



AGENDA – PLANNING COMMISSION MEETING

April 3, 2024

6:00 PM

- I. Call to Order** – To be conducted by Vice-Chairperson Johnson
- II. Roll Call**
- III. Adoption of March 6, 2024 Agenda**
- IV. Minutes of the January 3, 2024 Regular Meeting**
- V. Public Comments and Communications Concerning Non-Agenda Items**
- VI. Consideration of Applications**
 - A.** 754 Beverly Park Pl. – Conditional Use Permit – Home Occupation/Business
- VII. New Business**
 - A.** Review and discussion of zoning ordinance for Resource Center and Shelter
- VIII. Old Business**
 - A.** Election of Officers
 - B.** Review of Bylaws
 - C.** Review and Approval of 2024 Planning Commission Regular Meeting Calendar
- IX. Commissioner Comments**
- X. Next Meeting Reminder May 1, 2024 at 6:00 PM**
- XI. Adjournment**



MINUTES – PLANNING COMMISSION MEETING

January 3, 2024
6:00 PM

MEMBERS PRESENT: Chelsea Poole, James Johnson, Sarah Saucedo, and Jonathan Greene

MEMBERS ABSENT: Daniel Mahoney and Clyde Mauldin

STAFF ABSENT: Chris Atkin, Director of Planning

I. Call to Order

Vice Chairperson Johnson called the meeting to order at 6:30 pm.

II. Roll Call

III. Adoption of January 3, 2024 Agenda

Commissioner Poole motioned to approve the agenda as presented. Support from Commissioner Saucedo.

Motion passed 4-0 by voice vote.

IV. Minutes of the September 6, 2023 Regular Meeting

Commissioner Saucedo motioned to approve the September 6, 2023 minutes as presented. Support from Commissioner Greene.

Motion passed 4-0 by voice vote.

V. Public Comment and Correspondence

No correspondence received by staff.

VI. Consideration of Applications

A. Zoning Map Amendment(s) – 509 Detroit Street (Parcel #7-04480); 511 Detroit Street (Parcel #7-0448.1); and 208 N. Park Avenue (Parcel #7-04470) from R-4, High Density Apartment and Office to C-4, General Commercial

Planner Atkin summarized the request.

Commissioner Greene motioned to enter the report and recommendation into the record as if read in whole. Support from Commissioner Saucedo.

Motion passed 4-0 by voice vote.

Vice Chairperson Johnson opened the public hearing at 6:33 pm.

APPLICANT/PUBLIC COMMENTS

None.

Vice Chairperson Johnson opened the public hearing at 6:34 pm.

COMMISSIONER COMMENTS

Commissioner Greene asked Planner Atkin if this would be considered pro-business.

Planner Atkin confirmed the recommendation to approve the rezoning(s) is pro-business and will permit the applicant/owner to expand his existing business.

Commissioner Greene motioned to recommend to approve the Zoning Map Amendment(s) for 509 Detroit Street (Parcel #7-04480); 511 Detroit Street (Parcel #7-0448.1); and 208 N. Park Avenue (Parcel #7-04470) from R-4, High Density Apartment and Office to C-4, General Commercial. Support from Commissioner Saucedo.

Motion passed 4-0 roll call vote.

VII. New Business

A. Election of Officers

B. Review of Bylaws

C. Review and Approval of 2024 Planning Commission Regular Meeting Calendar

Commissioner Poole motioned to postpone all New Business items to the next regularly scheduled meeting after the new members are appointed. Support from Commissioner Greene.

Motion passed 4-0 voice vote.

VIII. Old Business

None

IX. Commissioner Comments

Commissioner Poole asked for an update of 200 E. Ganson St.

X. Next Meeting Reminder

Vice Chairperson Johnson reminded members the next regular PC meeting is February 7, 2024.

XI. Adjournment

Commissioner Greene motioned to adjourn the meeting. Support from Commissioner Saucedo.

Motion passed 4-0 voice vote.

Vice Chairperson Johnson adjourned the meeting at 6:41pm.

March 27, 2024

**Conditional Use Permit
754 Beverly Park Pl.
City of Jackson, Michigan**

GENERAL INFORMATION

Applicant: Johnnie Johnson
754 Beverly Park Pl.
Jackson, MI 49203

Subject Location: 754 Beverly Park Pl. (Parcel # 3-26530)

Received Date: March 13, 2024

Current Zoning: R-1, One Family Residential

Action Required: The city planning commission shall hear and make determinations regarding applications for conditional uses listed in the district regulations and supplemental provisions of this chapter. (Chapter 28)

SITE AND PROJECT DESCRIPTION

The applicant is seeking a conditional use permit request to broker firearms via internet, conduct background checks on potential consumers for firearms transfers, and permit up to one (1) pick-up, via appointment at 754 Beverly Park Pl. Staff received a call from ATF Agent, Catherine Kleitsch, inquiring about zoning ordinance standards and regulations regarding federal firearms license at the subject location.

The subject address is located on the north side of Beverly Park Pl., with frontage/access on Griswold St. The property, approximately 0.17 acres, contains a 1,384 square-foot single-family residential structure.

Home occupations are permitted as a conditional use in the R-1, One Family Residential zoning district.

FROM BEVERLY PARK PL.



FROM GRISWOLD ST.





NEIGHBORING ZONING AND LAND USE

The table below identifies the surrounding zoning designations and current land uses.

	North	South	East	West
Current Zoning	R-1, One Family Res.	R-1, One Family Res.	R-1, One Family Res.	R-1, One Family Res.
Current Land Use	Residential	Residential	Residential	Residential



CONDITIONAL USE STANDARDS FOR HOME OCCUPATION

Per Section 28-145(10) of the zoning ordinance, a home occupation is an incidental and secondary use of a dwelling unit for business purposes. The intent of this section is to ensure compatibility of home occupations with other permitted uses of residential districts and with the residential character of the neighborhood involved. It is further the intent of this provision to ensure that home occupations are clearly secondary and incidental uses of residential buildings. The following guidelines will be considered:

- a. A home occupation must be conducted in its entirety within a dwelling unit that is the primary residence of the person conducting the business.

Staff Comment: The home occupation will be conducted within the single-family residential structure.

- b. Only persons residing at the residence may conduct a home occupation.
Staff Comment: The applicant/homeowner will be conducting the home occupation proposed on the conditional use application.
 - c. All business activity and storage must take place within the interior of the dwelling.
Staff Comment: All activity will be conducted within the structure/dwelling, no on-site storage involved.
 - d. There can be no alteration to or activity at the exterior of the residential dwelling, accessory building, or yard that alters the residential character of the premises.
Staff Comment: There will be no alterations to or activity at the exterior of the residential dwelling, accessory building, or yard that alters the residential character of the premises.
 - e. The home occupation must not generate a volume or character of pedestrian or vehicular traffic beyond that normally generated by homes in the residential neighborhood.
Staff Comment: As previously stated, sales/transfers, and background checks will be conducted via internet and possibly up to one (1) on-site pick up per month. No sales will occur on-site.
 - f. Only off-street parking facilities that are normal for residential use and located on the premises may be used.
Staff Comment: Off-street parking is provided by an existing driveway.
 - g. No vehicles used in the conduct of the occupation may be parked, or otherwise kept at the premises, other than as are normal for use for domestic or household purposes.
Staff Comment: Only the applicant and immediate family will be parked at the subject address.
 - h. One (1) non-illuminated nameplate no larger than two (2) square feet may be permitted to identify the home occupation. The nameplate must be attached to the building. No other identification is permitted.
Staff Comment: There are no proposed signs at the subject property; however, if the applicant chooses to install signage, a separate application and review is required through the Community Development Department.
 - i. The sale, rental, or repair of goods is permitted to the extent that it is incidental to a service profession.
Staff Comment: Any and all sales, rentals, or repair of goods will be incidental to the home occupation.
 - j. Internet based home occupations involving the sale, rental, or repair of goods is permitted, so long as there are no on-site person-to-person exchanges.
Staff Comment: The applicant stated possibly up to one (1) on-site pick up per month.
 - k. No highly explosive or combustible material can be used or stored on the premises.
Staff Comment: There will be no ammunition or other explosive or combustible material used or stored on the premises.
 - l. No activity that interferes with radio or television transmission is permitted.
Staff Comment: Not applicable.
 - m. No offensive noise, vibration, smoke, dust, odor, heat, or glare noticeable at or beyond the property line is permitted.
Staff Comment: There will be no offensive noise, vibration, smoke, dust, odor, heat, or glare noticeable at or beyond the property line.
-

- n. Not more than twenty (20) percent of the gross floor area, (or three hundred (300) square feet), whichever is greater, can be used for a home occupation.

Staff Comment: The applicant will not use more than twenty (20) percent of the gross floor area.

- o. The conduct of the home occupation must not violate any of the city's ordinances concerning nuisance, fire or health, or any other city, county, state or other applicable laws or regulations.

Staff Comment: The applicant will not violate any of the city's ordinances concerning nuisance, fire, and health.

STANDARDS FOR CONDITIONAL USE APPROVAL

Per Section 28-145(b) *Standards on which decisions will be based*. The city planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards:

- (1) Consistency with the intent and purposes of this chapter and with the objectives of the city's land use and/or comprehensive plan.
- (2) Compatibility with the existing and future land use patterns.
- (3) Effect on the health, safety, convenience, or general welfare of persons residing or working in the vicinity. To evaluate the use, the planning commission shall consider the following:
 - a. The nature of the proposed site, including its size and shape, and the proposed size, shape and arrangement of structures.
 - b. The accessibility and traffic patterns for persons and vehicles, the type and volume of such traffic, and the adequacy of proposed off-street parking and loading.
 - c. The safeguards used to prevent noxious or offensive emissions such as noise, glare, dust and odor.
 - d. The treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting and signs.
- (4) Ability of the use to be designed, constructed, operated, maintained, and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity.
- (5) Availability of essential public facilities and services, such as: streets, police and fire protection, drainage, refuse disposal. The persons or agencies responsible for the establishment of the proposed use shall be able to adequately provide any such service.

FINDINGS/CONCLUSION

We are of the opinion the proposed home occupation/business will not present an appearance or create an atmosphere uncharacteristic of the surrounding properties and uses. However, prior to rendering a decision, the planning commission is to review and discuss Section 28-145(b) *Standards on which decisions will be based*. The planning commission is permitted to include additional, reasonable, conditions to the conditional use.

Respectfully,



Christopher M. Atkin
Planning Director, City of Jackson

cc: Applicant

CITY OF
JACKSON
Founded 1829

Community Development Department

161 W. Michigan Ave. • Jackson, MI 49201

Phone: (517) 788-4060 or (517) 788-4012 • Facsimile: (866) 971-2151

Application for Conditional Use Permit (CUP)

Requires a public hearing before the Planning Commission

\$500.00 fee required with application submittal.

Instructions and additional information on Page 2 and Page 3

Nature of Conditional Use

- | | | |
|---|--|--|
| ☐ Automobile Service Station | ☐ Religious Institution | ☐ Recycling Center |
| ☐ Auto Wash | ☒ Home Occupation | ☐ Resource Center |
| ☐ Billboard | ☐ Off-Street Parking (R-3 & R-4 Only) | ☐ School |
| ☐ Child Care Center | ☐ Community Garden | ☐ Self-Service Storage Facility |

APPLICANT

Name: Johnnie Johnson
Address: 754 Beverly Park Pl
City: Jackson State: MI Zip: 49203
Phone: (248) 925-8364
Email: johnny.enigma@gmail.com

PROPERTY OWNER

☒ Same as applicant

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____
Email: _____

ADDRESS SUBJECT TO CONDITIONAL USE REQUEST

Property Identification #: _____ Current Zoning Designation: R-1
Address: 754 Beverly Park Pl
City: Jackson State: MI Zip: 49203
Current Use: ☒ Residential ☐ Commercial
☐ Industrial ☐ Mixed
Nearest Intersection: N. West Ave and Griswold St.

CONDITIONAL USE INFORMATION

Briefly explain function of the conditional use request (attach additional pages if necessary): Requesting
Conditional use to facilitate background checks for
firearm transfers.

All applications must be accompanied by a site plan meeting the requirements of Section 28-135 and the specific use requirements in Section 28-145 (d). Applications submitted without a site plan will be deemed incomplete.

I hereby attest that I/we have read and understand the application form, that the information submitted is true and accurate, and agree to all the terms, conditions, and other City of Jackson Code requirements. Furthermore, I/we understand all conditional use permit applications are subject to review, standards, regulations, and procedures of Section 28-145 of the City of Jackson zoning ordinance.

Signature of Applicant

Date

Signature of Owner

Date

(If different than applicant)

If the owner cannot sign this form, the applicant shall submit a letter of consent from the property owner with this application.

OFFICE USE ONLY

CASE: PCLP 24-6001 Application Accepted By: S Foster
Materials Submitted with Application: ☐ Plans ☐ Other _____
Total Pages Submitted: _____ Amount of Fee Paid: \$ 500 ☒ Cash ☐ Check Check #: _____

CITY OF JACKSON PLANNING COMMISSION NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN the City of Jackson Planning Commission will hold a public hearing to hear a request for conditional use permit application pursuant to Section 28-145 of the City of Jackson Zoning Ordinance.

Applicant:

Johnnie Johnson
754 Beverly Park Pl.
Jackson, MI 49203

Subject property location:

754 Beverly Park Pl. (Parcel # 3-26530)

Requested actions:

The applicant is requesting conditional use permit for a home business/occupation at the subject property.

Effect of request:

Approval of the conditional use permit will allow the applicant to facilitate background checks for firearms transfers via internet.

YOU ARE FURTHER NOTIFIED that the City of Jackson will hear all oral and written objections and comments regarding the proposed zoning classification changes and requests at:

**6:00PM on April 3, 2024 in
City Hall Council Chambers, 2nd Floor
161 W. Michigan Avenue
Jackson, MI 49201**

Reasonable accommodations for individuals with disabilities will be made if notification is received ten (10) days prior to the public hearing.

If you are interested in this request you may attend the public hearing or contact Chris Atkin at 517-788-6433 or catkin@cityofjackson.org with comments. Written comments may be mailed to 161 W. Michigan Avenue, Jackson, MI c/o Chris Atkin. All comments and/or questions must be received no later than 12:00PM on April 3, 2024.

Resource Center and Shelter

DRAFT – March 28, 2024

Section 28-5. - Definitions.

Resource center and shelter means a building with co-located where supportive services such as employment counseling, educational instruction, vocational training, temporary sleeping units, bathing, eating, laundry facilities, and housing case management is provided to individuals, domestic family, or functional equivalent of a domestic family.

Section 28-71. - Permitted and conditional uses.

Use	Zoning Districts											
	R-1	R-2	R-3	R-4	R-5	R-6	C-1	C-2	C-3	C-4	I-1	I-2
Resource center and shelter	C	C	C	C		C						

Section 28-145. - Conditional uses.

(d) *Additional development requirements for certain conditional uses.*

(15) *Resource Center and Shelter.* To mitigate impacts in the vicinity of residential neighborhoods, the following conditions shall be met:

- a. Area of lot/parcel shall not be less than 0.75 acres (32,670 square-feet);
- b. Building footprint of existing or new buildings shall not be less than 7,500 square-feet;
- c. A security and operations plan shall be submitted with the conditional use permit application. A security and operations plan shall include:
 1. A complaint response program that identifies specific strategies and methods designed to maintain the premises in a clean and orderly condition, minimize potential conflicts with the owners/operators and uses of neighboring property, and prohibit unlawful behavior by occupants of the resource center and shelter on the site or adjacent public right of way. The community relations and complaint response program shall include at least the following elements:
 - i. Identify a representative of the resource center and shelter, including the representative's name, telephone number, and email, who will meet with neighbors upon request to attempt to resolve any neighborhood complaints regarding operation of the center;
 - ii. A dedicated twenty four hour telephone line for the purpose of receiving complaints;
 2. A provision requiring a representative of the resource center and shelter to meet with neighbors upon request to attempt to resolve any neighborhood complaints regarding operation of the center;
- d. The building includes windows and doors in sufficient quantities and locations that allow people inside the building to see all exterior areas of the site;

- e. Lighting is sufficient to illuminate building site, entrances, and access points from public streets and sidewalks to the building;
- f. Landscaping is arranged on the site in a manner that does not create hidden spaces or block sight lines between the building, public spaces, parking areas and landscaped areas.
- g. Parking areas are secured outside of daylight hours;
- h. If the zoning district does not require a landscape buffer, the planning commission may nevertheless establish appropriate landscape buffering requirements as a condition of approval;
- i. The building and site are maintained free from graffiti, litter, garbage, and other items that constitute a nuisance;
- j. The building is maintained in good repair and all property damage is repaired in a timely manner;
- k. All fencing, walls, paving, walkways and other site features are maintained in good repair, and free from obstruction.
- l. A resource center and shelter shall comply with all applicable building and zoning regulations.

**PLANNING COMMISSION
OF
THE CITY OF JACKSON**

(Established under Michigan Planning Enabling Act Public Act 33 Of 2008, as amended)

ARTICLE I

Name, Registered Office and Agent

Name: The name of the Commission shall be the Planning Commission of The City of Jackson, hereinafter referred to as (the “Commission”).

Registered Office and Agent: The Commission shall maintain an office in the City of Jackson, State of Michigan, whose address is 161 West Michigan Avenue, Jackson, Michigan 49201.

ARTICLE II

Purpose and Powers of the Commission

Purpose: The purpose of the Planning Commission is to:

- A. Review, revise and approve plans and programs for the development of the City of Jackson.
- B. Regulate the development of the economic, social, physical, natural and cultural resources of the City of Jackson.
- C. Promote public health, safety and general welfare of the people residing in the City of Jackson.
- D. Prepare plans pursuant to the Michigan Planning Enabling Act Public Act 33 of 2008, as amended, for the purpose of guiding the physical development of the City of Jackson.
- E. Further cooperation between governmental units and between private agencies towards these ends.

Powers: Powers of the Commission are those set forth by the Michigan Planning Enabling Act Public Act 33 of 2008, as amended, MCL 125.3801 et seq., and the administration of Chapter 28 of the City Code of Ordinances, Zoning, and all subsequent amendments thereto, in accordance with the Michigan Zoning Enabling Act Public Act 110 of 2006, as amended, MCL 125.3101 et seq.

ARTICLE III

Commission Duties

Based on the principle that Commissioners must act with honesty, diligence, and prudence, these duties include:

Avoidance of Conflict of Interest: Commissioners must declare their interest in any decision in which the city is involved.

Care and Skill: Commissioners must exercise caution and competence in all situations as reasonable persons would under the circumstances.

Confidentiality: Commissioners must not make improper use of the privileged information obtained as a Commission member.

Fairness: Commissioners must deal with other Commissioners and public without bias or favor.

Honor: Commissioners must not engage in any conduct that may bring disrepute to the city and/or other Commissioners.

Independence: Commissioners must not compromise on the right to exercise an independent judgment but, at the same time, must restrict their independence in good faith to favor a collective decision that will benefit the city.

Loyalty: Commissioners must act in good faith in the best interest of the city and whole heartedly assist the Chair of the Commission in achieving the city's success.

ARTICLE IV

Membership

Appointments: The planning commission shall consist of six (6) persons who shall be appointed by the mayor, subject to the approval by a majority vote of the city council. These six (6) members shall, insofar as possible, represent different professions or occupations. All but one (1) of these members shall be qualified electors of the City of Jackson. The planning commission shall also consist of the following ex officio members: The mayor; the city manager or his/her designee; and one (1) member of the city council selected by that body. All members of the planning commission shall serve as such without compensation. The clerk, assessor, and city attorney may not serve as

members of the planning commission. Only one (1) appointed member of the planning commission may be a member of the zoning board of appeals.

Term: The terms of ex officio members shall correspond to their respective official tenures, except that the terms of the mayor's substitute and the administrative official selected by the mayor shall terminate with the term of the mayor selecting them. The term of each appointed member shall be three (3) years or until the successor takes office.

ARTICLE V

Attendance, Replacement & Removal

Attendance: All Commission members are expected to attend all regularly scheduled meetings. If any member is absent for three (3) consecutive, regularly scheduled meetings, that member shall be considered delinquent, unless the Commission member provides prior oral or written notification. The Secretary shall keep attendance records and shall notify the Commission at a regularly scheduled meeting whenever any member's absences become "delinquent".

Replacement: Commission members shall be either reappointed or replaced at the expiration of each member's appointed term. If a vacancy is created by death or resignation, a successor shall be selected for appointment by the mayor with the approval of the city council within thirty (30) days, and will hold office for the remainder of the term of office vacated.

Removal: Any member of the city council may recommend the removal of any members of the planning commission for misfeasance, malfeasance, or nonfeasance. Any planning commission member whose removal is recommended must be given notice in writing of the charges and the right to request a hearing on such removal. The planning commission member's request for a public hearing must be in writing and filed with the clerk within ten (10) days after written notice of removal has been given to such member. A member of the planning commission may be removed by a majority vote of the city council after a hearing, if a hearing was requested by the member. If no hearing was requested by the member, a member may be removed by a majority vote of the city council upon the expiration of the ten (10) day period provided for above.

ARTICLE VI

Officers, Terms of Office & Duties

Officers: The officers of the Commission shall be elected by the Commission, and shall consist of a Chair, Vice-Chair and Secretary. An officer shall not execute, acknowledge or verify any document or instrument in more than one capacity.

Terms of Office: At the first regularly scheduled meeting held of each year, the Commission shall elect a Chair, Vice-Chair and Secretary for the term of one (1) year. Each officer elected shall hold office until a successor is elected, or upon resignation and/or removal from said office. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled at any meeting of the Commission for the duration of the unexpired term of office.

Duties of Officers:

CHAIR: The Chair shall be the chief executive officer of the Commission and shall preside at all meetings of the Commission. The Chair shall appoint all committees or advisory committees established and provided by the Commission and shall be an ex-officio member of all committees. The Chair shall have a vote on all Commission actions. The Chair is empowered to authenticate any documents approved by the Commission.

VICE-CHAIR: In the event that the office of Chair becomes vacant by death, resignation or otherwise, the Vice-Chair shall serve as Chair until a new Chair is elected. In the event of the absence of the Chair, or his/her inability to discharge the duties of this office, such duties shall, for the time being, be fulfilled by the Vice-Chair.

SECRETARY: The Secretary shall kept minutes of each meeting and shall record into the minutes all findings, conditions of approval, facts, and other relevant factors and all of its official actions.

ARTICLE VII

Conflict of Interest, Behavior & Ethics

Conflict of Interest: A conflict of interest is a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the commissioner's judgment is likely to be compromised. A potential conflict of interest involves a

situation that may develop into an actual conflict of interest. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest; a conflict of interest implies only the potential for bias, not a likelihood.

On all matters in which a Commission member has a direct financial interest and/or on matters involving property owned either in part or in total by a member, that member shall abstain from discussion and voting on the matter. Members abstaining shall disclose, except where it violates a confidence, the general nature of the conflict, and the minutes shall so record the conflict and abstention.

On other matters which could involve a conflict of interest, members shall disclose all pertinent facts relating to the potential conflict, except where it violates a confidence, which facts shall be included in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.

If a question is raised under this section at any Commission meeting concerning the eligibility of a member of the Commission to vote on any matter, such questions shall be finally determined by the concurring vote of at least four members of the Commission, not including the member with the potential conflict.

Behavior & Ethics: A Commission member, when speaking to individuals, groups or organizations, shall indicate representation of the Commission. When speaking for personal purposes, the Commission member shall indicate that the stated opinions and beliefs are not necessarily the opinions and beliefs of the Commission as a whole.

Commission members shall conduct themselves at Commission meetings in a fair, courteous manner.

Commission members are encouraged to call the Planning Director and Commission Chair prior to any meeting at which they expect to be absent or tardy. The Planning Director shall keep attendance records and report to the Chair if an attendance problem appears to have developed.

Commission members shall not accept gifts or other favors from applicants, their representatives, or other persons and institutions concerned with matters which have been, are now, or which might come before the Commission.

ARTICLE VIII

Meetings, Public Hearing, & Agenda

Meetings: All meetings shall follow Roberts Rules of Order, as a guide, and shall be open to the public and advertised in accordance with the Michigan Open Meetings Act, Public Act 267 of 1978, as amended. Minutes of the meetings are to be made available for public inspection when requested.

Regular Meeting: Regularly scheduled meetings of the Commission shall be held on a Commission approved schedule, which shall define the date(s), time(s) and place(s) of the meeting(s).

Special Meeting: Special meetings shall be called at the behest of the Chair, or by two members of the Commission, and are to begin as soon as a quorum can be seated. The date, time and place of the meeting shall be posted a minimum of eighteen (18) hours before the meeting.

Public Hearing: Public Hearings conducted by the Commission shall be run in an orderly and timely fashion, in accordance with the Open Meetings Act, Public Act 267 of 1976, as amended. This shall be accomplished in the following manner:

Each person wishing to be heard during “Public Comment and Communications Concerning Items Not on the Agenda” or a “Public Hearing”, will be given an opportunity to speak. Individuals will be limited to three (3) minutes each and persons representing a group or organization will be allowed five (5) minutes each. Each person may speak one (1) time. The Chairperson, or the Commission by the request of two (2) Commissioners, may, allow additional time or allow additional comments from persons previously heard.

During Public Hearings, subject matter shall be limited to the topic under consideration. Commission response to the public's remarks shall be confined to clarification of the presented facts.

Agenda: Staff will be responsible for placing items on the agenda that are for routine business. A member of the Commission may request any additional item/s be placed on the agenda. The information must be submitted to the staff member responsible for assembling the agenda, in writing by the required submission deadline.

ARTICLE IX

Voting Rights and Privileges, Quorum, & Proxy

Voting Rights and Privileges: An affirmative vote of the majority of the members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote, provided that a roll call vote shall be required if requested by any Commission member or directed by the Chair. Ordinance amendments, conditional use permits, and recommendations to the city council shall require a roll call vote. All members of the Commission, including the Chairperson, shall vote on all matters. A member may be excused from voting only if that member has a bona fide conflict of interest, as recognized by the majority of the remaining members of the Commission. Any member abstaining from a vote shall not participate in discussion of that item. Members must be present to vote, and no proxy votes will be allowed.

Quorum: In order for the Commission to conduct business or take official action, a quorum consisting of four (4) members shall be present. When a quorum is not present, no official action, except for the closing of the meeting, may take place. The members of the Commission may discuss matters of interest, but can take no action until the next regular meeting or special meeting. All public hearings scheduled for a meeting for which a quorum is not present shall be rescheduled for the next regular meeting. Public notice shall conform to the Open Meetings Act.

Proxies: Commission members, when not able to attend a meeting, may, with regard to specific agenda items, elect to convey his/her opinion(s) through written communication. The written communication must be traceable back to the providing member.

ARTICLE X

Work Sessions

Work Session: Work sessions may be scheduled at any time, if called by four (4) members of the Commission upon written request to the Planning Director, who shall notify all members at least forty-eight (48) hours in advance. No approvals or recommendations shall be made and no public hearings shall be held at a work session.

ARTICLE XI

Order of Business

The order of business for regular meetings shall be:

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Adoption of Agenda
- V.** Review of Draft Meeting Minutes
- VI.** Public Comment and Correspondence
- VII.** Consideration of Applications
- VIII.** Old Business
- IX.** New Business
- X.** Planners Comments
- XI.** Commissioner Comments
- XII.** Next Meeting Reminder
- XIII.** Adjournment

The order of business for special meetings shall be:

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Adoption of Agenda
- V.** Public Comment and Correspondence
- VI.** Special Business
- VII.** Planners Comments
- VIII.** Commissioner Comments
- IX.** Next Meeting Reminder
- X.** Adjournment

The order of business for work session shall be:

- I.** Call to Order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Adoption of Agenda
- V.** Public Comment and Correspondence
- VI.** Work Session Items for Discussion
- VII.** Planners Comments
- VIII.** Commissioner Comments
- IX.** Next Meeting Reminder
- X.** Adjournment

ARTICLE XII

Advisory Committees

Advisory Committees: The Commission may authorize and appoint advisory committees whose members may consist of government officials and individuals whose experience, training and interest in the Commission's work qualifies them to provide valuable assistance and expertise to the Commission. The Commission may also appoint various committees of competent citizens to collect information and prepare reports to the Commission on the various phases of the master planning process for which the Commission is primarily responsible. In accordance with Public Act 33 of 2008, as amended, the Commission may also appoint advisory committees whose members are not members of the Commission.

ARTICLE XIII

Annual Report

Annual Report: The Commission shall present an annual report of its prior year activities to the City of Jackson City Council at the first City Council meeting of March.

ARTICLE XIV

Compensation

All members of the planning commission shall serve as such without compensation.

ARTICLE XV

Document Depository Designation

Document Depository Designation: The office of the Director of the City's Community Development Department shall keep all records and files of the Commission. All records will be open to the public under the Freedom of Information Act, as prescribed by law.

ARTICLE XVI

Amendments

Bylaw Adoption: These Bylaws shall become effective upon approval. Until such approval, these Bylaws shall be the acting Bylaws for the Commission.

Bylaw Amendment: These procedures, once adopted, may be altered, amended, added to or repealed, in whole or in part, by an affirmative vote of five (5) members of the Commission at any regular or special meeting, provided that notice of proposed alterations, amendment or repeal shall be submitted to all members of the Commission at least fifteen (15) days before the regular or special meeting of the Commission at which they are to be considered.

I HEREBY CERTIFY the City of Jackson Planning Commission Bylaws were adopted on the _____ day of _____, 202_____.

_____, Secretary

CITY OF JACKSON PLANNING COMMISSION 2024 MEETING DATES & APPLICATION SUBMITTAL DEADLINES

The City of Jackson Planning Commission meets the first (1st) Wednesday of each month unless noted below. Meetings begin at 6:00pm and are conducted in the Council Chamber on the 2nd Floor at Jackson City Hall, 161 W. Michigan Avenue.

<u>Meeting Date</u>	<u>Application Deadline</u>	<u>Public Notice Deadline</u>
January 3	December 6, 2023	December 15, 2023
February 7	January 3	January 12
March 6	February 7	February 9
April 3	March 6	March 15
May 1	April 3	April 12
June 5	May 1	May 10
July 3	June 5	June 14
August 7	July 3	July 12
September 4	August 7	August 16
October 2	September 4	September 13
November 6	October 2	October 11
December 4	November 6	November 15
January 8, 2025*	December 4, 2024	December 13, 2024

* Second (2nd) Wednesday of January 2025
