

Planning Commission's Primary Responsibilities

Thank you for your interest in becoming a Planning Commissioner. The following summarizes the Planning Commission's primary responsibilities:

- Conduct studies of existing and future conditions, surveys, and of projected growth.
- Create the master plan for development, often projecting 20 years into the future focusing on land use, transportation, public transit, waterways, waterfront, sewer, water supply, utilities, recommendations for redevelopment, removal replacement, improvement public infrastructure, zoning plan and implementation of master plan goals.
- Promote public interest, understanding, and general knowledge of the master plan. This is often done by producing a flyer, summary or poster about the plan.
- Create subarea plans.
- Oversee the master plan, subarea plan, plan amendment, or part of a plan adoption process.
- Cooperate with neighboring and area local governments and area/state/federal agencies
- If assigned, prepare a Capital Improvement Program (CIP) for Township capital expenditures.
- Make recommendation of CIP elements regardless who does the CIP.
- Review of proposed physical infrastructure improvements in the government.
- Review of subdivisions (site-condos).
- Develop land division/subdivision/site-condo ordinance(s).
- Review and approve special land uses, planned unit developments, and private roads.
- Review and approve site plans for many uses.
- Prepare an annual report.
- Keep public records of its meetings and other documents, all complying with the Freedom of Information Act (FOIA).
- Hold at least four meetings a year, all meetings complying with Open Meeting Act.
- Respond to county planning requests for copy of zoning (and updates as they happen).
- Apply for, receive, grants (if okay with legislative body).
- Adopt bylaws.
- Elect officers (chair, secretary) and appoint advisory committees.
- Attend educational training programs and meetings.

For further information on Planning Commissions, visit:

http://www.planningmi.org/downloads/issue_20_planning_commissioner.pdf

How to apply: Interested applicants, who are residents of the Township, may apply by sending a letter of interest via mail or email by no later than December 22, 2017 to the following:

Beth Friend, Township Supervisor
East Bay Charter Township
1965 N. Three Mile Road
Traverse City, MI 49696
bfriend@eastbaytwp.org
231-947-8719

If you have any questions about the position, please feel free to call or email at the above referenced number or email address.