

Adopted:

October 14, 2002

Jean K. Marshman  
Chairman

**Florence Township Planning Commission  
By-Laws**

**Section I: MEMBERSHIP**

- 1.1 There shall be nine (9) members to the commission. In addition one member of the Township Supervisors shall attend each meeting.
- 1.2 Members must be 18 years of age, reside in Florence Township and have a demonstrated interest and experience in planning or planning related activities.
- 1.3 Two members of the same household shall not be allowed to serve on the commission.
- 1.4 Members shall equally represent all areas of the community whenever possible, however qualifications will be the primary criteria for the Township Supervisors to consider when appointing a member.
- 1.5 Additional members may be appointed by the Town Board or by the commission to serve in non-voting positions to add expertise to the commission as needed.

**Section II: OFFICERS**

- 2.1 Officers shall be elected annually at the January meeting by a simple majority of the members present or by proxy. There shall be a chairperson and a secretary. The commission may also appoint a vice-chairperson to conduct meetings in the absence of the chairperson.
- 2.2 The chairperson shall be charged with the administrative affairs of the commission and shall preside over all meetings. Each month the chairperson shall provide an agenda to the secretary for distribution to members prior to the meeting. The chairman shall appoint committees of the commission with the advice and consent of the membership.
- 2.3 The secretary shall record and keep on file the minutes of all commission meetings, distribute minutes and agendas to members at least two days prior to a meeting, notify all members of meeting dates and generally assume responsibility of communication on behalf of the commission. The secretary shall also prepare and receive correspondence and submit recommendations to the Town Board as directed by the commission. Minutes shall not be distributed to any person outside of Town Board and Planning Commission members until the minutes been read and approved by the commission.

### **Section III: MEETINGS**

- 3.1 Meetings shall be held on the second Monday of each month at 7:00 PM at the Florence Town Hall, except when the commission may adjourn to another location for the purpose of viewing said area.
- 3.2 Regularly scheduled meetings shall not be canceled except to be adjourned in the absence of a quorum, or in the event of a holiday or conflict with another Township meeting or special hearing.
- 3.3 A quorum shall require five members of the full board, but in the instance where a full board has not been appointed, then the quorum shall be a majority of the appointed membership.
- 3.4 All meetings of the Planning Commission shall be public meetings. In the absence of a quorum discussion may proceed, but no motions may be passed or action taken except to adjourn the meeting.
- 3.5 The chairperson may, at his/her discretion and by giving at least three days notice, call a special meeting of the commission by personal notice to the members and by posting notice on the board at the Town Hall indicating the time of the meeting and the subject to be discussed.

### **Section IV. VOTING**

- 4.1 Each member of the commission is entitled to cast one vote. Voting shall be by voice. In the event any member has a conflict of interest, the member shall voluntarily excuse him/herself, leave the table and refrain from discussing or voting on the issue. The secretary shall then record in the minutes that the conflicted party abstained from voting. The Township Supervisor in attendance is a non-voting member.

### **Section V: COMMITTEES**

- 5.1 The commission shall establish standing committees for a term of one year. After one year said committee may be re-established. Ad hoc committees may be appointed as necessary.

### **Section VI: ATTENDANCE**

- 6.1 Any member of the commission who will not be able to attend a scheduled meeting of the commission shall notify either the chairperson or the secretary as soon as possible.
- 6.2 If the commission determines lack of attendance by a member is creating problems for the commission they may request the Town Supervisors remove that member before the end of the term and appoint another.

**Section VII: VACANCIES**

- 7.1 Should vacancies occur on the commission, immediate notice shall be given to the Town Supervisors for a new appointment. Should a vacancy occur among the officers, the office shall be filled at the next meeting by a vote of the members present.

**Section VIII: ORDINANCE RECOGNIZED**

- 8.1 The ordinance establishing the Florence Township Planning Commission dated November 28, 1994, is hereby recognized and all provisions of said Ordinance will be followed.

**Section IX: PROPOSED DEVELOPMENT/PROJECT REVIEW**

9.1 Any person or entity that wishes to engage in real estate development shall submit to the planning commission an application containing requested information that is to be specified by the commission. Upon receipt of the information requested, the commission shall review the proposed development information within a reasonable time frame. The commission will not act within the first sixty days in order that adequate time can be allocated to the study and review of the proposed development. The committee shall notify, in writing, the applicant as to the commission's decision or may request additional information as needed by the commission.

**Section X: AMENDMENTS TO BY-LAWS**

- 10.1 These by-laws may be amended at any regular meeting of the Planning Commission by a two-thirds majority of the appointed members provided that notice of such an amendment is given to each member in writing at least three days prior to said meeting.

Dated Oct 14, 2002. Florence Township Planning Commission members: Kerby Rigelman, chairman; Linda Mohn, Secretary; Ron Seymour; Steve Lawrence; Kristin Eide-Tollefson; Ron Knudsen; Robert M. Johnson; Rick Janka; Marilyn Lawrence