Bloomfield Township

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For IMMEDIATE RELEASE

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Bloomfield Township Trustees Seek Candidates for Open Position on Planning Commission

he Bloomfield Township Board of Trustees is seeking qualified candidates to fill a vacancy on the Planning Commission.

The Planning Commission serves as an advisory body to the Board of Trustees on matters related to site plan approvals, zoning ordinance amendments, and other land use considerations. The Commission meets on the first and third Mondays of each month at 6:30 p.m. The term for this appointment expires in January 2029.

To be eligible, applicants must be Township electors, at least 18 years of age, U.S. citizens, and residents of Bloomfield Township for a minimum of 30 days. Interested individuals must submit a letter of interest along with a current résumé.

The Township Supervisor will review all applications and make a selection for appointment, subject to approval by a majority of the Board of Trustees.

Letters of interest and résumés must be submitted to the **Township Supervisor's Office no later than 5:30 p.m. on Thursday, December 10, 2026.** The office is located at 4200 Telegraph Road and is open **Monday through Thursday, 7:00 a.m. to 5:30 p.m**., and closed on Fridays. Applications may also be submitted via email. For additional information, please contact the Supervisor's Office at 248-433-7725.

The documents may also be emailed to: sbowlin@bloomfieldtwpmi.gov

Charter Township of Bloomfield
Planning Commission Bylaws

The following rules of procedure are hereby adopted by the Bloomfield Township Planning Commission to facilitate the performance of its duties as outlined in the Municipal Planning Act, Public Act 33 of 2008, and Public Act 168 of 1959, as amended.

SECTION 1. Membership

The Commission shall consist of seven (7) members, representing, insofar as it is possible, important segments of the community such as economic, governmental, educational and social development. To the extent possible, membership shall be representative of the entire geography of the Township. One member of the Township Board shall serve as an ex officio member of the Commission, with all voting rights, whose term shall expire with his or her term on the Township Board.

SECTION 2. Term of Office

The term of each member, other than the ex officio member, shall be three (3) years. Insofar as possible, terms shall be staggered so that the terms of 1/3 of all Commission members will expire each year. Members, other than the ex officio member, shall be appointed by the Township Board Supervisor, subject to the approval by a majority vote of the Township Board. Should a Commissioner be unable to complete a full three-year term, the Township Supervisor, with the approval of the Township Board, shall appoint a new member to fill the remainder of the term. A member shall, to the extent possible, serve until a successor has been appointed and qualified.

SECTION 3. Officers

A. Selection and Tenure - At the first regular meeting each January, the Planning Commission shall select from its membership a Chairperson, Vice Chairperson and Secretary. All officers shall serve a term of one year, or until their successors are selected and assume office. All officers shall be eligible for re-election for consecutive terms for the same office.

B. Chairperson - The Chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the Planning Commission. An ex officio (i.e., the Township Board member) member of the Commission shall not serve as Chairperson.

C. Vice Chairperson - The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed to this office for the unexpired term, and the Planning Commission shall select a successor to the office of Vice Chairperson for the unexpired term.

D. Secretary - The Secretary shall execute documents in the name of the Planning Commission, perform the duties hereinafter listed below, and shall perform such other duties as the Planning Commission may determine. The Secretary may assign all or part of the duties to the Planning Director.

1. Minutes - The Secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the Township Clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action, and record of attendance.

2. Correspondence - The Secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Planning Commission. All communications, petitions, reports or other written materials received by the Secretary shall be brought to the attention of the Planning Commission.

3. Attendance - The Secretary shall be responsible for maintaining an attendance record for each Planning Commission member and report those records annually to the Planning Commission for inclusion in the annual report to the Township Board.

4. Notices - The Secretary shall issue such notices as may be required by the Planning Commission.

E. Township Board Representative - The Commission shall have one ex officio member who is the Township Board representative. The Township Board representative shall update the Commission on actions by the Township Board that relate to the functions and duties of the Planning Commission.

F. Zoning Board of Appeals Representative - The Planning Commission representative shall report the actions of the Zoning Board of Appeals to the Planning Commission, and update the Zoning Board of Appeals on actions by the Planning Commission that relate to the functions and duties of the Zoning Board of Appeals.

SECTION 4. Meetings

A. Regular Meetings - The Planning Commission shall meet on the first and third Monday of every month at 7 p.m. in the Bloomfield Township Hall unless otherwise designated by the Chairman. The Planning Commission shall hold not less than four (4) regular meetings each year. Additional meetings may be called by the Chairman or by two (2) members upon written request to the Secretary, who shall notify all members at least one (1) week in advance. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Planning Commission shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular or scheduled Planning Commission meetings shall be posted at the principal Township office within ten (10) days after the Planning Commission's first meeting in each calendar year in accordance with the Open Meetings Act.

B. Special Meetings - Special meetings may be called by the Chairperson or upon written request to the Secretary by at least two (2) members of the Planning Commission. The business the Planning Commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act.

Notice of special meetings shall be given to the members of the Planning Commission at least forty-eight (48) hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.

C. Public Records - All meetings, minutes, records, documents, correspondence and other materials of the Planning Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.

D. Quorum - Four (4) members of a seven (7) member Planning Commission shall constitute a quorum for transacting business and taking official action for all matters. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act.

E. Voting - An affirmative vote of the majority of the Planning Commission membership is required for the transaction of business except as otherwise provided by law. Voting shall be by voice vote. A roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All Planning Commission members, including the Chairperson, shall vote on all matters, but the Chairperson shall vote last.

F. Agenda - The Planning Director shall be responsible for preparing an agenda for Planning Commission meetings. The order of business for meetings shall be as follows:

1. Call to Order
2. Attendance
3. Approval of Minutes
4. Approval of Agenda
5. Scheduled Public Hearings
6. Old Business
7. New Business
8. General Business
9. Adjournment

G. Public Hearings - All public hearings held by the Planning Commission must be held as part of a regular or special meeting of the Planning Commission. The following rules of procedure shall apply to public hearings held by the Planning Commission:

1. Chairperson opens the public hearing and announces the subject.

2. Chairperson summarizes the procedures/rules to be followed during the hearing.

3. Township Planner presents his/her report and recommendation.

4. Applicant presents the main points of the application.

5. Persons speaking to the application are recognized.

6. Chairperson closes the public hearing and returns to the regular/special meeting.

7. Planning Commission begins deliberation and arrives at a decision.

To ensure everyone has the opportunity to speak, the Chairperson may elect to limit the time permitted for each person to speak, except that the applicant may be permitted additional time as the chairperson allows. The Chairperson may also elect to allow persons to speak only once, until all persons have had the opportunity to speak, at which time the Chairperson, in his/her discretion, may permit additional comments.

All comments by the public, staff and the Planning Commission shall be directed to the Chairperson. All comments shall be related to the request; unrelated comments shall be ruled out of order.

A written notice containing the decision of the Planning Commission will be sent to petitioners and originators of the request.

SECTION 5. Duties of the Planning Commission

The Planning Commission shall perform the following duties:

A. Take such action on petitions, staff proposals and Township Board requests for amendments to the zoning ordinance as required.

B. Take such action on petitions, staff proposals and Township Board requests for amendments to the master land use plan as required.

C. Prepare an annual report to the Township Board.

D. Take such actions as are required by the Municipal Zoning Enabling Act, Public Act 110 of 2006, as amended, and the Municipal Planning Act, Public Act 33 of 2008, as amended.

E. Review subdivision and condominium proposals and recommend appropriate actions to the Township Board.

F. Prepare special studies and plans, as deemed necessary by the Planning Commission or Township Board.

G. Attend training sessions, conferences or meetings as needed to properly fulfill the duties of a Planning Commissioner and for which appropriations of funds have been approved by the Township Board, as needed.

H. Perform other duties and responsibilities or respond as requested by the Township Board.

SECTION 6. Duties of the Planning Director

A. The Planning Commission shall be assisted by the planning director in performing the Planning Commission's duties, as noted in Section 3.

B. The Planning Director shall be responsible for the professional and administrative work in coordinating the functions of the Planning Commission.

C. The Planning Director shall supervise the department secretary in the performance of the following duties:

1. Accept applications for matters to be reviewed by the Planning Commission and ensure that such applications are complete.

2. Forward application materials to the Planning Commission by the Friday preceding the meeting at which the matters will be considered.

3. Attend Planning Commission meetings.

4. Prepare and maintain the minutes of the Planning Commission meetings as required in Section I.D.1 above.

D. The Planning Director shall:

1. Prepare an agenda for all Planning Commission meetings.

2. Attend Planning Commission meetings.

3. Prepare and forward written reviews and recommendations, if appropriate, for all requests and development proposals to be considered by the Planning Commission.

4. Consult with other Township officials concerning interpretation, procedural questions and other matters arising from the zoning ordinance.

5. Supervise and review the work of a planning consultant and Township staff.

6. Inform the Planning Commission of administrative and enforcement actions taken on behalf of the Township related to the zoning or other appropriate ordinance.

7. Prepare amendments to the zoning ordinance as directed by the Planning Commission.

8. Meet with applicants, their representatives and/or Township officials as needed to properly perform project reviews.

9. Perform other duties as directed by the Planning Commission.

E. The Planning Commission may be assisted by other professional or Township staff as needed, including the building official, Township attorney, Township engineer, planning consultant or other person or agency.

SECTION 7. Absences, Removals, Resignations and Vacancies

A. The members of the Planning Commission shall notify the Planning Director when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence. Such failure to notify may affect the ability to secure a quorum necessary to hold a meeting. A member absent from three (3) consecutive meetings without a valid excuse shall be reported to the Township Board for nonfeasance, at the discretion of the Commission.

B. The Township Supervisor may remove members of the Planning Commission, with the approval of the Township Board, upon written charges and after a public hearing. A member may be removed for "misfeasance, malfeasance or nonfeasance."

C. A member may resign from the Planning Commission by sending a letter of resignation to the Township Supervisor, Township Board, or Planning Commission Chairperson.

D. Vacancies shall be filled by the Township Supervisor, with the approval of the Township Board, within one month of resignation or removal of a Planning Commission member. Successors shall serve out the unexpired term of the member being replaced.

SECTION 8. Conflict of Interest

A. Planning Commission members shall declare a conflict of interest and abstain from participating in a hearing or deliberations on a request when:

1. A relative or other family member is involved in any request for which the Planning Commission is asked to make a decision;

2. The Planning Commission member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association;

1. The Planning Commission member owns or has a financial interest in neighboring property. For purposes of this section, a neighboring property shall include any property falling within the notification radius for the proposed development, as required by the zoning ordinance or other applicable ordinance, or

2. There is a reasonable appearance of a conflict of interest, as determined by the Planning Commission member declaring such conflict.

B. The Planning Commission member declaring a conflict of interest should state the nature of the conflict and whether he or she believes he or she could impartially consider the request before the commission. He or she should individually decide to abstain from any discussion or votes relative to the matter that is the subject of the conflict. The member declaring a conflict shall leave the meeting dais. The member declaring a conflict may absent him/herself from the room in which the discussion takes place, unless doing so would violate his or her constitutionally protected rights to participate. He or she should not make any presentations to the Planning Commission as a representative of the proposal, and should not take any part in the public hearing or decision on the proposal.

SECTION 9. Report to Township Board

A report shall be prepared annually and approved by a majority vote of the Planning Commission. This report shall be prepared by the Secretary, with assistance of the Planner, and submitted to the Planning Commission no later than the second meeting in February of each year, unless a different time is requested by the Commission. After review by the Planning Commission, the report shall be submitted to the Township Board for review.

SECTION 10. Amendments

These bylaws may be amended at any meeting by a written thirty (30) days notice by a vote of four (4) members of the Planning Commission.

SECTION 11. Effective Date

These bylaws shall be effective upon adoption by a vote of four (4) members of the Planning Commission and shall supersede bylaws adopted by prior Planning Commissions.

Adopted: February 3, 2003.
Amended: September 15, 2008.