



TO: Planning Commission

MEETING DATE: December 18, 2025

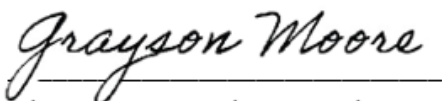
FROM: Grayson Moore, Director of Planning & Zoning

RE: Recommended Updates to Planning Commission Bylaws

The following memo outlines the key updates contained in the attached redlined revision of the Planning Commission Bylaws, originally adopted March 18, 2010. The existing Bylaws no longer fully satisfy the requirements of the Michigan Planning Enabling Act and also require several operational adjustments in order to reflect how the Commission currently functions. The proposed revisions bring the document back into statutory compliance and align it with the Commission's established practices. A summary of the amendments is provided below.

- Addition of a Secretary to align with Section 125.3817 of the Michigan Planning Enabling Act.
- Adjustment of Officer terms from two years to one year to comply with Section 125.3817 of the Michigan Planning Enabling Act.
- Updated regular meeting time from 7:00 PM to 6:30 PM.
- An updated order of business has been included to reflect the current agenda.

Respectfully,



Director of Planning & Zoning

SAUGATUCK CITY PLANNING COMMISSION BYLAWS

ARTICLE 1. NAME OF COMMISSION

The name of this organization shall be the Saugatuck City Planning Commission (hereinafter, the "Planning Commission" or the "Commission").

ARTICLE 2. AUTHORIZATION

The Authorization for the establishment of this Planning Commission is set forth under Article II of Public Act 33 of 2008, The Michigan Planning Enabling Act as amended, and includes all duties and responsibilities referred to therein, and by the Saugatuck City Council according to Section 12 of P.A. 285. The Planning Commission shall also assume all duties of the Zoning Commission as prescribed according to Public Act 201, of 1921, the City and Village Zoning Act, as amended.

ARTICLE 3. PURPOSE

The purpose of the Planning Commission is:

- To protect and promote the public health, safety and welfare of the City.
- To promote and implement the policies, objectives and strategies of the Saugatuck City Master Plan and Ordinances.
- To prevent land use conflicts.
- To protect land values.
- To promote and provide for orderly growth.
- To promote enforcement of City Ordinances.

The purpose of these By-Laws is to set forth the rules of procedure by which the Planning Commission shall operate.

ARTICLE 4. MEMBERSHIP

1. Membership, terms of office and remuneration shall be in accordance with the above referenced sections of Michigan Statutes and Saugatuck City Ordinances.
2. The City shall provide a secretary whose duties include recording of all minutes and records of the Commission. Minutes from the last regular meeting shall be provided to Commission members at least 5 days prior to the next regularly scheduled meeting, and shall be considered for approval at such meeting.

ARTICLE 5. OFFICERS

1. The Officers of the Planning Commission shall consist of a Chairperson (hereinafter, the "Chairperson" or "Chair"), a Vice Chairperson (hereinafter, the "Vice Chairperson" or the "Vice Chair"), and a Secretary (hereinafter, the "Secretary").
2. The Chairperson of the Planning Commission shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such office. The Chair shall vote last.
3. The Vice Chairperson shall act as the Chairperson in the absence of the Chairperson.

ARTICLE 6. ELECTION OF OFFICERS

1. Elections for new officers shall be held as the last item of business during the first Planning Commission meeting in January.
2. Nominations shall be made from the Planning Commissioners present at the meeting, and election of the Chair and Vice-Chair shall be conducted immediately thereafter.
3. A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected, and shall serve for one (1) year, or until a successor shall take office.
4. Vacancies in office shall be filled immediately using election procedures as set forth in items 2 and 3 above.

ARTICLE 7. MEETINGS

1. Regular meetings will be held on the third Thursday of each month at 6:30 PM in Saugatuck City Hall. In the event of a conflict with other civic or community activities, or lack of agenda items, a majority of Commissioners present at any meeting may change the date of a future meeting.
2. Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of the members of the Commission. The Secretary or office staff shall notify all members of the Commission in writing not less than five days in advance of such special meeting, unless said meeting is to continue deliberation regarding an issue raised at a meeting within the last 48 hours.
3. A quorum shall consist of five members, and a quorum must be present at all times when official business is being transacted. Except as provided by statute, all votes shall be decided by a majority of those voting. Voting shall be by voice vote except when a member of the Commission requests a roll call vote.

All members present shall vote on every question unless they disqualify themselves or are excused from voting by a majority of the members present. No member of the Commission shall participate in the hearing or decision of the Commission upon any zoning matter other than the preparation and enactment of an overall or Comprehensive Plan or zoning ordinance, in which he or she has a direct financial interest. In the event of such disqualification, such fact and the reason therefore shall be entered in the records of the Commission.

4. All items requiring Commission action shall be submitted to the Zoning Administrator a minimum of 7 days prior to the Commission meeting at which they will be considered.
5. Materials related to any issue appearing before the Planning Commission shall be distributed to the Commissioners at least 5 days prior to the meeting.
6. All meetings or portions of meetings shall be open to the general public. All meetings will be conducted in accordance with the "Open Meeting Act", Public Act 267 of 1976.

ARTICLE 8. ORDER OF BUSINESS

1. Call to Order and Roll Call
2. Approval of Agenda
3. Reading and Approval of Minutes of Previous Meeting
4. Public Comment on Agenda Items (Three Minutes)
5. New Business
6. Old Business
7. Communication
8. Reports of Officers and Committees
9. Public Comment (Three Minutes)
10. Commissioner Comments
11. Adjournment

ARTICLE 9. EMPLOYEES AND CONTRACTS

1. Within the limits imposed by the funds available for its use, the Commission may employ such staff personnel and/or consultants as it sees fit to aid in its work. Appointments shall be made by a majority vote of Commissioners present.
2. Within the limits of Section 1 of this Article 9, the Commission may enter into contracts for special or temporary services and for professional counsel by majority vote of the Commission.

ARTICLE 10. PUBLIC HEARINGS

1. In addition to those required by law, the Commission may hold public hearings when it decides that such hearings will be in the public interest.

Subject to the provisions of any applicable State Act and/or County Ordinance, public hearings shall be held for the adoption or amendment of the Master Plan; the adoption or amendment of the Zoning Ordinance; the adoption, amendment or consideration of a Special Land Use permit as authorized by the Zoning Ordinance; the consideration and recommendation of a lot split; the consideration and recommendation of a Planned Unit Development; or the preliminary approval of a plat or a subdivision.

2. A petitioner who seeks to amend the Zoning Ordinance or other plan element shall file a petition with the Planning Commission through the office of the Zoning Administrator, which matter shall be scheduled for a public hearing by the Zoning Administrator as quickly as possible after taking into account all requirements of law.
3. The order of business at a public hearing shall be:
 - (a). The Public Hearing is called to order by the Chair.
 - (b). Introductory comments by the staff and/or petitioner.
 - (c). Questions or comments from the audience.
 - 1) Participants shall provide their name and address.
 - 2) All questions and comments shall be addressed to the Chair.
 - 3) Individual comments shall generally be limited to three minutes.
 - (d). Additional comments by the staff and/or petitioner.
 - (e). Questions and/or comments by Commissioners to staff, speakers and/or petitioner.
 - (f). The Public hearing is closed.
 - (g). Discussion and deliberation by Commissioners.
 - (h). Commission action on the application or proposal.

A record shall be kept of those speaking before the Commission at all Public Hearings.

4. In the presentation of a case, the burden shall be upon the petitioner to supply all information including charts, diagrams and other exhibits necessary for a clear understanding of the issues. The Commission may postpone the Hearing when in its judgment the petitioner has not provided sufficient evidence on which to make a determination.
5. Every person appearing before the Commission shall abide by the order and directions of the Chair. Discourteous, disorderly, or contemptuous conduct shall be regarded as a breach of the privileges of the Commission, and shall be dealt with as the Commission directs. Every person shall state his/her name, address, and interest in the case at the