

ARTICLE XV

ZONING COMMISSION

Section 1. DUTIES OF ZONING COMMISSION

Section 2. ORGANIZATION AND PROCEDURES

Section 1. DUTIES OF ZONING COMMISSION

For the purpose of this Resolution the Zoning Commission shall have the following duties:

1. Prepare and adopt land use plans for the unincorporated territory of the Township;
2. Review and/or initiate and review all proposed amendments to this Zoning Resolution and make recommendations to the Board of Township Trustees;
3. Review Planned Unit Development Preliminary Plans and make recommendations to the Board of Township Trustees and approve Planned Unit Development Final Plans;
4. Review and approve Site Plans; and
5. Make an analysis and present a report on any matter before the Board of Zoning Appeals.

Section 2. ORGANIZATION AND PROCEDURES

1. Membership.

There is hereby created a Middleton Township Zoning Commission of five (5) members, who shall be appointed by the Township Trustees. Members shall be residents of the unincorporated area of the Township included in the area zoned.

A. Terms.

The terms of each member shall be five (5) years beginning January 1st, except that the term of the original members shall be of such length and so arranged that the term of one successor is appointed and qualified each year. Each member shall serve until the member's successor is appointed and qualified.

B. Alternates.

The Board of Township Trustees may appoint two alternate members to the township Zoning Commission, for terms to be determined by the Township Trustees. An alternate member shall take the place of an absent regular member at any meeting of the township Zoning Commission. An alternate member shall meet the same membership criteria as a regular member. When attending a meeting on behalf of an absent member, the alternate member may vote on any matter on which the absent member is authorized to vote. Each alternate member shall serve until the member's successor is appointed and qualified.

C. Vacancies and Removal.

Vacancies shall be filled by the Board of Township Trustees and shall be for the respective unexpired term. Members of the Zoning Commission shall be removable for nonperformance of duty, misconduct in office, or other cause by the board, upon written charges being filed with the board, after a public hearing has been held regarding such charges, and after a copy of the charges has been served upon the member so charged at least ten (10) days prior to the hearing, either personally, by registered mail, or by leaving such copy at the member's usual place of residence. The member shall be given an opportunity to be heard and answer such charges.

2. Officers

- A. The Zoning Commission shall organize annually and elect a Chairperson and Vice-Chairperson Secretary from its membership. The Township Board of Trustees may appoint a Secretary to serve the Township Zoning Commission. The Commission shall adopt rules as may be necessary to carry into effect the provisions of this Resolution and to exercise the powers and jurisdiction conferred upon it by the Resolution.
- B. The Chairperson shall preside at all meetings of the Commission, and decide on all points of order and procedure unless otherwise directed by a majority of the Commission. The Chairperson may appoint committees deemed necessary to carry out the business of the Commission. The Chairperson may administer oaths.
- C. The Vice-Chairperson shall serve in the absence of the Chairperson and shall have all the powers of the Chairperson during an absence, disability or disqualification.
- D. The Secretary shall keep minutes of all meetings and shall be responsible for all official correspondence of the Commission. The Secretary's signature shall be the official signature of the Commission and shall appear on all decisions as directed by the Commission.

3. Proceedings of the Zoning Commission. The Commission shall adopt rules necessary to the conduct of its affairs in keeping with the provisions of this Resolution. Meetings shall be held at the call of the Chairperson and at such other times as the Commission may determine. All meetings shall be open to the public. The Commission shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions all of which shall be a public record and filed in the office of the Commission.