



# PENINSULA TOWNSHIP

## MEMO

**To:** Township Board  
**From:** Jenn Cram, AICP, Director of Planning  
**Date:** October 25, 2022  
**Re:** Packet Policies

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This memorandum is intended to memorialize policies for correspondence from the public to be included in packets and the timeframe by which correspondence and other materials will be included in a regular packet or packet addition. These policies apply to packets and packet additions for the Peninsula Township Parks Committee, Planning Commission, Zoning Board of Appeals, and Township Board.

**Correspondence:**

Correspondence from the public to be included in a packet or packet addition is limited to three pages. Font should be no less than 12 so that it can be easily read.

**Materials for the Regular Packet:**

All materials to be included in a regular packet shall be submitted eight days in advance of the publication of the packet.

**Packet Additions:**

The clerk, director of planning, or director of zoning may choose to publish a packet addition one day before a regular meeting of the Parks Committee, Planning Commission, Zoning Board of Appeals, or Township Board. Materials must be submitted by 9:00 a.m. the day before the scheduled meeting.

Materials that may be included in a packet addition include:

- additional correspondence from the public received after the publication of the regular packet
- materials in support of or opposition to a consent or business item provided they do not propose any amendments to materials submitted as part of a pending application for a special use permit (SUP) or variance that was included in the regular packet