



# PENINSULA TOWNSHIP

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## **Boards and Committees Packet Policy Updated February 11, 2025**

This policy applies to all meetings, both regular and special, of the Peninsula Township Board, Planning Commission, Zoning Board of Appeals, Agricultural Advisory Committee, Parks Committee, PDR Selection Committee, and any other boards or committees that might be formed.

### **Correspondence from the Public at Large:**

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

### **Materials from Applicants/Appellants**

All material to be included in a packet, including documents related to special use permits, variances, land division appeals, lot line adjustments, and any other consent or business item, shall be submitted by 12:00 noon seven calendar days before the scheduled meeting. I.e., materials for a Tuesday night Peninsula Township Board meeting must be submitted to the clerk by noon on the preceding Wednesday, and so on.

Single-side-only hard copies or print-ready scanned material is acceptable.

This schedule allows board members and the community sufficient time to read the packet material, which can be weighty.

### **Materials from Staff or Board Members**

All material to be included in the packet shall be submitted by staff or board members by 12:00 noon seven calendar days before the scheduled meeting. If submitting hard copies, place them in the appropriate folder above the file cabinets in the clerk's office.

### **Packet Additions:**

Additional correspondence submitted from the public at large, not from an applicant or appellant, will be published in a packet addition if received by 9:00 a.m. the day before the scheduled meeting. Only additional correspondence from the public at large will be included. If the packet deadline has passed and applicants/appellants have additional materials relevant to their business item that they wish to submit for consideration, the board or committee in question will wait to take up that item until the next meeting so that it has time to consider a complete packet.