

**CITY OF PRINCETON
PLANNING COMMISSION
BYLAWS**

SECTION 1. ANNUAL MEETING

The annual meeting of the Planning Commission shall be the first regular meeting in the month of January of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Planning Commission as per Section 6.

SECTION 2. REGULAR MEETINGS

Regular meetings of the Princeton Planning Commission shall be held in the City Hall at 7:00 p.m. on the third Monday of each month. At such meetings the Commission shall consider all matters properly brought before the Commission. A regular meeting may be cancelled or rescheduled by the Commission at a prior meeting.

SECTION 3. SPECIAL MEETINGS

Special meetings of the Planning Commission shall be called by the Chairperson or Vice-Chairperson who shall designate the time and place of the meeting. Written notice thereof shall be given to all members not less than 24 hours in advance of the special meeting.

SECTION 4. QUORUM

In order for any meeting to be called to order, a quorum of three regular members must be present. During the course of a meeting, at least three members must be present to take action on any matter before the Commission.

SECTION 5. VOTING

At all meetings of the Planning Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member shall have a personal interest of any kind in a matter then before the Commission, he/she shall disclose his/her interest and be disqualified from voting upon the matter, and the secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of a majority of members in attendance shall be necessary for the adoption of any resolution or other voting matter. The results of any vote shall be recorded, listing those voting Aye and those voting Nay.

SECTION 6. PROCEEDINGS

- A. At any regular meeting of the Planning Commission, the following shall be the regular order of business:
1. Call to Order/Roll Call
 2. Review Minutes of the preceding meeting(s)
 3. Agenda Additions/Deletions
 4. Public Hearings - Applications
 5. Old Business
 6. New Business
 7. Communications and Reports
 8. Adjournment

- B. The following procedures will normally be observed; however, they may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of business:
1. Staff presents report and makes recommendation.
 2. The Planning Commission may ask questions regarding the staff presentation and report.
 3. Proponents of the agenda item make a presentation.
 4. Any opponents make presentations.
 5. Applicant makes rebuttal of any points not previously covered.
 6. Planning Commission asks any questions it may have of the proponents, opponents, or staff, and then takes a vote.
- C. Each formal action of the Planning Commission required by law, rules, or regulations shall be embodied in a formal vote duly entered in full upon the Minute Book after an affirmative vote as provided in Section 5 hereof.
- D. No new agenda items shall be taken up after 11:00 p.m.

SECTION 7. DEADLINE FOR AGENDA

The deadline for filing for placement on the agenda for items of New Business to be considered by the Planning Commission shall be 12:00 noon, Monday, ~~one week~~ **three weeks** prior to the meeting, ~~unless a public hearing is required~~. Application deadlines are to be followed as per Developer's Guide requirements.

SECTION 8. RULES OF PROCEDURE

All meetings of the Planning Commission shall be conducted in accordance with Robert's Rules of Order unless there is a conflict with these bylaws, other ordinances, or statute.

SECTION 9. MEMBER RESPONSIBILITIES

The Planning Commission shall consist of five regular members who shall be residents of the City, except that one of the members may be a person who owns a business located within the City of Princeton so long as that person lives within the 55371 zip code area and/or lives within the ISD #477 Princeton School District. ~~In addition, three ex-officio members who shall each be a member of the Township Board or Township Planning Commission and be from the Townships of Baldwin, Greenbush, and/or Princeton.~~

Members are expected to be interested in Planning and Zoning matters as they relate to the overall general welfare and development of the community. It is realized that at times absence from meetings is unavoidable. However, any member absent from three (3) consecutive regular meetings, or a total of four (4) meetings annually, shall be deemed to have vacated his/her office, and the Planning Commission shall request that the City Council appoint someone to fill the vacant seat. The City Administrator shall notify in writing any person removed from her/his position in the above described manner.

SECTION 10. OFFICERS

The officers of the Planning Commission shall consist of a Chairperson, a Vice-Chairperson, and Secretary, elected by the Planning Commission at the annual meeting for a term of one year. In the event the secretary shall be absent from any meeting, the officer presiding shall designate an acting secretary.

SECTION 11. DUTIES OF OFFICERS

The duties and powers of the officers of the Planning Commission shall be as follows:

A. Chairperson

1. To preside at all meetings of the Commission.
2. To call special meetings of the Planning Commission in accordance with these bylaws.
3. To sign documents of the Commission.
4. To see that all actions of the Commission are properly taken.

B. Vice-Chairperson

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

C. Secretary

To sign official documents of the Commission and other duties as required.

D. Secretarial duties to be delegated to City Staff.

1. To give or serve all notices required by law or by these Bylaws.
2. To prepare the agenda for all meetings of the Commission.
3. To be custodian of Commission records.
4. To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.
5. To handle funds allocated to the Commission in accordance with its directives, the law, and City regulations.
6. To take the minutes of all meetings of the Commission for typing and filing into the appropriate minute book by City Staff.

SECTION 12. VACANCIES

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability, or otherwise, immediate notice thereof shall be given to the City Administrator and Chairperson by the Secretary. The City Administrator shall then see that a new appointment is made by the City Council. Resignations should be made in writing to the Planning Commission Secretary stating the effective date of the resignation.

SECTION 13. AMENDMENTS

These Bylaws may be amended by the City Council after a recommendation has been received from the Planning Commission.

RECOMMENDED FOR APPROVAL by the Planning Commission this 21st day of March, 2016.

ATTEST:

Jack Edmonds, Chair

Mary Lou DeWitt, Comm. Dev. Assistant

APPROVED by the Princeton City Council this 24th day of March, 2016.

ATTEST:

Paul Whitcomb, Mayor

Shawna Jenkins, City Clerk