

**CITY OF LUDINGTON  
PLANNING COMMISSION  
RULES OF PROCEDURE**

**REVISED and ADOPTED JANUARY 8, 2025**

1. **AUTHORITY:** The City of Ludington Planning Commission (the Commission) adopts these rules pursuant to the Municipal Planning Act, MCL 125.31 et seq., the Open Meetings Act, MCL 15.261 et seq. and City of Ludington Unified Development Ordinance.

2. **OFFICERS:**

2.1. Selection: At the January meeting, the Commission shall select from its membership a Chair and Vice Chair, who shall serve for a twelve month period and who shall be eligible for re-election. The City Manager shall from time to time designate a staff person to serve as Secretary of the Commission.

2.2. Duties: The Chair shall preside at all meetings and shall conduct all meetings in accordance with these rules. The Chair shall be entitled to vote on all matters brought before the Commission. The Vice Chair shall act as Chair in the Chair's absence and shall succeed to the office of Chair if that office becomes vacant. If the Vice Chair succeeds to the office of Chair, the Commission shall select a successor to the office of Vice Chair. The secretary shall be responsible for the preparation of minutes, keeping of pertinent public records, preparing correspondence, delivering communications, petitions, reports and related items of business of the Commission, issuing notices of public hearing and performing related administrative duties to assure efficient and informed Commission operations. In the event the secretary is absent, the City Manager may designate another staff person to act as temporary secretary for a meeting.

2.3. Sub Committees: There shall be two standing subcommittees: Text / ~~and~~ Zoning, and Special Land Use / ~~and~~ Site Plan Review. Each subcommittee shall consist of a minimum of three planning commission members, one of who will be appointed chair. The chair may act as an additional member as requested by the subcommittee chair. In no case shall there be more than four members on a subcommittee.

3. **MEETINGS:**

3.1. Meeting Notices: Notice of all meetings shall be posted in accordance with the Open Meetings Act at the Ludington Municipal Building. Notices shall include the date, time and place for all meetings.

3.2. Regular Meetings: Regular meetings of the Commission shall be held at least monthly. At the January meeting each year, the Commission shall set a schedule and location for regular meetings for the coming year, which shall be posted and published as required by the Open Meetings Act. Any change in the schedule of regular meetings shall be posted and published in accordance with the Open Meetings Act.

3.3. Special Meetings: The Chair may call special meetings of the Commission, or shall call a special meeting on the written request of four members of the Commission. Notices of special meetings shall be posted in accordance with the Open Meetings Act.

3.4 Study Session: The Commission or its Sub-Committees may schedule study sessions, which are working sessions during which no action will be taken. Study sessions may include the active participation of city staff and other parties invited by the Chair to participate. All Study sessions will be posted and published in accordance with the Open Meetings Act.

3.4. Public Comment: Persons wishing to address the Commission during the scheduled public comment portion of either the regular or special meeting shall be allowed (5) five minutes for their presentation. The Chair may, but is not required to, recognize such a person to speak a second time at that scheduled time period.

3.5. Quorum: A majority of members presently appointed and serving shall constitute a quorum of the Commission for the purpose of convening a meeting and conducting business.

3.6. Public Hearings:

3.6.1 Notices and Scheduling: Public hearings shall be scheduled and notice given by the secretary in accordance with the appropriate statutory or ordinance requirements. If more than one public hearing is scheduled for the same meeting, the secretary may schedule the hearings at appropriate intervals.

3.6.2. Procedure: The chair shall conduct public hearings in the following manner:

- a) The Chair shall call the public hearing to order and announce the subject of the public hearing, as advertised.
- b) The Chair shall summarize the public hearing procedures for all present.
- c) The Chair shall make a record of the notices posted and mailed, and any written or other responses received prior to the public hearing.

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- d) The Chair shall make a record of the application and other documents, if any, received from the applicant requesting the hearing.
- e) The Zoning Administrator or other appropriate staff member shall present any appropriate comment on the substance of the application, and answer technical questions from the Commission.
- f) The Chair shall recognize persons wishing to speak concerning the application or proposal, beginning with the applicant or the applicant's representative.
- g) Each person who addresses the Commission shall identify themselves by name and address, shall address all comments to the Chair and the Commission and shall abide by the rulings of the chair on points of order.
- h) The Chair may limit the time a speaker may address the Commission if necessary to preserve the right to speak of all who wish to do so, and to permit sufficient time for the Commission to deliberate on the matter it is hearing. Before setting a time limit, the Chair may ask those who wish to speak at the hearing to identify themselves by show of hands, signing a speaker's list or any other appropriate method. Once a person has addressed the Commission at a public hearing, the Chair may, but is not required to, recognize such a person to speak a second time.
- i) After the Chair has recognized all persons who wish to address the Commission, the Chair shall close the public hearing. After the public hearing is closed, discussion shall be limited to the members of the Commission. The Commission may act on the matter, which was the subject of a public hearing at the same meeting, or defer action to a later time.

3.7. Motions: The Chair shall restate all motions before a vote is taken, recording the names of the maker and supporters of all motions.

3.8. Voting: Unless a statute or ordinance provision specifies a different majority, an affirmative vote of the majority of those Commission members present for the conduct of business shall be required for the approval of any requested action or motion placed before the Commission. Voting shall be by voice or directed by the chair. The Chair shall vote last on all votes. Any member abstaining from a vote shall not participate in the discussion of that item.

3.9. Order of Business: A written agenda shall be prepared for all meetings. Unless the Commission votes to amend the order of business at a meeting, the order of business shall be:

Call to Order  
Roll Call  
Agenda Approval

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Approval of Minutes  
Public Comments and Communications  
Public Hearings  
Unfinished Business  
New Business  
Site Plan Report  
Commission Comments and Communications  
Adjournment

3.10. Rules of Order: Except as otherwise provided by statute, ordinance or these rules of procedure, meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure.

4. **MINUTES:** The Secretary shall prepare minutes of the Commission. The minutes shall contain a brief synopsis of the meeting, a complete restatement of all motions and a recording of votes, and a recording of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records of the Commission shall be retained by the Zoning Administrator. The Zoning Administrator shall not dispose of any such official records unless directed to do so by the City Clerk. Upon request of the City Clerk, the official records of the Planning Commission shall be transferred to the City Clerk.

5. **OPEN MEETINGS:**

5.1. All meetings of the Commission shall be open to the public and held in a place available to the public.

5.2. All deliberations of the Commission shall be held and all decisions made at a meeting open to the public.

5.3. At every meeting of the Commission, there shall be an opportunity given for public comment, which shall be on the Commission's agenda.

5.4. The Chair may limit the amount of time a person may address the Commission during the public comment period. Before setting a time limit, the Chair may ask those who wish to speak during the public comment period to identify themselves by show of hands, signing a speakers list or any other appropriate method.

5.5. Before addressing the Commission, each person shall be recognized and given the floor by the Chair and shall give their name and address. A person addressing the Commission shall be subject to the rulings of the Chair on points of order. The Chair shall determine what, if any, response is necessary or appropriate to issues or questions raised during the public comment period.

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5.6. During the public comment period, the Chair may, but is not required to, recognize a person who has already addressed the Commission. A person may address the Commission both during public comment period and during any public hearings at a meeting.

5.7. A person shall not be excluded from a meeting of the Commission except for a breach of the peace committed at the meeting.

### **6. SITE PLAN REVIEW:**

6.1. When there are site plans requiring review, City staff, including the Building Inspector, Fire Chief, Superintendent of Public Works, will be required to attend and participate in the Site Plan Review portion of the Special Land Use and Site Plan Review Committee.