

Job Title: Planning Commission Chairperson

Position Type: Appointed

Reports To: Township Supervisor, Board, or Department Head as appropriate

Overview:

Provides oversight for township land use, planning, and zoning ordinances.

Key Responsibilities:

- Preside over Planning Commission meetings, ensuring they are conducted in an orderly and efficient manner in compliance with Michigan Open Meetings Act (OMA) and applicable bylaws.
- Set meeting agendas in coordination with township staff and planning commission members.
- Facilitate public hearings on zoning changes, site plans, special use permits, ordinance development or amendments, and master plan updates.
- Guide deliberations and encourage informed participation and decision-making among commission members.
- Serve on Zoning Board of Appeals as ex-officio member.
- Serve on Land Division Committee as ex-officio member.
- Serve as a liaison between the Planning Commission, Township Board, and other municipal departments or committees.
- Chair Site Plan Review Committee Meeting to ensure request packets contain all required information prior to being placed on the agenda for a formal Planning Commission review.
- Participate in Land Division Meetings and review and approve land division requests ensuring they comply with all applicable township ordinances.
- Ensure compliance with the Michigan Planning Enabling Act (MPEA) and local ordinances in planning decisions.
- Represent the commission in public forums and at regional or state planning-related meetings and conferences.
- Sign official documents on behalf of the Planning Commission when required.
- Provide leadership and mentorship to fellow commissioners, including orientation for new members.
- Work with township planner and staff to review development proposals, comprehensive plans, and zoning ordinances.

- Encourage public engagement and transparency in planning processes.
- Attend/Participate in training related to duties and responsibilities a minimum of two hours per year.
- Oversee or participate in special committees or working groups related to master planning, zoning, or community development.

Required by Law:

- Must meet requirements of the Michigan Planning Enabling Act (PA 33 of 2008)

Appointive Authority (if applicable):

- Appointed by Township Supervisor with board approval

Other Requirements or Notes:

- May require training in planning and zoning practices
- Term three years