

**GRASS LAKE CHARTER TOWNSHIP
PLANNING COMMISSION RECORDING SECRETARY POSITION**

Responsibilities:

- Must attend all Planning Commission meetings.
 - Regular PC meetings typically begin at 7pm on the third Thursday of the month. Special meetings take place as scheduled by the Planning Commission Chair,
- Must take detailed and accurate minutes of Planning Commission meetings, in accordance with the "Required Minutes Content" section below. These minutes must be clear, well written, correct, and focused upon the factual findings of the Planning Commission.
- Must be willing to work with the Planning Commission Secretary to review and verify the minutes of the Planning Commission meeting,
- The Planning Commission Recording Secretary will not have a vote, or say, in Planning Commission business.

Required Qualifications:

- Must be able to type using Microsoft Word
- Must be able to electronically store computer files with ease
- Must be able to take detailed minute notes without much delay to meeting activities.
- Must be able to write well

Preferred Qualifications:

- Ideal candidate is someone, who is willing to learn new things

Typical Hour Requirement for each PC Meeting:

- 2 hours attending PC Meeting
- 1 hour correcting previous meeting minutes
- 2 to 3 hours typing draft meeting minutes, and reviewing with Planning Commission Secretary

Required Minutes Content:

In general, minutes should include enough information for a person who did not attend the meeting to get a reasonable idea of what happened at the meeting. Specifically, the minutes should include the following elements for each administrative action taken:

- Who spoke and a summary of what was said.
- A statement of the approval being requested (e.g., special land use permit, variance, subdivision, land division, etc.)
- The location of the property involved (tax parcel number and description, legal description, and common description).
- What exhibits were submitted (list each one, describe each, number or letter each, and refer to the letter number in the minutes).
- What information was considered (summary of discussion by members at the meeting).

- The administrative body's finding of fact.
- Reasons for the decision that has been made. (If the action is to deny, then each reason should refer to a section of the ordinance that would be violated or not complied with.)
- The Decision (e.g. approve, deny, approve with conditions/modifications).
- A list of all required conditions to the approval or improvements (and if they are to be built up front, name the type of performance security to be used), if any.
- List all changes to the map/drawing/site plan submitted.
- Make the map/drawing /site plan part of the motion (e.g. "..attached to the original copy of these minutes as appendix 'A'; and make a part of these minutes...").