

POLICY STATEMENTS AND BY-LAWS

STERLING HEIGHTS PLANNING COMMISSION

Adopted by the

City of Sterling Heights Planning Commission,

pursuant to Ordinance No. 278 and Act 33 of 2008, and Act 110 of 2006 as amended,

and in accordance with the Open Meetings Act

Last Revised on January 8,
2025

POLICY STATEMENT OF THE STERLING HEIGHTS PLANNING COMMISSION ADMINISTRATION

- A1. The conduct of the Office of Planning is left to the City Planner and the City Manager.
- A2. The functions of the Office of Planning must be in accordance with all applicable local, State and Federal laws.

PROCEDURE

- P1. The agenda for regular meetings of the Planning Commission will be established by the City Planner. An item requested by at least one Commissioner must be placed on the agenda. The Chairperson, the City Planner and the Secretary will draft the agenda for any study session to be held by the Planning Commission.
- P2. A rezoning, text amendment, subdivision plat, Special Development Option, Planned Center District request, Special Approval Land Use, Preliminary Site Plan, Temporary Land Use Petition, or any other matter to be reviewed by the Planning Commission under the Zoning Ordinance will be brought to the Planning Commission in accordance with the following procedures:

PUBLIC NOTICE

Notice is hereby given that the regular meetings of the Planning Commission of the City of Sterling Heights will be held in the City Hall Council Chambers at 40555 Utica Road, Sterling Heights, Michigan 48313 at 7:00 p.m. on the second Wednesday of every month. Special meetings, when called by the Chairperson or the Planning Commission, will be held at a time and place to be designated by the Planning Commission.

A schedule of the exact dates for each meeting will be published in a newspaper of general circulation in the community, and the City Clerk will post a schedule of the dates in a conspicuous place in City Hall located at 40555 Utica Road, Sterling Heights, Michigan 48313 in accordance with Section 5(2) of the Open Meetings Act.

- P3. The City Planner will schedule a public hearing date on a rezoning request within 45 days of the receipt of a fully completed application. Notice of public hearings on matters that require a public hearing to be held by the Planning Commission under state law or the Zoning Ordinance will be published in a newspaper of general circulation in the City not less than 15 days before the date of the public hearing at which the request will be considered. Signs regarding rezoning requests are required to be posted in accordance with the Zoning Ordinance.

P4. Whenever the Michigan Zoning Enabling Act or the Zoning Ordinance requires a public hearing, including, but not limited to, applications for rezoning, special approval land uses, planned center developments, special development options, temporary use approvals, modifications of the Zoning Ordinance, public notice will be given as required by the Michigan Zoning Enabling Act and the Zoning Ordinance. The Office of Planning will prepare a notice meeting the requirements of the Michigan Zoning Enabling Act and Zoning Ordinance and have it published in a newspaper of general circulation in the City and mail or deliver it to persons entitled to notice not less than 15 days before the date of the public hearing at which the request will be considered.

For Subdivision Plats, notice by regular mail will be given as required by law.

GENERAL

P5. In order to maintain decorum and ensure that meetings proceed in an orderly and efficient fashion and to further ensure that all persons or groups of persons who wish to participate at a meeting are able to do so, the Commission adopts the following policies and procedures relating to the conducting of public hearings and receiving of public comment at its meetings:

1. All public comments must be addressed to the Chairperson.
2. Any member of the public wishing to speak will be given a reasonable opportunity to speak or to submit written comments on a public hearing item.
3. In instances when the Commission has a lengthy meeting agenda or where it appears that there is a large number of persons who wish to speak on a particular agenda item or during the public comment period, the Chairperson, or the Commission upon the majority vote of the Commissioners present, may impose the following speaking time limitations upon members of the public wishing to speak:
 - a. Four (4) minute speaking time per person on a particular agenda item.
 - b. Four (4) minute speaking time per person during the public comment period.
 - c. These time limitations apply to all oral comments, audio, visual, or multi-media presentations made by members of the public and, if imposed, must be imposed at the beginning of the agenda item or public comment period.
 - d. The Chairperson, or the Commission by a majority vote of the Commissioners present, may extend such time periods for a reasonable duration based upon the complexity of the matter under consideration by the Commission.
 - e. Where there are a large number of persons wishing to speak on a particular agenda item or matter of public interest who are part of a community group, association, organization, or group of persons of similar opinion, the Commission encourages persons to use a spokesperson to address the

Commission on their behalf. The Chairperson may allow such a spokesperson to have additional time to make his or her remarks on behalf of the community group, association, organization, or group of persons on behalf of which the spokesperson is speaking.

4. The Commission encourages all applicants, their representatives, and members of the public wishing to speak on a particular agenda item or during the public comment period to be as concise as possible and to avoid repetitive or irrelevant comments. The Chairperson may terminate the comments of an applicant or any other person addressing the Commission if such person is making irrelevant or repetitive comments.
5. The above speaking time limitations do not apply to the applicant or the applicant's representatives or consultants. However, such persons must make their presentations or comments as concise as reasonably possible to afford everyone an opportunity to be heard in a timely, efficient manner.
6. Once a member of the public has spoken on a particular agenda item or during the public comment period, that person will not be permitted to speak again unless permitted to do so by the Commission after all other persons wishing to speak have had the opportunity to do so. Allowing a member of the public to speak more than one time during a public hearing on a particular agenda item or during the public comment period is permitted only with the approval of the Chairperson or the majority of the Commissioners present. If permitted, such additional comments must be limited to new information not previously presented by the person to the Commission.

If any person refuses to follow the Commission's Rules or By-Laws and/or other City and State Laws in conducting its meetings, the Chairperson may employ the following procedures:

1. The Chairperson may declare that the person is out of order for disrupting the meeting and breaching the peace and order of the meeting;
2. Request that the person refrain from disrupting the meeting, and advise such person that if he/she refuses, he/she must sit down;
3. If the person refuses to comply or sit down, advise such person that a recess will be called to call the police, who will be asked to escort the disruptive person from the meeting if the disruptive person still refuses to follow the established rules for conducting the meeting; and
4. If the police are called, the Chairperson will advise the police that:

“ _____ is disrupting the meeting, has been declared out of order by the Chairperson and has refused to sit down and allow the Commission to proceed with the conduct of the meeting without such disruption. I would appreciate your assistance in obtaining the person's cooperation, and if he/she refuses to comply, I

would request that you escort him/her from the meeting as he/she is breaching the peace and disrupting the conduct of this meeting, in violation of City Ordinance 35-16(M).”

- P6. No smoking is permitted in the City Hall building by any person.
- P7. All Commission members must comply with the Ethics Resolution as adopted and amended from time to time by City Council and any other standards adopted by the City Council or the Planning Commission. Additionally, with regard to conflicts of interest, it is every Commissioner's responsibility to first identify the conflict. A conflict of interest occurs when the sole obligation of the Planning Commissioner to serve the best interest of the community in the manner prescribed by State and local laws may be compromised by an interest that the Commissioner has that the Commissioner does not share with the community as a whole. The most obvious type of conflict is economic: where a Commissioner has a direct financial interest in the outcome of the proposal or project before the Commission. No Commissioner is allowed to participate in the discussion or to vote upon any business or matter where the Commissioner has a private interest by association because of employment, kinship, or a financial interest other than as a citizen of the City generally.
- P8. In order to avoid misunderstanding or hardship to the interested public, to avoid unnecessary repetition, and to allow the Planning Commission to act without unnecessary delay, once a petition to rezone a particular parcel has been denied by a vote of the City Council, no new petition for rezoning that parcel will be accepted for a period of 1 year after such denial except as otherwise provided by the Zoning Ordinance.
- P9. The Planning Commission reserves the right to act upon a rezoning petition in a manner that reduces the intensity or size of the requested rezoning from that published in the notice of public hearing (this action being known as downgrading the petition). The Commission, however, is not permitted to act upon a rezoning petition in a manner that increases the intensity or size of the requested rezoning from that published in the notice of public hearing.
- P10. In order to avoid misunderstanding or hardship to the interested public, to avoid unnecessary repetition, and to allow the Planning Commission to act without unnecessary delay, once an application for a Special Approval Land Use on a particular parcel has been denied by a vote of the Planning Commission or the City Council, no new application for a Special Approval Land Use on that parcel will be accepted for a period of 1 year after such denial except as otherwise provided by the Zoning Ordinance.

BY-LAWS OF THE STERLING HEIGHTS PLANNING COMMISSION

ARTICLE I: AREA

The area served by the City Planning Commission includes all lands legally included within the present or future boundaries of the City of Sterling Heights.

ARTICLE II: PURPOSE

The purpose of this Commission is:

- A. To foster, promote, and maintain a master plan for the physical development of the municipality.
- B. To make recommendations regarding the development of the City, including, among other things, the general location, character and extent of streets, viaducts, subways, bridges, waterways, water-fronts, boulevards, parkways, playgrounds, and open spaces, the general location of public buildings and other public property, and the general location and extent of public utilities and terminals, whether publicly or privately owned or operated for water, light, sanitation, transportation, communication, power or other purposes.
- C. To make recommendations regarding the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any of the foregoing ways, grounds, open spaces, buildings, property, utilities or terminals.
- D. To make recommendations regarding the general location, character layout and extent of community centers and neighborhood units and the general character, extent and layout of the replanning, rehabilitation, and redevelopment of blighted districts and slum areas.
- E. To make and maintain a zoning plan for the control of the height, area, bulk, location and use of buildings, premises and land.
- F. To make careful and comprehensive surveys and studies of present conditions and future needs of the municipality.
- G. To accomplish a coordinated, adjusted and harmonious development of the municipality and its environs, which will, in accordance with present and future needs, best promote health, safety, order, convenience, prosperity and general welfare, as well as efficiency and economy in the process of development, including among other things, adequate provision for light and air, the promotion of the healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditure of public funds and adequate provision of public utilities and other public requirements.
- H. To review and consider the granting of special approval land uses and temporary uses which are permitted within a zoning district according to Zoning Ordinance No. 278.

- I. Such other purposes as may be authorized by Act 33 of Public Acts of 2008 and Act 110 of the Public Acts of 2006, or as they may be amended from time to time.

ARTICLE III: MEMBERSHIP AND REPRESENTATION

- A. The Planning Commission will be composed of 9 members, who must be electors of the City of Sterling Heights. Such members will be appointed by the Mayor, and subject to approval by a majority vote of the members elect of the City Council. All members of the Planning Commission may be compensated at a rate to be determined by the City Council and may hold other appointive municipal office, except that only one of its members may be a member of the Zoning Board of Appeals, and members may not serve on the Board of Ordinance Appeals, the Corridor Improvement Authority, or the Board of Review. If a member of the Planning Commission is also the Chairperson of the Zoning Board of Appeals, that member may not be elected, serve, or act as an officer of the Planning Commission. The term of each member will be as provided by law. A member may, after written charges and a public hearing, be removed from office by City Council for misfeasance, malfeasance or nonfeasance in office (1978 Code 2-101).
- B. In recognition of the important role continuing education plays, members are expected to complete 6 hours of continuing education each calendar year. If a member is first appointed partway through the year, the required continuing education hours for that member will be prorated accordingly for the remainder of the calendar year. A member must inform the City Planner upon completing a continuing education training in order to receive credit for that training. Members are encouraged to consult with the City Planner to find available continuing education opportunities.

ARTICLE IV: OFFICERS OF THE COMMISSION

- A. The officers of the Commission will consist of a Chairperson, Vice-Chairperson and Secretary to serve for a period of 1 year, or until successors are elected.
- B. The Planning Commission may provide for such other officers as it deems necessary and advisable for the conduct of business and in accordance with the Statutes of the State of Michigan. The officers of the Commission are not permitted to serve more than two consecutive full terms of the same office.

ARTICLE V: ELECTION OF OFFICERS

- A. Officers will be nominated at the first regularly scheduled meeting in the month of January. The election process will begin with the office of Chairperson, followed by Vice-Chairperson and then Secretary.

- B. The Chairperson will announce the names of persons nominated. Commissioners nominated for an office will be given the opportunity to accept or decline the nomination.
- C. In the event that only one candidate is nominated for a particular office, that candidate is elected by acclamation. Where two or more candidates are nominated for a particular office, the election will be by written secret ballot. The ballots will be counted by the City Planner and certified by the City Attorney. A simple majority of the total ballots cast determines the election of each officer.

ARTICLE VI: VACANCY OF OFFICERS

- A. Vacancy of the Office of Chairperson
 - 1. The Vice-Chairperson becomes the Chairperson of the Commission for the balance of the Chairperson's term of office.
 - 2. The Vice-Chairperson, in becoming Chairperson and accepting the duties of the Chairmanship, vacates the office of Vice-Chairperson, and the office will remain vacant until a special election is held to fill the existing vacancy.
- B. Vacancy of the Office of Vice-Chairperson
 - 1. The Chairperson will call a special election to fill a vacancy for Vice-Chairperson, which must be held within 30 days of the occurrence of said vacancy.
 - 2. Notice of the special election will be sent to each Commissioner at least 1 week prior to the election.
- C. Vacancy of the Office of Secretary
 - 1. The Chairperson will call a special election to fill a vacancy for Secretary, which must be held within 30 days of the occurrence of said vacancy; however, a temporary Secretary will be appointed by the Chairperson.
 - 2. Notice of the special election will be sent to each Commissioner at least 1 week prior to the election.

ARTICLE VII: DUTIES OF THE OFFICERS

Section 1: The Chairperson

- A. The Chairperson will be the chief executive officer of the Commission and will preside at all meetings of the Commission.

- B. The Chairperson will appoint all committees or advisory committees established and provided by the Commission and will be an ex-officio member of all committees.
- C. The Chairperson will perform all of the functions authorized or required of members of the Planning Commission and will vote on all resolutions.
- D. The Chairperson will sign all contracts or legal documents authorized by the Commission.

Section 2: **The Vice-Chairperson**

- A. In the event that the office of Chairperson becomes vacant by resignation or otherwise, the Vice-Chairperson will serve as Chairperson for the remainder of the elected term.
- B. In the event of the absence or the inability of the Chairperson to discharge the duties of the office, such duties will devolve upon the Vice-Chairperson during such disability of the Chairperson.

Section 3: **The Secretary**

- A. The Secretary will perform the usual functions of the office and such other duties as the Chairperson or Commission may direct.
- B. The Secretary will attend all meetings of the Commission, receive all information presented from the floor, have access to the official minute books and records of the Commission, be responsible for all correspondence and notices pertaining to meetings and official acts of the Commission, and will transmit a copy of the minutes of all Commission meetings to the Clerk and City Council of the City of Sterling Heights.
- C. In the event of the absence or inability of the Chairperson and Vice-Chairperson to discharge the duties of the Chairperson, such duties will devolve upon the Secretary during such disability of the Chairperson and Vice-Chairperson.
- D. In the event of the absence or inability of the Secretary to discharge the duties of the office, the Chairperson will appoint a Temporary Secretary, upon whom the duties of Secretary will devolve during such disability of the Secretary.

ARTICLE VIII: COMMISSION MEETINGS

- A. Regular meetings of the Planning Commission will be held at least once a month, unless there is no business to be conducted, at a time and place to be designated by the Planning Commission and will be subject to the following rules:
 1. In the event the Chairperson and Vice-Chairperson are unable to perform the duties of the Chairperson, the Secretary will act as Chairperson.

2. In the event the Secretary is unable to perform the duties of the office, a temporary Secretary will be appointed by the Chairperson.
3. In the event of the absence or inability of the Chairperson, Vice-Chairperson and Secretary to discharge the duties of the Chairperson, the senior Member will call the meeting to order, call the roll, and elect an acting secretary from the Commission Members present to act as Chairperson for that specific meeting.
4. All meetings will be held and all notices published and mailed as required by Michigan law.
5. A quorum will consist of 5 members of the Commission. The affirmative vote of the majority of the members present is necessary to forward a recommendation to the City Council, or to approve any matter except for approval of a special approval land use. Approval of special approval land uses requires the affirmative vote of 5 members of the Commission.
 - a. An abstaining vote of any Commission Member will not be interpreted as a yea or nay vote on the motion. Reason(s) for abstaining must be given. The inability of a Commission Member to reach a decision is generally not an acceptable reason for abstaining.
 - b. A conflict of interest requires a Commission Member to disclose the conflict of interest and disqualify himself/herself from discussing or voting on a matter in which the conflict of interest exists.
 - c. The following standards apply to the conduct of Planning Commissioners, in addition to other applicable standards set by state or local law or City policy:
 - i. A Commission Member must not divulge to an unauthorized person confidential information acquired during the term of their appointment in advance of the time prescribed for its authorized release to the public.
 - ii. A Commission Member must not represent his or her personal opinion as that of the City.
 - iii. A Commission Member must use personnel, resources, property and funds under the Commission Member's official care and control judiciously and solely in accordance with the prescribed constitutional, statutory and regulatory procedures, and not for personal gain or benefit.
 - iv. A Commission Member must not solicit or accept a gift or loan of money, goods, services or other thing of value for the benefit of a

person or organization, other than the City, which tends to influence the manner in which the Commission Member performs official duties.

- v. A Commission Member must not engage in a business transaction in which the Commission Member may profit from his or her official position or benefit financially from confidential information which the Commission Member has obtained or may obtain by reason of that position.
- vi. A Commission Member must not engage in or accept employment or render services for a private or public interest when that appointment is incompatible or in conflict with the discharge of the Commission Member's official duties, or when that appointment may tend to impair his or her independence of judgment or action in the performance of official duties.
- vii. A Commission Member must not participate in the execution of contracts or agreements, the setting of conditions of approval on Special Approval Land Uses, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the Commission Member has a financial or personal interest.

6. All decisions and resolutions of the Commission must be initiated by motion. The vote upon motions and resolutions must be recorded by roll call vote on rezonings, subdivision plats, special development options, site plans, temporary uses, and special approval land uses. All other items may be voice vote. Any Commissioner may request a roll call vote on any motion. A roll call vote will be called in the following order:

- a. The Commissioner who makes the motion.
- b. The Commissioner who seconds the motion.
- c. In alphabetical order starting after the Commissioner who seconds the motion, excluding the Chairperson or acting chairperson.
- d. The Chairperson or acting chairperson.

7. The Planning Commission may conduct a regular or special meeting remotely by electronic means as authorized by the Open Meetings Act or other applicable authority, provided that there is 2-way communication so that members of the Planning Commission can hear and be heard by other members of the Planning Commission, and public participants can hear members of the Planning Commission and be heard by members of the Planning Commission and other participants during a public comment period.

8. The Planning Commission or City Planner may make temporary rules or adjustments to the application of these Policy Statements and Bylaws pertaining to the notices and procedures to be followed for the conduct of public meetings and public hearings to comply with legal requirements imposed by the Open Meetings Act or other applicable authority due to the Planning Commission meetings being conducted electronically on a remote basis.
9. The normal order of business will be:
 - a. Call to order.
 - b. Pledge of Allegiance.
 - c. Roll call.
 - d. Approval of agenda.
 - e. Considerations.
 - f. Approval of minutes.
 - g. Correspondence.
 - i. Unfinished business.
 - j. New business.
 - k. Citizen participation. A person may address the Planning Commission on issues not on the agenda. If the business portion of the agenda has not concluded by 9:30 p.m., this item will be taken up at 9:30 p.m. or as soon as practicable after the pending agenda item.
 - l. Adjournment.
10. The presentation and consideration of rezonings, subdivision plats, special development options, site plans, temporary uses, and special approval land uses, will be in the following order:
 - a. Presentation from the Office of Planning.
 - b. Presentation from the applicant.
 - c. Public Hearing.
 - d. Consideration by the Planning Commission.

Before an agenda item is open to debate, a motion must be properly made and put before the Planning Commission by the Chairperson.

C. Special Meetings of the Planning Commission will be held at a time and place designated by the Planning Commission and will be subject to the following rules:

1. Rules governing Regular Meetings apply to Special Meetings, except for the following:
 - a. The agenda will contain no provisions for “old or new business”.
 - b. Each member of the Planning Commission must receive at least 72 hours notice as to the time, place, and purpose of the meeting, except that an announcement of a Special Meeting, at a meeting where all Members are present, will be sufficient notice of such meeting. Any Members absent when a Special Meeting is called must be notified by the Office of Planning promptly after the Special Meeting was called.
 - c. The business of the Special Meeting will be limited to the subjects contained in a public notice and no other business may be acted upon by the Commission unless all Members of the Commission are present.
2. Special Meetings may be held upon the call of either the Chairperson or any 5 Commission Members, with one officer present.

D. Planning Commission Members are expected to attend all regular and special meetings of the Planning Commission.

1. If a member cannot attend a scheduled meeting and desires to be excused, that person must notify the Office of Planning at least three hours before the start of the meeting. During roll call, the City Planner, or his/her designee, will announce the member(s) excused.
2. If a member fails to attend meetings for a period of 90 days, that member should resign.

ARTICLE IX: FUNCTIONS OF THE COMMISSION

A. The Planning Commission will handle all matters under its jurisdiction or delegated to it under the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, or any other applicable state or federal law, or by the City Council, including, but not limited to creating or amending master plans for the City, recommending creation or amendment of the text of a zoning ordinance, recommending establishment or amendment of a zoning map of the City, responding to proposals submitted by the county planning commission

or other contiguous local unit of government, reviewing certain public construction projects and associated capital projects in areas covered by a master plan, recommending programs for public structures and improvements, recommending planned unit developments and conditional rezonings, reviewing and/or recommending or approving site plans, special approval land uses, subdivision plats, special development options, planned unit developments, site plans, and temporary uses in accordance with the applicable statutes, rules and regulations, and conducting required public hearings relating to these matters.

- B. If the Planning Commission is required by law to review or approve any public construction project, including a street, square, park, playground, public way, ground, or other open space, public building or other structure which is proposed to be located in an area covered by the City's Master Plan submitted by City Council or other public body having jurisdiction over the authorization or financing of such project, the Planning Commission will review the proposed project and submit its reasons for approval or disapproval to the City Council or public body having jurisdiction. The City Council or other public body having jurisdiction may override any disapproval or objection of the Planning Commission by a vote of not less than 2/3 of the membership of the City Council or other public body having jurisdiction. If the Planning Commission acts to receive and file the request, or if the Planning Commission fails to act within 35 days after submission of the project to the Planning Commission, the project will be considered to be approved by the Planning Commission.
- C. After a master plan has been adopted by the City, the Planning Commission will annually prepare a capital improvements program of public structures and improvements, unless the City Council has exempted the Planning Commission from this requirement by either by (i) City Council preparing and adopting a capital improvements program, separate from or as part of the annual budget, or (ii) delegating such preparation to the chief elected official or a nonelected administrative official, subject to final approval by City Council.

ARTICLE X: PARLIAMENTARY AUTHORITY

- A. For meetings of the Planning Commission and advisory committees, "Robert's Rules of Order, Newly Revised," will govern in all cases in which they are not inconsistent with these By-Laws, the standing rules and orders of the Commission and not contrary to any existing laws of the State of Michigan.
- B. The Previous Question (Question the Motion)
 - 1. Intent - to close debate immediately on the pending motion and bring it to a vote.
 - 2. Form, "I question the motion."
 - a. Needs to be seconded.

- b. Undebatable and takes precedence over all motions and requires immediate vote.
- c. Requires 2/3 majority vote of members present to approve.
- d. Upon passage, an immediate vote on the pending motion must be taken.

C. Point of Order

- 1. Intent - when a member thinks the rules of assembly are being violated, he can make a point of order, thereby calling upon the Chairperson for a ruling and enforcement of the regular rules.
- 2. Form, "Point of Order!"
 - a. An incidental motion.
 - b. In order when another has the floor.
 - c. Need not be seconded.
 - d. Undebatable unless the Chairperson submits the question to the assembly.
 - e. Unamendable.
 - f. Is ruled upon by the Chairperson unless the Chairperson submits the question to the judgment of a majority of the assembly.
 - g. Cannot be reconsidered.

D. Motions to postpone action on an item take precedence over any motion on the floor. This can be debated by the assembly before a vote is taken.

E. Tie Vote

When the vote on a motion results in a tie, the motion fails, since a tie vote does not reflect a majority opinion. However, since the City Council has expressed a desire to receive recommendations of approval or denial of an issue, another motion should be made. (This does not preclude any motion for a postponement).

ARTICLE XI: EXPENDITURES AND COMPENSATION

A. All claims for the disbursement of funds must be in accordance with the approval of the City Council.

B. Members of the Planning Commission may be compensated for attendance and expenses in such manner as authorized by City Council.

ARTICLE XII: ADVISORY COMMITTEES

The Commission may appoint and authorize advisory committees whose members may consist of governmental officials and individuals whose experience, training and interest in the Commission's work qualifies them to lend valuable assistance to the Planning Commission. The Commission may also appoint various committees of citizens to collect information and prepare reports for the Commission on the various phases of the Comprehensive Planning Program for which the Commission is primarily responsible.

ARTICLE XIII: ANNUAL REPORT

A. The Planning Commission will, at the end of each calendar year, prepare, approve and submit to the City Council a written report of its activities covering the previous calendar year. The report must include:

1. Number of cases scheduled
2. Number of meetings held
3. Action taken on cases heard
4. Attendance of members

B. In the event any member of the Commission acquires three consecutive unexcused absences from Commission meetings, the Chairperson must forward an interim report to City Council regarding absences of all members of the Commission.

ARTICLES XIV: AMENDMENT OF BY-LAWS

These By-Laws, in whole or in part, may be altered, amended, added to, or repealed by a 2/3rd's majority of the total Commission members (6) at any regular or special meeting, provided that notice of an intent to alter, amend, or repeal must be given to all members of the Commission at least 15 days before the regular or special meeting of the Commission at which they are to be considered.