

PLANNING COMMISSION & ZONING BOARD OF APPEALS

MEMBERSHIP REQUIREMENTS POLICY

REVISED 5-8-14

PLANNING COMMISSION

The Planning Commission shall consist of seven (7) members. One member of the Planning Commission shall also be a member of the Zoning Board of Appeals. A member of the Village Council may be a member of the Planning Commission with the remaining members selected and appointed by the Village President (with Village Council approval) from Village area residents. A Village Council member may not be a chairperson of the Planning Commission. All Planning commission members must be a Nashville resident (mailing address zip code of 49073) or a property owner in the Village of Nashville.

Planning commission members shall serve terms of three (3) years, except for the liaison members who are also on the Zoning Board of Appeals or the Village Council, who shall serve only as long as they are members of those bodies (unless subsequently appointed as a member). Appointments will be made so that no more than three members shall be reappointed during the same year.

A quorum for Planning Commission Meetings shall be an attendance of at least four (4) members. A vote for action, by the Planning Commission, shall be a majority of all members in attendance. Minutes of such Planning Commission Meetings shall record all motions, attendance and votes appropriately.

Each member shall receive the sum of \$15 for his/her service in attending each meeting of the Planning Commission.

The Planning Commission will meet monthly on the first Tuesday of each month at 7pm.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals shall consist of five (5) members. One member of the Zoning Board of Appeals shall also be a member of the Planning Commission. A member of the Village Council may be a member of the Zoning Board of Appeals with the remaining members selected and appointed by the Village President (with Village Council approval) from Village area residents. A Village Council member may not be a chairperson of the Zoning Board of Appeals. All Zoning Board members must be a Nashville resident (mailing address zip code of 49073) or property owner in the Village of Nashville.

Zoning Board of Appeals members shall serve terms of three (3) years, except for the liaison members who are also on the Planning Commission or the Village

Council, who shall serve only as long as they are members of those bodies. Appointments will be made so that no more than three members shall be reappointed during the same year.

A member of the ZBA shall not participate or vote with respect to a matter in which the member has a conflict of interest. (See Zoning Ordinance Section 26.04)

A quorum for ZBA Meetings shall be an attendance of at least three (3) members. Minutes of such ZBA shall record all motions, attendance and votes appropriately.

A vote for action on a non-use variance, by the ZBA, shall be a majority of all members in attendance.

A vote for action on a use variance, by the ZBA, must consist of at least two thirds (2/3) (four members) of all members of the ZBA vote in favor of such use variance. Furthermore, before the members of the ZBA may vote on a given use variance request, the matter shall be referred to the Planning Commission for its recommendation.

(See Zoning Ordinance Section 26.07 for non-use and use variance regulations)

Each member shall receive the sum of \$15 for his/her service in attending each meeting of the Zoning Board of Appeals.

The Zoning Board of Appeals will meet quarterly on the third Thursday of January, April, July, & October at 7 pm. A special meeting can be scheduled if needed to hold a public hearing.