

## NOTICE OF MEETING OF

### COMMISSIONS

Beautification ( )  
CDBG Citizens' Advisory ( )  
Citizens' Recreation ( )  
Community Tree ( )  
Comm. Enhancement Fund ( )  
Historical ( )  
Insurance ( )  
Local Officials' Compen. ( )  
Pension Board ( )  
Senior Citizens' ( )

### COMMITTEES

Cable TV ad hoc ( )  
Compensation & Evaluation ( )  
Construction ( )  
Finance ( )  
Fireworks ( )  
Futuring ( )  
Housing ( )  
Judicial Liaison ( )  
Mack Ave. Business Study ( )  
Park Bond ad hoc ( )

Parking ( )  
Planning ( )  
Playground ( )  
Public Relations ( )  
Planning Workshop ( )  
Master Plan ( x )  
Construction ( )  
Bd. Of Appeals ( )

PUBLIC INVITED: In accordance with Public Act 267 of 1976 (Open Meetings Act), all members of the above Commission/Committee, as well as the general public, are invited to attend the following meeting:

**DATE:** 02-22-05    **TIME:** 6:30 p.m.    **PLACE:** Conference Room-City Hall, 20025 Mack

**Regular Meeting (X)** or Rescheduled Regular Meeting ( )

### AGENDA

1. Call to Order
2. Roll Call
3. Acceptance of Minutes – 01/06/05 & 01/25/05
4. Final Review of the Master Plan Draft 12/27/04
  - a) Revised Matrix Charts – 02/18/05
  - b) Revised Future Land Use Map – 02/16/05
5. New Business
6. Adjournment

cc: Planning Commissioners  
Council Members  
City Administrator Wollenweber  
Building Official Tutag  
Mayor Novitke  
City Attorney  
Post (8)  
File

Submitted by: Michael Zolik    Office Held: Chair    Telephone: 313-343-2420

## **INSTRUCTIONS TO FULFILL POSTING REQUIREMENTS UNDER P.A. 267 OF 1976 (OPEN MEETINGS ACT):**

All public meetings must have public notice in accordance with the following instructions:

**REGULAR MEETING:** For regular meetings of the public body, there shall be posted within 10 days after the first meeting of said body in January a notice stating the dates, times and place of its regular meetings.

A copy of the Notice of Meeting and Agenda for each regular meeting is to be presented to the City Clerk's office at least two days before the scheduled regular meeting. Such is made available to the public and is also posted.

**CHANGE IN REGULAR MEETING DATE:** If the regular meeting dates are changed, there shall be posted within 3 days of the meeting (to be changed) a public Notice of Rescheduled Meeting and Agenda, stating the new dates, times and place of the rescheduled regular meeting.

Submit Notice of Rescheduled Meeting and Agenda within 3 days to the City Clerk's office for posting.

**ALL MEETINGS OF A PUBLIC BODY SHALL BE OPEN TO THE PUBLIC AND SHALL BE HELD IN A PLACE AVAILABLE TO THE GENERAL PUBLIC.**

All decisions of a public body shall be made at a meeting open to the public.

No decisions may be made prior to a public meeting.

A person shall not be required, as a condition to attend a meeting of a public body, to register or otherwise provide a name or other information.

All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public.

### **RESPONSIBILITY OF COMMISSION/COMMITTEE TO DO THE FOLLOWING:**

**NOTICE OF MEETING & AGENDA:** Submit a prepared Notice of Meeting and Agenda to the City Clerk, along with envelopes addressed to Commission/Committee members. The City Clerk will mail out the Notice & Agenda.

**MINUTES:** Submit a copy of the minutes of the meeting to the City Clerk who will submit same to the City Council of Grosse Pointe Woods at the next regular meeting.

**RECORD KEEPING:** The City Clerk's office will retain at City Hall copies of the following for each Commission:

- Notice of Meetings
- Agendas
- Minutes – Permanent Records
- General Correspondence

**POSTING REQUIREMENTS:** The City Clerk's office will fulfill posting requirements in accordance with the law. For further information, telephone the City Clerk's Office at 343-2440.