

## Notice of Adoption

### Chocolay Charter Township

### Text Amendment #34-11-01

### Township Zoning Ordinance

### Section 1.6: Administrative Procedures and Standards

The Chocolay Charter Township Board adopted proposed text amendment #34-11-01 (formally #34-10-19) at their July 18, 2011 regular meeting in order to establish clearer guidelines on public hearings and the required notification for the public hearings that are held by the Township Planning Commission and Zoning Board of Appeals.

### SUMMARY OF TEXT AMENDMENT #34-11-01

#### Section 1.6: Administrative Standards and Procedures

- A. This section explains that any administrative decision that is made will be done so that the result will not be contrary to the spirit and purpose of the ordinance and the surrounding neighborhood.
- B. This section lists all the items that should be done for any public hearings including, listing the time, date and location, how the written comments will be received, the number of days prior to the meeting the notice shall be mailed and published, how the notice shall be published and what neighboring residents will receive notification.
- C. This section states what the Township should do if the public hearing is for a text amendment or involves a specific property.
- D. This section states that the public hearing notices shall be mailed during normal business hours for delivery with the United States Postal Service.
- E. This section states that any written comments regarding the public hearing shall remain part of the Township Planning Commission or Zoning Board of Appeals agenda book. Also this section lists what is to be included as part of the motion to approve or deny the item that is part of the public hearing.
- F. This section states that if there is a proposed zoning map that all owners who would be affected would receive written notice. It also states what that notice shall contain.
- G. This section states that any public meeting shall be held in accordance with the Zoning Enabling Act (Act 110 of 2006)
- H. This section states that after the Planning Commission or the Zoning Board of Appeals has made their decision, the Township shall prepare a summary letter to the applicant.