

PLANNING COMMISSION ORDINANCE

An Ordinance to Provide for City Planning, the Creation, Organization, Powers and Duties of a Planning Commission, and to Provide for the Preservations and Integrity of the Plan of the Planning Commission.

THE CITY OF CARSON CITY ORDAINS:

Section 1. There is hereby created a City Planning Commission which shall be known as the City Planning Commission of the City of Carson City, said Planning Commission being created hereunder pursuant to the Public Act 285 of 1931 of the State of Michigan, as amended.

Section 2. The Planning Commission shall consist of nine members, one of which shall be the Mayor, one an administrative officer of the City, one an elected member of the City governing body and six citizens, none of whom shall hold any elective office. The six citizen members shall be appointed by the Mayor and shall represent as far as possible the various economic, professional and geographic segments of the City. The elected member of the City governing body shall be appointed by the governing body.

Section 3. The term of each member shall be three years except for the Mayor and the elected member of the governing body who shall serve for the duration of their elected terms. In the initial establishment of the Planning Commission, two of the citizen members shall be appointed for a term of one year, two for a term of two years and two for a term of three years. Thereafter all appointments shall be for a term of three years. The administrative officer member shall be appointed for a three year term.

Section 4. Members, other than the Mayor and the elected member of the governing body, may be removed by the Mayor of City Council after public hearing, for inefficiency, neglect of duty or malfeasance in office. Vacancies occurring otherwise than through the expiration of a term shall be filled by the Mayor for the unexpired term remaining.

Section 5. The Planning Commission shall elect a Chairman, Vice-Chairman and Secretary from among its citizen members. Terms of office shall be for one year, with eligibility for re-election. The Planning Commission shall hold regular monthly meetings. It shall adopt rules and by-laws for the transaction of business and shall keep a public record of its resolutions, transactions, findings and determinations.

Section 6. The Planning Commission may appoint employees or contract with professional consultants for such services or advice it deems necessary to carry out its duties and responsibilities. Expenditures there for, exclusive of gifts, shall be within the amounts appropriated for the purpose by the City Council which shall provide the funds, equipment, and accommodations necessary for the Planning Commission's work.

Section 7. It shall be the duty and responsibility of the Planning Commission to advise the City Council in regard to the proper development of the City, whether or not solicited. This advice shall include the preparation and adoption of a Master Plan, or parts thereof, as set forth in Public Act 285 of the State of Michigan.

Section 8. The adoption of a Master Plan, or part thereof shall require the concurring vote of not less than six members of the Planning Commission. Prior to any such adoption, the Planning Commission shall hold a public hearing. Notice of the time and place of such hearing shall be given at least 15 days prior to such hearing in the official newspaper of the City and by certified mail to each utility company and railroad company owning property within the City. No vote of the City Council is required for such adoption.

Section 9. The Planning Commission shall prepare Zoning and Subdivision regulations and other regulations deemed desirable to guide and control the development and physical condition of the City in accordance with the Master Plan for the consideration and adoption by the City Council.

Section 10. The Planning Commission shall prepare coordinated and comprehensive programs of public improvements after adopting a Master Plan. The Commission shall annually prepare such a program for the ensuing six years, which shall show those structures and improvements, in order of priority, which in the Commission's judgement will be needed or will be desirable and can be undertaken within the six year period.

Section 11. The Commission shall have the power to promote public interest in and understanding of the plan and to that end may publish and distribute copies of the plan or of any report and may employ such other means of publicity and education as it may determine. Members of the Commission, when duly authorized by the Commission, may attend city planning conferences or meetings of city planning institutes, or hearings upon pending city planning legislation, and the commission may, by resolution spread upon its minutes, pay the reasonable traveling expenses incident to such attendance. The commission shall, from time to time, recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof. It shall be part of its duties to consult and advise with public officials and agencies, public utility

companies, civic, educational, professional, and other organizations, and with citizens with relation to the protecting or carrying out the plan. The commission shall have the right to accept and use gifts for the exercise of its functions. All public officials shall, upon request, furnish to the commission, within a reasonable time, such available information as it may require for its work. The commission, its members, officers, and employees, in the performance of their functions, may enter upon any land and make examinations and surveys and place and maintain necessary monuments, and marks thereon. In general, the commission shall have such powers as may be necessary to enable it to fulfill its functions, promote municipal planning, or carry out the purposes of this act.

CARSON CITY PLANNING COMMISSION

## RULES AND REGULATIONS GOVERNING THE TRANSACTION OF BUSINESS

Section I. Scope

The rules of this Commission for the transaction of business shall be in accordance with Act 285 of the Public acts of the State of Michigan of 1931, as amended, and with Ordinance NO. 27 of the City of Carson City.

Section II. Officers

1. The Commission shall organize and elect a chairman, vice-chairman, and secretary, at the annual meeting, which shall be the first regular meeting held in July of each year.

2. The Chairman shall preside at all meetings and public hearings of the Commission, shall decide all points of order or procedure, and shall sign all official papers of the Commission except where such authority is delegated to the Secretary.

3. The Vice-chairman shall assume the duties of the Chairman if the Chairman is absent from any meeting, or is otherwise incapacitated.

4. The Secretary shall keep the minutes of the Commission, shall give all required notices of meetings, carry on the correspondence of the Commission, and maintain its files. If any member of the Commission is absent for four consecutive meetings, without being excused therefrom, the secretary shall cause notice of such absences to be delivered to the City Council.

Section III. Meetings

1. The regular meeting of the Commission shall be held on a fixed day of each month at a fixed time in the City Council Chambers. Notice thereof shall be mailed to each member at his residence address prior to each regular or special meeting.

2. Special meetings shall be called by the secretary at the request of the chairman. No official action shall be taken by the Commission at a special meeting unless the date, time and place of said special meeting was announced and made a matter of public record at a regular meeting of the Planning Commission.

3. A quorum for action by the Commission shall consist of five members.

4. All plans, reports, and recommendations of the Commission must be approved by five members or such greater number as may be specifically required by law. Adoption of a Master Plan or parts thereof shall require the vote of at least six members.

5. The order of business at all regular meetings shall be as follows:

- a. Roll Call.
- b. Reading of Minutes.
- c. Communications to Commission.
- d. Persons reporting to the Commission.
- e. Old Business.
- f. Committee reports.
- g. New Business.

In the event that a public hearing is scheduled, it shall take precedence over all other business of the Commission except for roll call and the reading of the minutes, and such public hearing shall be held at the time designated in the official notice thereof.

#### Section IV. Committees

The Commission may establish such committees as it deems advisable and assign to each committee specific duties or functions. The Chairman shall appoint all committee members and the Chairman thereof and shall fill vacancies as they occur.

#### Section V. Hearings

1. Public hearings shall normally be held at the regular Commission meetings but may be held at such other place or at such other times as shall be designated in the official notice of such meeting.

2. The secretary shall give all notices required by law and, in addition thereto, shall, in hearings involving zoning changes, notify by mail all persons owning property located within a distance of 300 feet of the property for which such a zoning change is being considered. The owners of the property involved shall also be so notified. Such notice shall state the change in zoning being considered, the time, date, and place of the meeting of the Commission at which such matter will be considered, together with such further information as the secretary may deem proper.

3. The secretary shall keep a record of all notices mailed in regard to any hearing and shall make an affidavit of service of such notice. He shall also acquire and file affidavits of publication in all cases where published notice is required.

Section VI. Commission Folders

1. The Secretary shall prepare and maintain nine Planning Commission folders containing the minutes of the last two years, a current copy of each ordinance administered by the Planning Commission and a current copy, of any Master Plan or part thereof.

2. The Secretary shall prepare and maintain a folder containing all minutes and public notices and shall have such folder available at each meeting of the Commission.

Section VII. Filing of Papers with the Commission

1. All requests for action by this Commission shall be in writing and shall be filed with the City Clerk for Delivery to the Commission at least one week prior to the next regularly scheduled meeting.

2. Requests for changes in zoning must state what change is being requested, the reasons therefor, the intended use of the property if rezoned and shall include a map outlining the property involved and the property 300 feet on each side thereof. Said request shall clearly set forth the legal description of the property and any other information which might be useful to the Commission.

3. No action shall be taken upon any request, subdivision plat or zoning change unless the applicant or his authorized representative are present at the meeting.

The effective date of this ordinance is August 26th, 1966, according to Chapter 7, Section 7.3 (d).

Herschel Haradine  
Herschel Haradine, Mayor

Velma Tabor  
Velma Tabor, Comptroller

Ordinance No. 27PLANNING COMMISSION ORDINANCE

An Ordinance to Provide for City Planning, the Creation, Organization, Powers and Duties of a Planning Commission, and to Provide for the Preservations and Integrity of the Plan of the Planning Commission.

THE CITY OF CARSON CITY ORDAINS:

Section 1. There is hereby created a City Planning Commission which shall be known as the City Planning Commission of the City of Carson City, said Planning Commission being created hereunder pursuant to the Public Act 285 of 1931 of the State of Michigan, as amended.

Section 2. The Planning Commission shall consist of nine members, one of which shall be the Mayor, one an administrative officer of the City, one an elected member of the City governing body and six citizens, none of whom shall hold any elective office. The six citizen members shall be appointed by the Mayor and shall represent as far as possible the various economic, professional and geographic segments of the City. The elected member of the City governing body shall be appointed by the governing body.

Section 3. The term of each member shall be three years except for the Mayor and the elected member of the governing body who shall serve for the duration of their elected terms. In the initial establishment of the Planning Commission, two of the citizen members shall be appointed for a term of one year, two for a term of two years and two for a term of three years. Thereafter all appointments shall be for a term of three years. The administrative officer member shall be appointed for a three year term.

Section 4. Members, other than the Mayor and the elected member of the governing body, may be removed by the Mayor of City Council after public hearing, for inefficiency, neglect of duty or malfesance in office. Vacancies occuring otherwise than through the expiration of a term shall be filled by the Mayor for the unexpired term remaining.

Section 5. The Planning Commission shall elect a Chairman, Vice- Chairman and Secretary from among its citizen members. Terms of office shall be for one year, with eligibility for re-election. The Planning Commission shall hold regular monthly meetings. It shall adopt rules and by-laws for the transaction of business and shall keep a public record of its resolutions, transactions, findings and determinations.

Section 6. The Planning Commission may appoint employees or contract with professional consultants for such services or advice it deems necessary to carry out its duties and responsibilities. Expenditures there for, exclusive of gifts, shall be within the amounts appropriated for the purpose by the City Council which shall provide the funds, equipment, and accommodations necessary for the Planning Commission's work.

Section 7. It shall be the duty and responsibility of the Planning Commission to advise the City Council in regard to the proper development of the City, whether or not solicited. This advice shall include the preparation and adoption of a Master Plan, or parts thereof, as set forth in Public Act 285 of the State of Michigan.

Section 8. The adoption of a Master Plan, or part thereof shall require the concurring vote of not less than six members of the Planning Commission. Prior to any such adoption, the Planning Commission shall hold a public hearing. Notice of the time and place of such hearing shall be given at least 15 days prior to such hearing in the official newspaper of the City and by certified mail to each utility company and railroad company owning property within the City. No vote of the City Council is required for such adoption.

Section 9. The Planning Commission shall prepare Zoning and Subdivision regulations and other regulations deemed desirable to guide and control the development and physical condition of the City in accordance with the Master Plan for the consideration and adoption by the City Council.

Section 10. The Planning Commission shall prepare coordinated and comprehensive programs of public improvements after adopting a Master Plan. The Commission shall annually prepare such a program for the ensuing six years, which shall show those structures and improvements, in order of priority, which in the Commission's judgement will be needed or will be desirable and can be undertaken within the six year period.

Section 11. The Commission shall have the power to promote public interest in and understanding of the plan and to that end may publish and distribute copies of the plan or of any report and may employ such other means of publicity and education as it may determine. Members of the Commission, when duly authorized by the Commission, may attend city planning conferences or meetings of city planning institutes, or hearings upon pending city planning legislation, and the commission may, by resolution spread upon its minutes, pay the reasonable traveling expenses incident to such attendance. The commission shall, from time to time, recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof. It shall be part of its duties to consult and advise with public officials and agencies, public utility



companies, civic, educational, professional, and other organizations, and with citizens with relation to the protecting or carrying out the plan. The commission shall have the right to accept and use gifts for the exercise of its functions. All public officials shall, upon request, furnish to the commission, within a reasonable time, such available information as it may require for its work. The commission, its members, officers, and employees, in the performance of their functions, may enter upon any land and make examinations and surveys and place and maintain necessary monuments, and marks thereon. In general, the commission shall have such powers as may be necessary to enable it to fulfill its functions, promote municipal planning, or carry out the purposes of this act.

CARSON CITY PLANNING COMMISSION

## RULES AND REGULATIONS GOVERNING THE TRANSACTION OF BUSINESS

Section I. Scope

The rules of this Commission for the transaction of business shall be in accordance with Act 285 of the Public acts of the State of Michigan of 1931, as amended, and with Ordinance NO. 27 of the City of Carson City.

Section II. Officers

1. The Commission shall organize and elect a chairman, vice-chairman, and secretary, at the annual meeting, which shall be the first regular meeting held in July of each year.

2. The Chairman shall preside at all meetings and public hearings of the Commission, shall decide all points of order or procedure, and shall sign all official papers of the Commission except where such authority is delegated to the Secretary.

3. The Vice-chairman shall assume the duties of the Chairman if the Chairman is absent from any meeting or is otherwise incapacitated.

4. The Secretary shall keep the minutes of the Commission, shall give all required notices of meetings, carry on the correspondence of the Commission, and maintain its files. If any member of the Commission is absent for four consecutive meetings, without being excused therefrom, the secretary shall cause notice of such absences to be delivered to the City Council.

Section III. Meetings

1. The regular meeting of the Commission shall be held on a fixed day of each month at a fixed time in the City Council Chambers. Notice thereof shall be mailed to each member at his residence address prior to each regular or special meeting.

2. Special meetings shall be called by the secretary at the request of the chairman. No official action shall be taken by the Commission at a special meeting unless the date, time and place of said special meeting was announced and made a matter of public record at a regular meeting of the Planning Commission.

3. A quorum for action by the Commission shall consist of five members.

4. All plans, reports, and recommendations of the Commission must be approved by five members or such greater number as may be specifically required by law. Adoption of a Master Plan or parts thereof shall require the vote of at least six members.

5. The order of business at all regular meetings shall be as follows:

- a. Roll Call.
- b. Reading of Minutes.
- c. Communications to Commission.
- d. Persons reporting to the Commission.
- e. Old Business.
- f. Committee reports.
- g. New Business.

In the event that a public hearing is scheduled, it shall take precedence over all other business of the Commission except for roll call and the reading of the minutes, and such public hearing shall be held at the time designated in the official notice thereof.

#### Section IV. Committees

The Commission may establish such committees as it deems advisable and assign to each committee specific duties or functions. The Chairman shall appoint all committee members and the Chairman thereof and shall fill vacancies as they occur.

#### Section V. Hearings

1. Public hearings shall normally be held at the regular Commission meetings but may be held at such other place or at such other times as shall be designated in the official notice of such meeting.

2. The secretary shall give all notices required by law and, in addition thereto, shall, in hearings involving zoning changes, notify by mail all persons owning property located within a distance of 300 feet of the property for which such a zoning change is being considered. The owners of the property involved shall also be so notified. Such notice shall state the change in zoning being considered, the time, date, and place of the meeting of the Commission at which such matter will be considered, together with such further information as the secretary may deem proper.

Carson City Planning Commission  
Rules and Regulations

3. The secretary shall keep a record of all notices mailed in regard to any hearing and shall make an affidavit of service of such notice. He shall also acquire and file affidavits of publication in all cases where published notice is required.

Section VI. Commission Folders

1. The Secretary shall prepare and maintain nine Planning Commission folders containing the minutes of the last two years, a current copy of each ordinance administered by the Planning Commission and a current copy, of any Master Plan or part thereof.

2. The Secretary shall prepare and maintain a folder containing all minutes and public notices and shall have such folder available at each meeting of the Commission.

Section VII. Filing of Papers with the Commission

1. All requests for action by this Commission shall be in writing and shall be filed with the City Clerk for Delivery to the Commission at least one week prior to the next regularly scheduled meeting.

2. Requests for changes in zoning must state what change is being requested, the reasons therefor, the intended use of the property if rezoned and shall include a map outlining the property involved and the property 300 feet on each side thereof. Said request shall clearly set forth the legal description of the property and any other information which might be useful to the Commission.

3. No action shall be taken upon any request, subdivision plat or zoning change unless the applicant or his authorized representative are present at the meeting.

The effective date of this ordinance is August 26th, 1966, according to Chapter 7, Section 7.3 (d).

Herschel Haradine 44  
Herschel Haradine, Mayor

Velma Tabor  
Velma Tabor, Comptroller