

ANTRIM COUNTY PLANNING COMMISSION

RULES FOR THE TRANSACTION OF BUSINESS

Adopted September 25, 1990

Amended August 10, 1995

Amended June 3, 1997

Amended January 12, 2006

Amended March 3, 2011

Amended December 13, 2012

Amended May 3, 2016

ANTRIM COUNTY PLANNING COMMISSION
RULES FOR THE TRANSACTION OF BUSINESS

The following rules of procedure are hereby adopted by the Planning Commission to facilitate the performance of its duties as outlined in Act 33 of 2008, as amended.

SECTION 1. NAME

The commission shall be known as the Antrim County Planning Commission.

SECTION 2. CREATION OF THE ANTRIM COUNTY PLANNING COMMISSION

An Antrim County Planning Committee was appointed by the Board of Commissioners on February 9, 1959 to study a zoning, sanitary and building code. The Planning Commission currently operates pursuant to Act 33 of the Public Acts of the State of Michigan, 2008, as amended.

SECTION 3. MATTERS TO BE CONSIDERED OR PERFORMED BY THE PLANNING COMMISSION

3.1. The Planning Commission shall:

- 3.1.1. Make careful and comprehensive studies and surveys relative to the existing conditions and probable economic, social, and physical growth and development of the County.
- 3.1.2. Formulate plans and make recommendations for the most effective economic, social, and physical development of the County.
- 3.1.3. Cooperate with all departments of the state and federal governments and other public agencies concerned with programs for the economic, social, and physical development of the County, and seek the maximum coordination of County programs with these agencies.
- 3.1.4. Consult with representatives of adjacent Counties in reference to their planning so that conflicts in overall County plans may be avoided.
- 3.1.5. Facilitate and advise zoned and non-zoned communities within the County with regard to planning, zoning, establishment of codes and other enabling provisions of Act 33.
- 3.1.6. Create guidelines intended to promote a positive environment for the physical,

social and economic viability of the County.

- 3.1.7. Promote cooperation between public and private agencies in preserving the environment of the County.
- 3.1.8. Make, review, revise and amend a County Master plan for the development of the County.
- 3.1.9. At least every 5 years after the adoption of a Master Plan, the Planning Commission shall review the plan and determine whether to commence with the stated procedures, amend the plan or adopt a new plan. If it is decided to commence with revisions, the Planning Commission should state what revisions should be done.
- 3.1.10. Review and make recommendations to the County Board of Commissioners (County Board) on County Projects.
 - 3.1.10.1. All preliminary plans and reports for the physical development of the County shall include the general location, character and extent of streets and roads, viaducts, bridges, farmland, agricultural land, forestland, parks and open spaces; the general location of public buildings and other public property; the general location and extent of public utilities and terminals.
- 3.1.11. Address the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any public way, grounds, agricultural land, open spaces, buildings, or properties.
- 3.1.12. Address the general character, extent and layout of the re-planning and redevelopment of blighted districts and slum areas.
- 3.1.13. Implement the capital improvement program for the County.
- 3.1.14. Annually formulate and submit the Planning Commission's budget request to the Board of Commissioners
- 3.1.15. Address such other matters as the County Board, Administration & Planning Office or Planning Commission shall find advisable or essential to receive consideration by the Planning Commission.

3.2. The Master Plan:

- 3.2.1. The Master Plan shall be prepared in accordance with P.A. 33 of 2008, (being MCL 125.3801 *et seq*), being the Michigan Planning Enabling Act, the County enabling ordinance and these By-laws.

- 3.2.2. Before preparing a master plan the Planning Commission shall send to all of the following, by first class mail or personal delivery, a notice explaining that the Planning Commission intends to prepare a master plan, asking whether they would like to receive information by first class mail or by electronic mail, and requesting the recipient's cooperation and comment:
 - 3.2.2.1. Each municipality and county located within or contiguous to Antrim County.
 - 3.2.2.2. Networks Northwest.
 - 3.2.2.3. Each public utility company and railroad company owning or operating a public utility or railroad within the County, and any government entity that registers its name and mailing address for this purpose with the Planning Commission.
- 3.2.3. The master plan shall address land use and infrastructure issues and project 20 years or more into the future. A master plan shall include maps, plats, charts, and descriptive, explanatory and other related matter and shall show the Planning Commission's recommendations for physical development of the planning jurisdiction.
- 3.2.4. A master plan shall also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:
 - 3.2.4.1. A land use plan that is a general plan with a generalized future land use map.
 - 3.2.4.2. The general location; character and extent of street; railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, and waterfront developments; sanitary sewers and water supply systems; facilities for flood prevention, drainage; pollution prevention and maintenance of water levels; and public utilities.
 - 3.2.4.3. Recommendations as to the general character, extent, and layout of development or redevelopment or rehabilitation of blighted areas, and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities.
 - 3.2.4.4. Recommendations for implementing any of the master plans.

SECTION 4. MEETINGS

- 4.1. **ORGANIZATIONAL MEETING:** The first meeting of each year shall be the organizational meeting for the Planning Commission.
- 4.2. **REGULAR MEETINGS:** Regular meetings of the planning commission shall be held at such times and dates as determined at the organizational meeting, but not less than four (4) meetings in a year.
- 4.3. **SPECIAL MEETINGS:** Two (2) members of the Planning Commission or the Chair can call for special meetings. Notice of special meetings shall be given by the Secretary to the members of the Planning Commission at least forty-eight (48) hours prior to such meeting, and shall state the purpose, place and time of the meeting. Notice may be given by e-mail or other electronic format, telephone or in person.
- 4.4. **QUORUM.** A quorum for the transaction of business shall constitute 50% plus one (1) of the planning commission membership presently serving, and 50% plus one (1) affirmative vote of the members present at the meeting are required for the taking of official action on all matters coming before the Planning Commission.
- 4.5. **POSTPONEMENT:** The Chairperson may postpone a regular meeting, under the following circumstances: if a regular meeting conflicts with a holiday or special occasion, inclement weather, lack of a quorum and/or "Act of God." The meeting will be automatically rescheduled for the following week on the same calendar day, and at the same time and place. Notice of the postponement shall be given by e-mail or other electronic format, telephone or in person to the members, and if possible, e-mail or other electronic format, telephone or personal notice shall be given to any member of the public that has requested notice of meetings. Further, written notice shall be posted at the place of the meeting and at all other places in which the original notice of meeting had been publicly posted.
- 4.6. **CANCELLATION OF MEETING:** The Chair may cancel a regular monthly meeting for lack of an agenda. Notice of the cancellation shall be given by telephone, in person, or by technology to the members, and if possible, telephone or personal notice shall be given to any member of the public that has requested notice of meetings. Further, written notice shall be posted at the place of the meeting and at all other places in which the original notice of meeting had been publicly posted.
- 4.7. **IDENTIFICATION:** To better permit the public to identify each member of the Commission, a nameplate bearing the member's name shall be placed in front of their seat.
- 4.8. **ATTENDANCE:** A member of the Planning Commission is expected to attend the majority of the Commission meetings. Members are expected to inform the Chair or the

Administration & Planning Office if they are unable to attend a meeting. Members whose personal or business schedule will prevent attendance over two consecutive months shall advise the Chair. The Secretary shall keep attendance records, and if a member is unable to attend a majority of meetings, the Commission may ask that the appointee's membership on the Commission be reviewed by the County Board of Commissioners. Failure to regularly attend meetings may be grounds for removal.

- 4.9. PUBLIC: All regular meetings, special meetings, study sessions, hearings, records and accounts shall be open to the public.
- 4.10. ORDER OF BUSINESS/AGENDA: The Chair or his/her designee shall prepare an agenda for each meeting. The order of business therein shall be as follows:
 - 4.10.1. Call to order and roll call
 - 4.10.2. Pledge of Allegiance
 - 4.10.3. Approval of Agenda
 - 4.10.4. Declaration of Conflict of Interest
 - 4.10.5. Public Comment
 - 4.10.6. Consent Calendar (if appropriate)
 - 4.10.7. Approval of Minutes
 - 4.10.8. Public Hearings. The Chair will declare such a public hearing open and state its purpose. The petitioner, or proponent of the action advertised will be heard first.
 - 4.10.9. Persons requested by the Planning Commission to attend the meeting or persons approved by the Chair for discussion of a local problem or presentation of further information on an issue previously considered.
 - 4.10.10. New Business
 - 4.10.11. Old Business
 - 4.10.12. Various Matters
 - 4.10.13. Public/Member Comment
 - 4.10.14. Adjournment

"Information only" items are available upon request. A list is provided with the agenda packet.

- 4.11. SPECIAL MEETINGS AND STUDY SESSIONS: The Chair may designate special meetings/sessions for the purpose of discussing the master plan or portions thereof, and other reasons as the Chair designates.

- 4.12. **VOTING:** Voting shall be by voice, and shall be recorded by yeas and nays. At roll call, a vote may be recorded upon request by a member of the Planning Commission or at the direction of the Chair. Adoption of the County plan or amendments thereto shall be by roll call vote and by resolution approved by a majority of the full membership of the Planning Commission after a public hearing. Members must be present to cast a vote. A member may not abstain from voting unless there is a recognized conflict of interest.
- 4.13. **CONFLICT OF INTEREST:** All members of the commission and all members of staff shall avoid situations which would result in a conflict of interest. Members of the Commission and members of staff shall declare a possible conflict of interest at the beginning of the meeting. If it is recognized by the remaining majority of those Commission members present for the conduct of business that a conflict of interest exists, the member of the commission or staff will cease to participate in the issuing, deliberation, voting, or review until that agenda item is concluded. A conflict of interest shall, at a minimum, include, but not be limited to, the following:
- 4.13.1. Issuing, deliberating, voting or reviewing a case concerning himself/herself.
- 4.13.2. Issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or any other entity in which he/she is an owner or part owner, or any other relationship where he/she may stand to have a direct financial gain.
- 4.13.3. Issuing, deliberating, voting or reviewing a case, which may result in a direct benefit to himself/herself.
- 4.13.4. Issuing, deliberating, voting or reviewing a case concerning members of his/her household, or relatives, or members in a relationship as defined by the Internal Revenue Service (IRS) standards.
- 4.13.5. Issuing, deliberating, voting or reviewing a case where an employee or employer is an applicant or agent for an applicant or has a direct interest in the outcome.
- 4.14. **COMMISSION ACTION:** Action by the Planning Commission on any matter in which a hearing is required to be held shall not be taken until the hearing has been concluded.
- 4.15. **PARLIAMENTARY PROCEDURE:** All meetings of the Commission shall be operated under the rules presented in this document. If a situation arises that is not covered by the Planning Commission's Rules of Procedures, then the Planning Commission will defer to the most recent version of Roberts Rules of Order.
- 4.16. **MEMBERS SPEAKING:** Each Planning Commission member shall be respectful of any member who is speaking.

SECTION 5. OFFICERS

- 5.1. SELECTION: At the initial meeting of each calendar year, the Planning Commission shall vote on the Chairperson, Vice Chair and Secretary. Nominations may be made from the floor. An ex officio member of the Planning Commission is not eligible to serve as Chairperson.
- 5.2. TENURE: The Chair, Vice Chair, and Secretary shall take office immediately upon election. They shall hold office for a term of one year only or until their successors are selected and assume office. Officers may be elected for additional terms by a majority vote of the full membership of the Commission.
- 5.3. DUTIES:
 - 5.3.1. Chair: Preside at all meetings, appoint committees, welcome and introduce new members and guest speakers, control time allotted to persons from the public and Planning Commission members who wish to make a statement, execute documents in the name of the Planning Commission and perform other duties as may be ordered by the Planning Commission.
 - 5.3.2. Vice Chair: Act in the capacity of the Chair in his/her absence, and succeed to the office of Chair for the remainder of the term in the event the office of Chair becomes vacant.
 - 5.3.3. Secretary: Shall be responsible for the minutes of each meeting, records and correspondences, and shall maintain them in suitable volumes. Copies of minutes shall be distributed to each member of the Planning Commission at least five days in advance of the next regular meeting of the Planning Commission. If a meeting of the Planning Commission is tape-recorded, that tape will be kept until the official written minutes of that meeting have been approved by the Commission, then that tape will be destroyed. A Secretary who is also a member of the Planning Commission shall act in the capacity of the Chair if the Chair and vice-Chair are absent or unable to serve.
 - 5.3.4. COMMUNICATIONS, PETITIONS, AND REPORTS: All communications, petitions and reports shall be addressed to the Planning Commission and delivered or mailed to the Chair at the business address of the Commission.

SECTION 6. COMMITTEES

- 6.1. RULES AND PROCEDURE COMMITTEE: Shall be composed of three members, appointed at the first regular meeting of the even numbered years. The committee's responsibility will be to review the Planning Commission's Rules for the Transaction of

Business and make recommendations yearly concerning the rules to the Planning Commission by no later than the last regularly scheduled meeting of the year.

- 6.2. **ADVISORY COMMITTEES:** The Chair, with the consent of the Planning Commission, may establish and appoint Advisory Committees whose members may consist of governmental officials or citizens. Membership in Advisory Committees can be any number, so long as not more than three members of the Planning Commission serve on such a committee at any given time. The purpose of the Advisory Committee is to have more citizen and municipal government involvement to be able to use individuals who are knowledgeable or expert in reference to the particular issue before the Planning Commission. Members of any advisory committees shall serve without compensation.
- 6.3. All meetings are subject to the Michigan Open Meetings Act and minutes of the meetings shall be available for public inspection as provided for in the Michigan Open Meetings Act.
- 6.4. **RULES OF PROCEDURES FOR ALL ADVISORY COMMITTEES:**
 - 6.4.1. **SUBSERVIENT TO THE PLANNING COMMISSION:** All advisory committees are subservient to the Planning Commission and report their recommendation(s) to the Planning Commission for review and action.
 - 6.4.2. **SAME PRINCIPLES:** The same principles of these Rules for Transaction of Business also apply to all committees.
 - 6.4.2.1. **Officers:** Officers of committees are appointed by the Chair of the Planning Commission at the time the committee is created, or, if not appointed by the Chair, then as elected by the committee's members at their first meeting. At a minimum, there shall be a Chair and Secretary/Vice Chair.
 - 6.4.2.2. **Quorum:** A committee's quorum shall be at least half the total appointed membership of the committee. Only an Advisory Committee may elect to meet without a quorum.
 - 6.4.2.3. **Voting:** Only those appointed members of a committee who are present at the time of a vote shall be eligible to cast a vote. A quorum must be present for any vote.
 - 6.4.2.4. **Minutes:** The Secretary of the committee shall keep minutes of the committee meetings in the same format used by the Planning Commission. The minutes shall be kept on file in the Planning Department and may be prepared with the assistance of the Planning Department staff.

- 6.4.2.5. Staff: Committees shall have reasonable use of Planning Department staff time, assistance and direction for performing the work of the committee, as permitted by the Board of Commissioners.
 - 6.4.2.6. Public: All advisory and sub-committee meetings are subject to the Michigan Open Meetings Act and minutes of the meetings shall be available for public inspection as provided for in the Michigan Open Meetings Act.
 - 6.4.2.7. Sub-committees: Advisory Committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Sub-committees are subservient to the parent committee. Sub-committees are informal and shall not require quorums, or attendance requirements, but are required to comply with the Michigan Open Meetings Act. Sub-committee membership, however, may consist of less than half of the parent committee's membership.
- 6.5. COMMITTEES OF THE PLANNING COMMISSION: The Chair may appoint committees made up of Commission members for a specific purpose and a specific time, and may, with the approval of the Planning Commission, appoint permanent standing committees. In any event, no more than four (4) commission members shall be appointed to a committee of the Commission.
- 6.6. PER DIEM AND MILEAGE: County Planning Commission members may be paid only in the amount and manner as determined by the County Board for attending official meetings of the Commission. All sub-committee meetings of the Commission and all other meetings related to County Planning are not eligible for per diem. Travel and other expenses, in an amount as determined by the County Board and/or County policy, including meals and lodging, will be reimbursed to Planning Commission members.

SECTION 7. HEARINGS AND PUBLIC COMMENT

- 7.1. After preparing a master plan, the Planning Commission shall submit the proposed master plan to the County Board for review and comment. The process for adopting a master plan shall not proceed further, unless the County Board approves the distribution of the proposed master plan.
- 7.2. If the County Board approves the distribution of the master plan, it shall notify the Secretary of the Planning Commission and the Secretary shall submit, in the manner provided for in section 3.2.2 of the bylaws, and as required by law, a copy of the proposed master plan for review and comment to:
 - 7.2.1. Each municipality and County located within or contiguous to the County.

- 7.2.2. Networks Northwest.
- 7.2.3. Each public utility company and railroad company owning or operating a public utility or railroad within the County, and any government entity that registers its name and mailing address for this purpose with the Planning Commission.
- 7.2.4. And as otherwise required by law.
- 7.3. An entity described in section 7.2 may submit comments on the proposed master plan to the Planning Commission within 63 days, or, if a greater time period is provided by law, then such other time as permitted by law after the proposed master plan was submitted to that entity.
- 7.4. Before approving the proposed master plan, a Planning Commission shall hold not less than 1 public hearing, or such other public hearing as permitted by law, on the proposed master plan. The hearing shall be held after the expiration of the deadline for the 63-day review period, or at some other time as permitted by law if greater than 63 days. The Planning Commission shall give notice of the time and place of the public hearing as required by law. The Planning Commission shall also submit notice, as provided in 3.2, of the public hearing to all of the local units of governments in the region.
- 7.5. Approval of the proposed master plan shall be made in accordance with the law and shall be by a recorded roll call vote, recording the yeas and nays. Approval shall be by resolution of the Planning Commission and carried by the affirmative votes of not less than a majority of the Planning Commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the Planning Commission to form the master plan. A statement recording the Planning Commission's approval of the master plan, signed by the Chair or the Secretary of the Planning Commission, shall be included. Following approval of the master plan, the Secretary of the Planning Commission shall submit a copy of the master plan to the County Board.
- 7.6. The County Board shall approve or reject the proposed master plan. A statement recording the County Board's approval of the master plan, signed by the clerk of the County Board, shall be included and attached to the master plan as required by law, and a copy shall be maintained by the Planning Commission.
- 7.7. If the County Board rejects the proposed master plan, and if the County Board submits to the Planning Commission a statement of its objections to the proposed master plan, then the Planning Commission shall consider the County Board's objections and revise the proposed master plan so as to address those objections.
- 7.8. PUBLIC COMMENT: Any person shall be permitted to address a meeting of the County Planning Commission, which is required to be open to the public under the

provisions of the Michigan Open Meetings Act, as amended (MCL 15.261, et. seq.). Public comment shall be carried out in accordance with the following procedures:

- 7.8.1. There shall be a public comment period at the beginning and at the end of each regularly scheduled meeting. Within the purpose of the Open Meetings Act, the time allotted for such public comment shall be determined by the Chair.
 - 7.8.2. Any person wishing to address the Planning Commission shall, for record keeping purposes, state his or her name and address.
 - 7.8.3. Persons may address the Planning Commission on matters or issues that are relevant and germane to the County Planning Commission and in the manner set forth below.
 - 7.8.4. No person at the same meeting shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioner's questions. The Chair shall control the amount of time each person is allowed to speak, which shall not exceed three (3) minutes.
 - 7.8.5. The Chair, at her or his discretion, may extend the number of times and the amount of time any person is allowed to speak.
 - 7.8.6. Whenever a group wishes to address the Planning Commission, the Chair may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15) minutes.
- 7.9. PRESENTATIONS BEYOND PUBLIC COMMENT PERIOD: In addition to making public comment as permitted above, a person desirous of making a presentation to the Planning Commission may, with the Chair's approval, obtain up to 15 minutes on the agenda to make a presentation. Presentations under this provision are subject to the following guidelines:
- 7.9.1. Subject matter of the presentation should be relevant to the work and responsibilities of the Planning Commission such as:
 - 7.9.1.1. Environmental
 - 7.9.1.2. Social
 - 7.9.1.3. Legal
 - 7.9.1.4. Health and Safety
 - 7.9.1.5. Development of Land or Land Use

- 7.9.1.6. Outdoor Recreation
- 7.9.1.7. Capital Improvement for the County pending before the Planning Commission.
- 7.9.1.8. Other matters of concern to County citizens and the Planning Commission relevant to the work and responsibilities of the Planning Commission.
- 7.9.2. Subject must be prepared and presented with a broad background that includes relevant issues related to the topic.
- 7.9.3. Presenters must submit topic of presentation to the Administration & Planning Office and the Chair of the Planning Commission when submitting a request to be placed upon the agenda. Upon approval of the Chair, the presenter shall be limited to 15 minutes, or as determined by the Chair of the Planning Commission.
- 7.9.4. Notwithstanding this section, any members of the Planning Commission may request to have the decision to allow or not allow a presentation to be decided by a majority vote of members present at the meeting.
- 7.9.5. Any of the following amendments to a master plan may be made without following the procedure outlines in sections 7.1-7.9:
 - 7.9.6. A grammatical, typographical, or similar typographical change.
 - 7.9.7. A title change.
 - 7.9.8. A change to conform to an adopted plat.

DEFINITIONS:

- 8.1 Act 33 refers to Public Act 33 of 2008, as amended, being MCL 125.3801 *et seq* and provisions of the act are referred herein as “section” i.e. “section 11(1)”.
- 8.2 County Projects: Major County projects intended for long-term use involving the expenditure of funds by a County Board of Commissioners, department or agency for the acquisition of land, the erection or construction of any physical facility of a County Board of Commissioners, department or agency.
- 8.3 County Project Plan: A plan prepared by a County Board of Commissioners, department or agency for the acquisition of land, the erections of structures, the extension, construction or improvement of any physical facility.

- 8.4 “Master plan” means either of the following:
- 8.4.1 Any plan adopted or amended under a planning act repealed under section 85 need not be readopted under this act but continues in effect as a master plan under this act, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term.
 - 8.4.2 Any plan adopted or amended under this act. This includes, but is not limited to, a plan prepared by a planning commission authorized by this act and used to satisfy the requirement of section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term.
- 8.5 “Municipality” or “municipal” means or refers to a city, village, or township.
- 8.6 “Planning Commission” means either of the following, as applicable:
- 8.6.1 A Planning Commission created pursuant to section 11(1) of PA 33 of 2008.
 - 8.6.2 A Planning Commission retained pursuant to section 81(2) or (3), subject to the limitations on the application of this act provided in section 81(2) and (3) of PA 33 of 2008.
- 8.7 “Planning jurisdiction: means the areas encompassed by the legal boundaries of that county, city, or village, subject to section 31(1). Planning jurisdiction for a township refers to the areas encompassed by the legal boundaries of that township outside of the areas of incorporated villages and cities, subject to section 31(1).
- 8.8 “Street” means a street, avenue, boulevard, highway, road, lane, alley, viaduct, or other way intended for use by automobiles.

SECTION 9. PROCEDURES FOR REVIEW & COORDINATION OF COUNTY PROJECTS

- 9.1. **PURPOSE:** The purpose of this policy is to establish procedures for the review of County projects under the provisions of the Planning Enabling Act; to report and receive advice on County projects in relation to county planning and development.
- 9.2. **AUTHORITY:** Antrim County Board of Commissioners
- 9.3. **RESPONSIBILITIES:**
 - 9.3.1. The County Board will have the responsibility for implementing and overseeing

this section.

- 9.3.2. All department heads will have the responsibility for submitting their respective County project plan to the County Board for review. The County Board will submit the plans to the Planning Commission for review and to receive advice.
- 9.3.3. The County Planner will have the responsibility of assisting the Planning Commission in its review of County projects.
- 9.3.4. The County Board will have the responsibility for monitoring County projects required for review under the provisions of the Planning Enabling Act and this section of the Rules for Transaction of Business.
- 9.4. **POLICY:** On the effective date of this policy, any County Board, department or agency authorized to receive funds and expend capital outlays will be subject to the procedure listed below as far as how the provisions of the County Planning Enabling Act apply to any County project.
- 9.5. **ADMINISTRATIVE PROCEDURES:**
 - 9.5.1. Prior to the initiation of a County project, the sponsoring board, department or agency will submit their project plan to the County Board, who will in turn submit the project plan to the County Planning Commission.
 - 9.5.2. The County Planning Commission will review the County project plan within thirty (30) days after it has been received, and will furnish its report and advice to the County Board with copies of said report given to the County Administration & Planning Office and the County Board, department or agency sponsoring the County project.
 - 9.5.3. The County Planning Commission will review the County project plan in relation to the following:
 - 9.5.3.1. County Master Plan
 - 9.5.3.2. County Solid Waste Plan
 - 9.5.3.3. Background planning studies such as municipal, county, state and federal plans.
 - 9.5.3.4. Other factors such as County and municipal service areas, needs assessments, site selection utilities, zoning and code compliance, public land use, natural resources, economic development, environmental impact and intergovernmental coordination.

SECTION 10. MATTERS TO BE ACTED UPON BY STAFF ON BEHALF OF THE
PLANNING COMMISSION

10.1. SPECIFIC DUTIES OF THE COUNTY PLANNER INCLUDE:

- 10.1.1. Supervise and review the work of the professional, technical and non-technical employees of the Antrim County Planning Commission staff.
- 10.1.2. Prepare a proposed annual budget for the Antrim County Planning Commission.
- 10.1.3. Provide data and information assistance to local units of government.
- 10.1.4. Be responsible for carrying out the directives of the Antrim County Planning Commission.
- 10.1.5. Advise and assist the Antrim County Planning Commission in the establishment of general planning policies.
- 10.1.6. Take the Minutes and distribute agendas, minutes and correspondence to the Antrim County Planning Commission.

SECTION 11. ADOPTION

- 11.1. Upon adoption of these Rules of Procedure, they shall become in full force and effect.

SECTION 12. AMENDMENTS

- 12.1. These rules may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present, and upon approval of the County Board.

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