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CITY OF OTSEGO

Otsego, MI 49078

269-692-3391

269-692-2643 (F)

[WWW.CITYOFOTSEGO.ORG](http://WWW.CITYOFOTSEGO.ORG)

***Planning Commissioner***

The Planning Commission consists of7 Commissioners. Planning Commissioners are appointed by the Mayor and approved by the City Commission. The role of Planning Commission is narrow. The Planning Commission is responsible for the maintenance of the Zoning Ordinance. Any Zoning Ordinance alterations or amendments would have to be approved and recommended by the Planning Commission to the City Commission for their approval. After City Commission approval, the alteration or amendment is officially added to the Zoning Ordinance. At that point it becomes legally binding within Otsego City limits.

***Zoning Ordinance***

A Zoning Ordinance is a complex City document that clearly articulates all regulations for types of development and commercial activity throughout the city. In order to stay relevant and up to date, the Zoning Ordinance must be treated as a living document that is flexible and intended to change with the times.

***Job Description***

* *Attend Meetings-* There are monthly Planning Commission meetings, and it is expected for you to be present. It is also expected that you will have read through your packet of relevant documents and be ready to vote and/or discuss the items on the agenda.
* *Represent Your Community-* An important element to the job of Planning Commissioner is to represent the entirety of the city residents.

***Successful Traits***

* *Professionalism-* Experience with “Robert’s Rules of Order”. Open-mindedness and public decorum is necessary during public meetings.
* *Community Experience-*Making decisions on behalf of the entire City requires an understanding of the wishes of the general public.
* *Forward Thinking-* Planning Commissions are often tasked with tackling ever-changing requests from the public. Individuals that are able to look into the future and see the potential effect a change would have on the community is very useful.

***How Do I Become a Planning Commissioner?***

Planning Commissioners are appointed by the Mayor, and then approved by the City Commission for 3 year terms. Any interested party that wishes to serve their community in this capacity, please let either the Mayor or City Clerk know. They can make record for the next instance of an opening on the Planning Commission.