

PENDING
UPDATE

**BY-LAWS
OF THE
SAULT STE. MARIE
PLANNING AND DEVELOPMENT COMMISSION**

Statutory Authority: Ordinance No. 222, adopted February 1, 1982 and effective April 15, 1982, establishing a Planning and Development Commission, as amended.

City Code, Section 2-36 empowering appointed boards to establish by-laws and rules, subject to approval by City Commission

A. OFFICERS

The offices of the Planning and Development Commission shall consist of a chair, a vice-chair, and a secretary. The Commission shall elect its officers from among the appointed members. Such officers shall be elected annually at the first regular meeting following April 15. The terms of such officers shall be for a period of one year, with eligibility for reelection. A member shall hold office until his or her successor is elected.

If the position of chair becomes vacant during the term, the vice-chair will assume the position for the unexpired term of said office, and the Commission shall elect a successor for the position of vice-chair. If the position of vice-chair becomes vacant, the secretary will assume the position of vice-chair and the Commission shall elect a successor. If the position of secretary becomes vacant, the commission shall elect a successor.

Meetings shall be chaired by the chair or in his or her absence, the vice-chair, or in the absence of both, the secretary. Should all three officers be absent, the chair will be assumed by an acting chair selected by the chair or by agreement among the quorum.

B. MEETINGS

The Commission will customarily meet on the fourth Thursday of each month, or the third Thursday if a city commission meeting is less than seven (7) days following the fourth Thursday, for the transaction of Commission business, unless the meeting is rescheduled for a different date upon a four-day notice from the chair. The regular meetings of the Commission will be held at the City Commission Room of the Sault Ste. Marie City Hall, or at some other designated site selected by chair. Monthly meetings will commence at 5:30 p.m unless the commission designates some other time for the meeting.

Special meetings of the Commission may be called by the chair or by any two members of the Commission for the transaction of Commission business, or for study or other purposes

C. QUORUM

A quorum shall consist of five (5) voting members. A new call for a meeting shall be issued by members in attendance if a quorum fails to appear within thirty minutes of the time set for the meeting.

D. AGENDA

Each regular and special meeting of the Commission shall follow a written agenda describing the subjects of discussion. All matters requiring Commission action by law shall be automatically placed on the agenda of the first regular meeting following receipt of such matter and satisfaction of required public notice provisions. The Commission may establish such deadlines as are appropriate for such purposes. Any other matter may be placed on the agenda by the chairman or by any two members of the Commission before 5:00 p.m. on the Thursday preceding the regular meeting. By affirmative vote of a majority of those present at a meeting, a matter may be changed, added to or removed from the agenda.

E. ORDER OF BUSINESS

The normal order of business at a regular meeting will include:

1. Call to Order by the presiding officer
2. Roll Call
3. Approval of Minutes
4. Agenda - changes, additions or deletions
5. Public Hearings
6. Old Business
7. New Business
8. Other Business and Communications
9. Committee Reports
10. Staff Reports
11. Matters Presented by the Public
12. Matters Presented by the Commission
13. Adjournment

F. MATTERS TO BE CONSIDERED BY THE COMMISSION

The commission shall consider and take appropriate action on such matters affecting the physical development of the city as are stipulated in state statute, city code or as referred by the city commission, including but not limited to:

1. The making and approval of a master plan, or portion thereof.
2. The making or coordinating the development of subsidiary or complimentary plans.
3. The preparation of capital improvement programs.

4. The recommendation of zoning regulations, changes and amendments and the administration of the city's zoning ordinance to the extent specified in such ordinance, including site plan reviews, conditional use actions, planned unit development actions, and other stipulated reviews by the commission.
5. The review of subdivisions, lot splits and land divisions, and alley and street vacations.
6. The coordination of the implementation of the master with other city agencies and boards through "findings of consistency."

G. VOTING

A simple majority of those present shall be required to pass any motion; provided that in the case of a resolution adopting all or part of a Master Plan for the City, an affirmative vote or not less than six members of the commission shall be required. The voting on all questions coming before the Commission shall be recorded, together with the name of the maker and supporter of the motion. The chair votes on all matters.

H. RECORDS

Records shall be made and kept of all resolutions, transaction, finding and determinations of the Commission. Such records shall be a public record and shall be available for public inspection as prescribed by law.

I. CONDUCT OF MEETING

Roberts Rules of Order shall govern the meetings unless adjusted by these by-laws or waived or modified by the chair.

Any matter brought to the Commission by petition shall first be addressed by the petitioner or his agent. Following discussion between the petitioner and the commissioners, the matter will then be brought back to the Commission with further deliberation among the commissioners only. This will not prevent a commissioner directing a question to the petitioner, nor will it prevent the chairman from seeking any other comments from those present in the audience.

J. STAFF SUPPORT

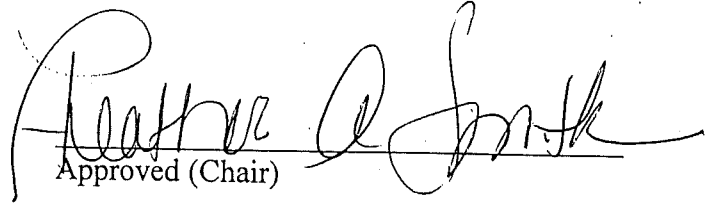
Such professional and secretarial staff as shall be assigned by the City Manager will support and assist the Commission in the discharge of its duties and responsibilities.

K. AMENDMENTS

These by-laws may be amended by an affirmative vote of six or more members of the Commission.

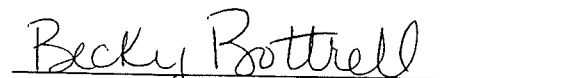
L. EFFECTIVE DATE

These by-laws, or any amendment thereto, shall become effective upon the filing of a copy with the City Clerk and their presentation to the City Commission. Any such by-law shall become void upon the veto of the City Commission.

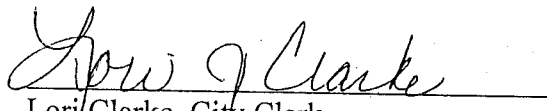

Approved (Chair)

6 Yeas, 0 Nays Regular Meeting
November 21, 2002

Vote


Attest (Secretary)

Approved by the City Commission
January 6, 2003


Lori Clarke, City Clerk