers shall be eligible for re-election for consecutive terms.
- B. Chairperson.** The chairperson shall prepare all agendas, reside at all meetings, nominate persons to serve on committees and perform such other duties as may be ordered by the planning commission and will distribute supporting materials and agendas at least 10 days prior to each meeting.
- C. Vice-Chairperson.** The vice-chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice-chairperson for the unexpired term.
- D. Secretary.** The secretary shall execute documents in the name of the planning commission, shall be responsible for the preparation of minutes, shall keep attendance, and shall perform such other duties as the planning commission may determine.

SECTION 2: MEETINGS

The business the planning commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The planning commission may establish reasonable Rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. Regular Meetings.** The planning commission shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the planning commission shall, if possible, select alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular planning commission meetings shall be posted at the principal township office within 10 days after the planning commission's first meeting in each calendar year in accordance with the Open Meetings Act.

- B. Special Meetings.** Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the planning commission.

Notice of special meetings shall comply with the Open Meetings Act.

- C. Notice.** Notice required for specific planning, zoning or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute.
- D. Public Hearings.** All public hearings held by the planning commission must be held as part of a regular or special meeting of the planning commission.
- E. Agenda.** The chairperson shall be responsible for preparing a tentative agenda for planning commission meetings. The agenda may be modified by action of the commission.
- F. Quorum.** A majority of the total number of planning commission members then set by the Board shall constitute a quorum for transacting business and taking official action for all matters. No official action of the commission may be taken without a quorum present.
- G. Voting.** An affirmative vote of the majority of all members of the planning commission is required to approve any part of the master plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the planning commission may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by a commission member or directed by the chairperson. Except in the case of conflict of interest, all planning commission members, including the chairperson and ex officio member, shall vote on all matters when called to vote.
- H. Public Records.** All meetings, minutes, records, documents, correspondence, and other materials of the planning commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

SECTION 3: DUTIES of the PLANNING COMMISSION

The planning commission shall perform the following duties:

- A.** Prepare, review, and update a master plan as a guide for development within the township's planning jurisdiction.
- B.** Take such action on petitions, staff proposals and township board requests for amendments to the zoning and master plan as required.
- C.** Prepare an annual written report to the township board of the planning commission's operations and the status of planning activities.
- D.** Take such actions as authorized or required by relevant statutes.

- E. Perform other duties and responsibilities or respond as requested by the township board.

SECTION 4: ABSENCES, REMOVALS, RESIGNATIONS and VACANCIES

- A. To be excused, members shall notify the planning commission chairperson when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B. Members may be removed by the township board for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.
- C. A member may resign from the planning commission by sending written notice to the township board through the board's clerk and supervisor. Email notice shall constitute written notice under these bylaws if sent to the required official at the email address noted for official purposes.
- D. Vacancies shall be filled by the township supervisor, with the approval of the township board. Successors shall serve out the unexpired term of the member being replaced.

SECTION 5: CONFLICT OF INTEREST

Before casting a vote on a matter on which a planning commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. Failure of a member to disclose a potential conflict of interest as required by these bylaws may constitute malfeasance in office. Members are authorized to request the opinion of the township attorney regarding conflict questions, whether they are the subject of the potential conflict or not.

Conflict of interest is defined as, and a planning commission member shall declare a conflict of interest and abstain from participating in planning commission deliberations and voting on a request when:

1. An immediate family member is involved in any request for which the planning commission is asked to make a decision. "Immediate family member" is defined as:

The planning commission member's spouse, the member and member's spouse's children (including adopted) and their spouses, step-children and their spouses, grandchildren and their spouses, parents and step parents, brothers and sisters and their spouses, grandparents, parents' in-law, grandparents' in-law, or any person residing in the planning commission member's household.

2. The planning commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant.
3. The planning commission member owns or has a financial interest adjacent property.

4. There is a reasonable appearance of a conflict of interest, as determined by a majority vote of the remaining members of the planning commission.

SECTION 6: AMENDMENTS

These bylaws may be amended at any meeting by a vote of the majority of the entire membership of the planning commission.

Adopted by the Arlington Township Planning Commission at a regular meeting on March 23, 2022 by the following procedure:

- **Public Comment on Non-agenda Items**

Lorraine Crandall asked when would be the last time she could put comments in for the Ordinances and was told it would be at the Public Hearing. Date not yet determined.

- **Adjournment**

Meeting adjourned by Chairperson at 8:24 PM.

Respectfully submitted,

Georgette Peterson Secretary