

WARSAW PLANNING BOARD
OPERATING BY-LAWS
2017

Article I PURPOSE

In light of the importance that planning be undertaken with a local and regional perspective, the Town and Village Boards have designated this Planning Board to advise on community development matters and to administer their determined land use regulations.

Article II NAME

This board shall have the name "Warsaw Planning Board"

Article III RESPONSIBILITIES

It shall be the responsibility of this planning board to perform the following duties:

1. Warsaw Planning Board shall serve as an adviser to the Town and Village Boards in all matters concerning planning, i.e., land use, transportation and community facilities.
2. Warsaw Planning Board shall be responsible for approval or disapproval of all applications for special use permits, subdivisions and site plans as required by law in the Town and Village of Warsaw.
3. Warsaw Planning Board shall be responsible for updating the statutes under its purview, including the Comprehensive Master Plan, official maps, zoning and subdivision regulations as directed by the Town and Village Boards.
4. Any other responsibilities properly assigned to it by the Town or Village Boards of Warsaw.

Article IV OBJECTIVES

The advisory opinions and decisions made by the Warsaw Planning Board must be consistent with the following objectives:

The interest in the public health, safety and general welfare and seeks to;

1. Require that all future development, both public and private, meet high standards of conformity, appearance and safety.

2. Encourage the attraction and retention of a diversity of businesses and industries in the interest of providing good jobs and a healthy tax base.
3. Foster a housing policy that provides decent and affordable housing for all.
4. Maintain a comprehensive plan to guide the structuring of regulations that are supportive of orderly growth.
5. Develop a capital improvement plan and implement recommendations to ensure steady improvements in community services.
6. Encourage economy through efficiency in the provisions of services and facilities that are not and can not be provided by private enterprise.
7. Pursue intergovernmental cooperation at local, county and regional levels to maximize the benefits of all public expenditures.

Article V MEMBERSHIP

1. Warsaw Planning Board shall consist of 7 (seven) members.
2. The terms will be staggered with each member serving a 5 (five) year term after the initial term has expired.
3. Each member must complete 4 (four) hours of training annually as prescribed by State Law. Failure to comply will result in removal from the Warsaw Planning Board.

ARTICLE VI ATTENDANCE AND PARTICIPATION

1. All members are encouraged to attend and participate in discussion.
2. Members that are not able to attend shall attempt to inform the Planning Board Chairman by noon of the day of the scheduled meeting.
3. The Town and Village Boards have the power to remove, after public hearing, any member of the Planning Board for cause. Any Planning Board member may be removed for non-compliance with minimum requirements relating to meeting attendance and training as established by the Town and Village Boards and by Local Law or Ordinance. Two (2) non excused absences shall be considered non-compliant.

4. The Town or Village Boards may replace or remove members for cause at any time or at expiration of the terms.

5. Members of the public, including municipal board members may provide testimony at hearings and otherwise may be heard at the discretion of the meeting Chairperson.

Article VII OFFICERS AND DUTIES

Chairperson - shall be appointed by the Joint Town and Village Board Members

1. Preside at all meetings.
2. Call special meetings in accordance with these By-Laws.
3. Sign all official documents of the Warsaw Planning Board in accordance with the requirements of these By-Laws.
4. See that all reports, documents and actions of the Warsaw Planning Board are properly made, executed, filed or taken as the case may be, in accordance with the law and actions and regulations of the Warsaw Planning Board.

Vice Chairperson- during the absence, disability or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all the duties and be subject to all of the responsibilities of the Chairperson.

Secretary - shall be hired by the Warsaw Planning Board with compensation approved by the Town and Village Boards. The Secretary shall keep and sign minutes of all proceedings, showing the vote of each member on every motion. The Secretary shall record attendance and abstentions in voting as well as keep all official actions of the Warsaw Planning Board.

Article VIII MEETINGS

1. Meetings shall be held the second Tuesday of each month at the Warsaw Town Hall commencing at 6:30 p.m.
2. Any change in the time or place of meetings shall be announced to all members 48 hours in advance. Notification to the public shall be announced on WCJW Calendar of Events. Any change in the meeting date or time shall to be posted on the notice board.

3. Additional or special meetings may only be called for by the Chairperson and two (2) members. Additional or special meetings shall be called by written notification specifying the purpose of the meeting to all members 3 (three) days in advance. Public Hearing to be published in the Town and Village designated paper of choice and scheduled no sooner than 10 days after the notice is published.

4 *If a meeting involves several issues for discussion, it shall be considered one meeting. If a meeting is reconvened it does not count as a second meeting.*

5. The Order of Business shall be as follows: Attendance, reading or waiving reading of the minutes, approval of the minutes, actions on held cases, new proposals, site plan approvals, public hearing notices as scheduled, other business or adjournment.

6. Meetings shall be led by the Chairperson or Vice Chairperson.

Article IX VOTING

1. A quorum shall be a majority of the members of the Board, which is 4 (four).

Article X DECISIONS

1. No application shall be approved without greater than 50% of the total members present in agreement.

2. Hearings will be held as prescribed by Local and State Law and by the Warsaw Planning Board.

3. Decisions shall be announced to the applicant as prescribed by the law.

4. Amendments to these By-Laws shall be made according to the rules and procedures upon which time they must be forwarded to the Town and Village Boards for their acceptance by resolution.

Article XI FINANCES

All expenses, including materials, compensation, mileage reimbursement, attendance at meetings or training sessions of the Warsaw Planning Board shall be previewed by and funded within the budget. Actual billing will be reflected on the location of the project. No costs other than those directly resulting from the Warsaw Planning Board purposes shall be considered.

Article XII EFFECTIVE DATE

These operating By-Laws shall become effective upon acceptance by the Town and Village Boards and the Warsaw Planning Board as evidenced by the signatures below. They shall be appended to the municipality's official minutes by resolution.

The Town and Village Boards have approved these By-Laws as of the date shown as evidenced by the attached resolution.

Supervisor, Town of Warsaw

Date

[TOWN SEAL]

Mayor, Village of Warsaw

Date

[VILLAGE SEAL]