

ST. IGNACE TOWNSHIP PLANNING COMMISSION ORDINANCE NO. 47

An Ordinance to Establish a Township Planning Commission

SECTION 1. — TITLE & AUTHORITY

This Ordinance, adopted pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008 (MCL 125.3801 et seq.), is known as the “St. Ignace Township Planning Commission Ordinance.”

SECTION 2. — PURPOSE

To officially create a Planning Commission to prepare, adopt, and recommend a Master Plan; advise the Township Board on land use, zoning, and public improvements; and fulfill all duties required under MPEA.

SECTION 3. — ESTABLISHMENT

The St. Ignace Township Planning Commission (hereinafter “Commission”) is hereby established, with all the powers, duties, and responsibilities granted by the Michigan Planning Enabling Act.

SECTION 4. — MEMBERSHIP

1. Number & Composition: The Commission shall consist of five (5) members, all qualified electors of St. Ignace Township and representative of the important segments of the community.
2. Ex officio members: One member shall be the Township Board member, serving as an ex officio member with full voting rights; term expires with legislative office.
3. Terms: Except for ex officio members, all members serve 3-year staggered terms. Initial appointments to 1-, 2-, and 3-year terms to stagger expirations as per state law (MCL 125.3815(2)). Regular terms shall begin on the conclusion of the first Township Board Meeting of the calendar year.
4. Qualifications: Must be qualified electors of St. Ignace Township and shall not hold any elected office or employment with the local unit of government, unless an ex officio member.
5. Appointments: Appointed by the Township Supervisor and confirmed by a majority vote of the Township Board.
6. Vacancies: Filled for unexpired terms by same process. Members serve until successors are confirmed.
7. Removal & Ethics: Members may be removed by the Township Board for misfeasance, malfeasance, or nonfeasance, after written charges and public hearing. Potential conflicts of interest must be disclosed, and failure to do so constitutes malfeasance.

SECTION 5. — TRAINING

Appointed members of the Commission shall attend educational programs designed for training members of Michigan planning commissions if the adopted St. Ignace Township Board budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for the training. Nothing in this paragraph shall deem a member who has not had training from finishing his term of office unless the member resigns or is removed by action of the St. Ignace Township Board. The member shall be ineligible for reappointment at the conclusion of the term of office if they did not attend training. The Commission shall include in its Bylaws what training programs qualify to meet this requirement.

SECTION 6. — OFFICERS, MEETINGS, AND PROCEDURES

1. Officers: Chair, Vice-Chair and Secretary elected annually from among members.
2. Meetings: At least one regular meeting every three (3) months. Notice and proceedings governed by Open Meetings Act (PA 267 of 1976).
3. Rules: Commission shall adopt bylaws defining operations, attendance, ethics, etc.

SECTION 7. — DUTIES & POWERS

The Commission shall have the following roles:

1. Master Plan
 - a. Prepare, review, amend and recommend a Master Plan to guide future growth.
2. Conduct public hearing(s) after 15-day notice in newspaper; adoption requires a simple majority. If the Board asserts review, plan must be submitted to Board, and objections resolved.
3. Review Master Plan at least every 5 years and consider updates.
4. Review Public Projects
 - a. Review location, character, and extent of public improvements before Township Board or departments act. Must provide recommendation within 35 days; if no action taken, it's deemed approved. Disapproval may be overridden by 2/3 Board vote in Township Boards originally under Municipal Planning Act, or simple majority otherwise.
5. Zoning Advice
 - a. Advise the Township Board on proposed zoning ordinance, text, map amendments, and rezonings.
6. Other Advisory Roles
 - a. Provide guidance on special land uses, subdivisions, and site plans per Michigan Zoning Enabling Act and Land Division Act.
 - b. Apply for and receive grants from any government agency or the federal government.

SECTION 8. — REPORTS & COMMUNICATION

1. Minutes submitted to the Township Board.
2. Annual report summarizing activities, plans, CIP, and recommendations.

SECTION 9. — FUNDING & COMPENSATION

1. Budget requests submitted annually to the Township Board.
2. Members may be compensated as authorized by Township Board resolution.

SECTION 10. — SEVERABILITY

If any part of this ordinance is invalid, the remainder remains in effect.

SECTION 11. — EFFECTIVE DATE

This ordinance becomes effective on [DATE], after publication or as provided by law.

Adopted by the St. Ignace Township Board on July 9, 2025.