



Expectations for Commissioners

Planning Commission

GENERAL DUTIES – The following is a basic list of duties that the Planning Commission performs.

- Reviews and recommends changes to the zoning ordinances for adoption by the City Commission, including text amendments and rezoning applications in conformance with the City's master plan.
- Review and approve site plan applications for commercial uses, new multi-family construction, special uses, and other land uses as listed in the City's zoning ordinance, for compliance with the City's zoning ordinance and master plan.
- Reviews Planned Unit Developments, as well as providing recommendations on approval or denial to the City Commission.
- Recommends updates to the city's master plan. The Planning Commission plays a major role in the updating and/or rewriting of the City's master plan, which is required by law to be reviewed every five years.
- MEMBERSHIP – The Planning Commission is composed of nine members, one of whom is a City Commission member. All members must be residents of the City of East Grand Rapids. Terms for all members are as follows.
 - All generally appointed members serve for three-year terms, beginning and ending in July. These appointments are made by the Mayor in consultation with the City Commission's personnel committee, subject to formal approval by the City Commission. Up to three new appointments are made per year.
 - City Commission Appointments last for two years, beginning and ending in January. These appointments are made by the Mayor, subject to formal approval by the City Commission.
- TRAINING and ORIENTATION – The City will reach out to all new Planning Commission members for a meet and greet prior to their first meeting. This meeting is designed to learn more about the new members, orient them in terms of the Commission bylaws and meeting procedures, discuss items that members will be anticipated to work on, and answer questions that members have about their duties. As part of the first meeting of the fiscal year, information on training opportunities will be distributed and discussed to all Planning Commissioners. City policy is to provide financial reimbursement for all paid training sessions that Commissioners take during their term.

- SKILL SETS – The City strives to appoint a board with diverse backgrounds so that a wide variety of viewpoints are represented. With that being said, the following skills and knowledge are helpful when serving on the Planning Commission.
 - Architecture
 - Construction
 - Urban Planning/Design
 - Property Development
 - Real Estate
 - Economic Development
- MEETING and ATTENDANCE EXPECTATIONS – The Planning Commission meets on the second Tuesday of every month at 5:30. Members are expected to attend and participate in all meetings. The absence of more than three meetings without prior notice may be cause for removal per the Planning Commission by-laws. The City will publish and distribute the agenda materials for each meeting no less than five days prior to the meeting. Planning Commission members are expected to review all materials beforehand so they are prepared to discuss the various agenda items. City staff is available to answer any questions that members have about any agenda items or materials.