

## **ARTICLE 10 ADMINISTRATION**

### **SECTION 1010 AUTHORITY**

#### **A. Township Board**

The Township Board shall render final decisions pertaining to this ordinance and applications for development approval where such authority is assigned pursuant to this ordinance.

#### **B. Planning Commission**

The Planning Commission shall render final decisions pertaining to the enactment or development of the master plan, any neighborhood plan, and applications for development approval where such authority is assigned pursuant to this ordinance.

#### **C. Zoning Board of Appeals**

The Zoning Board of Appeals shall render final decisions pertaining to the interpretation, variance or administration of this ordinance and applications for development approval where such authority is assigned pursuant to this ordinance.

#### **D. Director of Planning**

The Director of Planning, or his/her assistants and deputies insofar as they may be charged by the Director of Planning, shall render final decisions pertaining to interpretations of this ordinance and applications for development approval where such authority is assigned pursuant to this ordinance.

#### **E. Zoning Administrator**

The Zoning Administrator, or his/her assistants and deputies insofar as they may be charged by the Director of Planning, shall render final decisions pertaining to interpretations of this ordinance and applications for development approval where such authority is assigned pursuant to this ordinance and where this ordinance does not otherwise assign authority. Unless specifically provided for in this ordinance, under no circumstances shall the Zoning Administrator be permitted to make changes to this ordinance or vary its terms in carrying out the duties of this ordinance.

### **SECTION 1020 PLANNING COMMISSION**

The Planning Commission is established pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801 *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101 *et seq.* The composition, powers, duties and limitations of the Planning Commission have and shall continue to be established by separate ordinance of the Township Board.

#### **A. Quorum**

The Planning Commission shall consist of seven members. A quorum shall consist of four members of the Planning Commission. The chairman shall be counted as any other member when establishing a quorum.

#### **B. Voting**

An affirmative vote of the majority of the members of the Planning Commission is required to approve any part of the master plan or amendments to the plan. Unless otherwise required by statute, other actions or motions placed before the Planning Commission may be adopted by a majority vote of the members present and voting, as long as a quorum is present.

In instances where the Planning Commission is required to submit a recommendation to the Township Board, has twice heard and considered an application and is unable to reach a majority vote, the Planning Commission may submit a report instead of a recommendation to the Township Board.

**C. Rules of Procedure**

The Planning Commission shall adopt and shall maintain rules of procedure. These rules shall be available for public inspection at the office of the Township Clerk.

**D. Staff**

The Director of Planning and his/her assistants and deputies, insofar as they may be charged by the Director of Planning, shall serve as staff to the Planning Commission and the Township Board except where otherwise provided by this article. The Zoning Administrator and his/her assistants and deputies insofar as they may be charged by the Director of Planning, shall serve as a liaison to the Planning Commission.

**SECTION 1030 ZONING BOARD OF APPEALS**

The Zoning Board of Appeals is established pursuant to the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101 *et seq.* The composition, powers, duties and limitations of the Zoning Board of Appeals shall be established by separate ordinance of the Township Board.

**A. Quorum**

The Zoning Board of Appeals shall consist of five members and up to two alternate members. A quorum shall consist of three members of the Zoning Board of Appeals. The chairman shall be counted as any other member when establishing a quorum.

**B. Voting**

An affirmative vote of the majority of the members of the Zoning Board of Appeals is required to take final action on any matter.

**C. Rules of Procedure**

The Zoning Board of Appeals shall adopt and maintain rules of procedure. Those rules shall be available for public inspection at the office of the Township Clerk.

**D. Staff**

The Zoning Administrator and his/her assistants and deputies, insofar as they may be charged by the Zoning Administrator, shall serve as staff to the Zoning Board of Appeals. The Director of Planning and his/her assistants and deputies, insofar as they may be charged by the Director of Planning, shall serve as a liaison to the Zoning Board of Appeals.

**SECTION 1040 ADMINISTRATIVE OFFICIALS**

**A. Director of Planning**

A Director of Planning shall be appointed by, for such term, and subject to such conditions, as shall be determined by the Township Board. A Deputy Planner may be appointed by, for such term, and subject to such conditions, as shall be determined by the Township Board. In the event of the resignation, death, disability, extended absence or disqualification of the Director of Planning, the Deputy Planner shall assume the duties and responsibilities of the Director of Planning until the

Director of Planning resumes his or her duties or a new Director of Planning is appointed by the Township Board.

**B. Zoning Administrator**

A Zoning Administrator shall be appointed by, for such term, and subject to such conditions, as shall be determined by the Township Board. A Deputy Zoning Administrator may be appointed by, for such term, and subject to such conditions, as shall be determined by the Township Board. In the event of the resignation, death, disability, extended absence or disqualification of the Zoning Administrator, the Deputy Zoning Administrator shall assume the duties and responsibilities of the Zoning Administrator until the Zoning Administrator resumes his or her duties or a new Zoning Administrator is appointed by the Township Board.

**C. Interim Zoning Administrator**

In the event of the resignation, death, disability, extended absence or disqualification of the Zoning Administrator, and absent a Deputy Zoning Administrator, the Director of Planning shall assume the duties and responsibilities of the Zoning Administrator until the Zoning Administrator resumes his or her duties or a new Zoning Administrator is appointed by the Township Board.