



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION – REGULAR MEETING
October 8, 2018 7PM

1. CALL MEETING TO ORDER
2. PUBLIC REMARKS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. September 10, 2018 Regular Meeting – *Not Available*
5. COMMUNICATIONS - NONE
6. PUBLIC HEARINGS - NONE
7. UNFINISHED BUSINESS - NONE
8. OTHER BUSINESS
 - A. Commission Review #18113 (Meridian Township), Section 61 Review of the location, character, and extent of a 3.4 acre Land Preservation purchase located at 3663 Stagecoach Drive.
 - B. Urban Service Boundary amendment process
 - C. 2017 Future Land Use Map review: Sections 3 & 4
 - D. 2017 Future Land Use Map review: Sections 5 & 6
9. TOWNSHIP BOARD, PLANNING COMMISSION OFFICER, COMMITTEE CHAIR, AND STAFF COMMENTS OR REPORTS
10. PROJECT UPDATES
 - A. New Applications - NONE
 - B. Site Plans Received
 1. Site Plan Review #18-95-14 (Fred Piette Co. Inc.), 200 square foot building addition and parking lot reconfiguration at 4876 Marsh Road.
 - C. Site Plans Approved
 1. Site Plan Review #18-95-14 (Lansing Mart Associates LLC), revisions to parking lot at 2020 Grand River Avenue.
 2. Site Plan Review #06-08 (River Terrace Church), revisions to approved landscape plan at 1509 River Terrace Drive.
11. PUBLIC REMARKS
12. ADJOURNMENT

AGENDA page 2
CHARTER TOWNSHIP OF MERIDIAN
PLANNING COMMISSION MEETING
October 8, 2018 7:00 pm

TENTATIVE PLANNING COMMISSION AGENDA

October 22, 2018

1. PUBLIC HEARINGS
 - A. Rezoning #18120 (Bennet Road Holding LLC), rezone approximately 96.74 acres located on the north side of Bennett Road, east of Hagadorn Road from RR (Rural Residential) and RAAA (Single Family-Low Density) to RA (Single Family-Medium Density).

2. UNFINISHED BUSINESS
 - A. Planned Unit Development #18014 (Haslett Road LLC), develop Copper Creek PUD consisting of 91 single family homes on 44 acres located on the north side of Haslett Road, east of Creekwood Lane.

3. OTHER BUSINESS
 - A. Future Land Use Map review.

Individuals with disabilities requiring auxiliary aids or services should contact: Principal Planner Peter Menser, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4576 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

Providing a safe and welcoming, sustainable, prime community.





To: Planning Commission

From: Peter Menser, Principal Planner

Justin Quagliata, Assistant Planner

Date: October 3, 2018

Re: Commission Review #18113 (Meridian Township), Section 61 review of the location, character, and extent for a 3.4 acre Land Preservation purchase located at 3663 Stagecoach Drive.

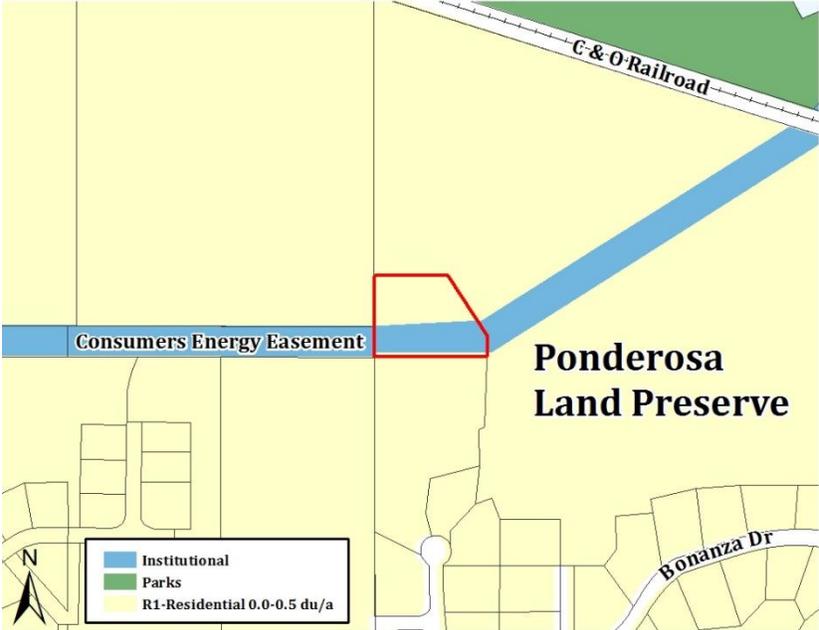
The Land Preservation Advisory Board recommends the purchase of approximately 3.4 acres located at 3663 Stagecoach Drive. The site is located on the northern end of a 10.02 acre parcel at the north end of Stagecoach Drive. Only the 3.4 acre portion of the property is proposed for purchase. At its meeting on August 21, 2018 the Township Board referred this case to the Planning Commission to review the location, character, and extent of the property.

Section 61 of the Michigan Planning Enabling Act (the "MPEA," Public Act 33 of 2008) requires Planning Commission review and approval of the location, character, and extent for the construction/purchase of new public streets, parks, open space, buildings, and other public facilities. This process is called a Section 61 Review. The MPEA does not require a public hearing for Section 61 Reviews.

Master Plan

The Future Land Use Map from the 2017 Master Plan designates the subject site in the R1-Residential 0.0-0.5 dwelling units per acre category.

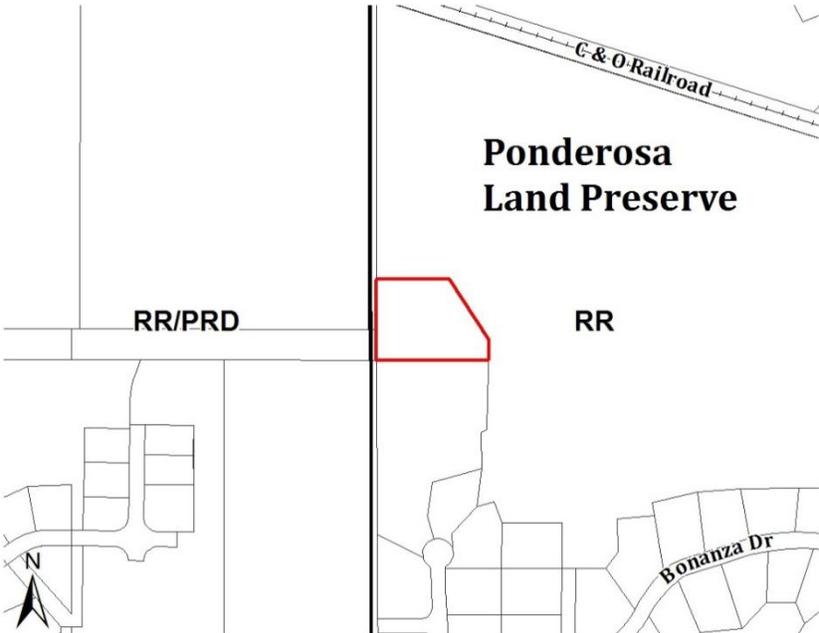
Future Land Use Map



Zoning

The site is zoned RR (Rural Residential).

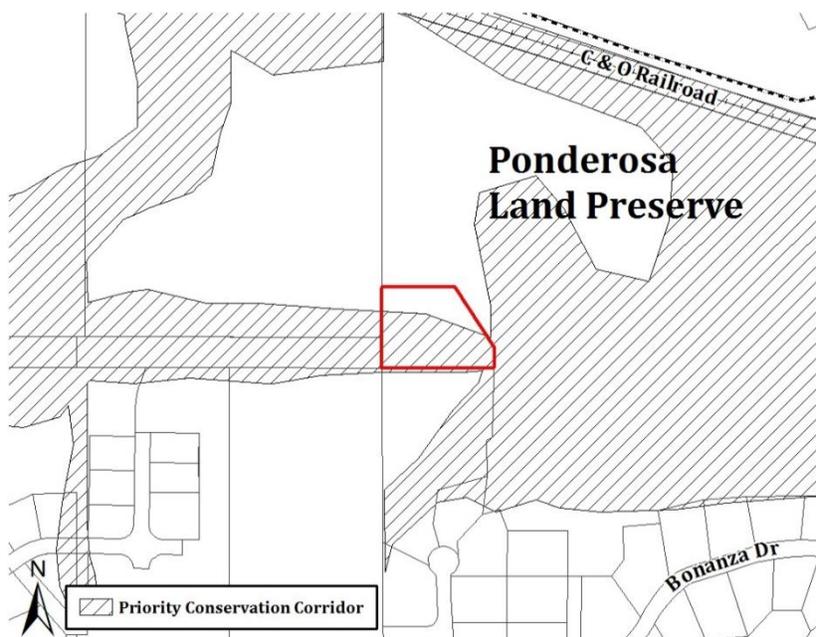
Zoning Map



Physical Features

The subject site is currently vacant. According to the submitted application valuable hardwood trees are located on the property. The Flood Insurance Rate Map (FIRM) for Meridian Township indicates the property is not located in a floodplain and there are no wetlands on the site.

Greenspace Plan



The Township Greenspace Plan shows a Priority Conservation Corridor (PCC) on the property. A PCC is a network of ecologically significant open spaces.

Staff Analysis

The Township Board referred the purchase of the 3.4 acre site to the Planning Commission for a Section 61 Review. Section 61 of the MPEA requires Planning Commission review and approval of the location, character, and extent for the construction/purchase of new public streets, parks, open space, buildings, and other public facilities. **Location** refers to the site's placement in the Township and its surroundings; the property proposed for purchase is located south of Legg Park, north of the Ponderosa subdivision, and west of the Ponderosa Land Preserve. **Character** includes the site's distinguishing features; the site is forested with valuable hardwood trees. **Extent** includes the dimensions of the site which is approximately 3.4 acres in size.

The project is consistent with Goal 2 of the 2017 Master Plan to preserve open space and natural areas.

Planning Commission Options

The Planning Commission may approve or deny the commission review. A resolution to approve is attached.

- **Move to adopt the resolution to approve Commission Review #18113.**

Attachments

1. Resolution to approve.
2. Commission Review application.
3. Memo from Jane Greenway, Senior Parks and Land Management Coordinator.
4. Land Preservation property map.
5. Plot plan and boundary survey of proposed acquisition.
6. Repaskey property map.

RESOLUTION TO APPROVE

**Commission Review #18113
Meridian Township
Land Preservation Purchase
Approx. 3.4 acres, 3663 Stagecoach Drive**

RESOLUTION

At a regular meeting of the Planning Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 8th day of October 2018, at 7:00 p.m., Local Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Section 61 (MCL 125.3861) of the Michigan Planning Enabling Act states, "A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body."; and

WHEREAS, at its June 13, 2018 meeting the Land Preservation Advisory Board recommended the purchase of approximately 3.4 acres located at 3663 Stagecoach Drive; and

WHEREAS, the Township Board referred the case to the Planning Commission at its August 21, 2018 meeting to review the location, character, and extent of the property; and

WHEREAS, the Planning Commission discussed the proposed property acquisition at its October 8, 2018 meeting and reviewed the staff material provided under a cover memorandum dated October 3, 2018; and

WHEREAS, the property is valuable for its environmental assets including forested areas with hardwood trees; and

WHEREAS, the property will be acquired through the use of the Land Preservation millage funds; and

WHEREAS, purchase of the property is consistent with Goal 2 of the 2017 Master Plan to preserve open space and natural areas.

NOW THEREFORE, BE IT RESOLVED THE PLANNING COMMISSION OF THE CHARTER TOWNSHIP OF MERIDIAN approves the location, character, and extent of an approximately 3.4 acres of land located at 3663 Stagecoach Drive.

**CHARTER TOWNSHIP OF MERIDIAN
DEPARTMENT OF COMMUNITY PLANNING AND DEVELOPMENT
5151 MARSH ROAD, OKEMOS, MI 48864
PHONE: (517) 853-4560, FAX: (517) 853-4095**

**COMMISSION REVIEW:
AMENDMENT TO MASTER PLAN APPLICATION
(Municipal Planning Act, MCL 125.31, Section 9)**

- A. Applicant Charter Township of Meridian
Address of Applicant 5151 Marsh Road
Okemos MI 48864
Telephone: Work 517-853-4610 Home n/a
Fax 517-853-4099 Email greenway@meridian.mi.us
- B. Jurisdiction having authority (if different than applicant) n/a
Address _____
Telephone _____ Fax _____ Email address _____
Please provide the name of the board, commission or body having jurisdiction for the authorization of financing of the public way, ground, space, building, structure or utility.
- C. Applicant's Representative, Architect, Engineer or Planner responsible for request:
Name / Contact Person Jane Greenway
Address same as above
Telephone: Work 517-853-4610 Home _____
Fax _____ Email greenway@meridian.mi.us
- D. Site location/address: South of Meridian Riverfront Park, North of Ponderosa subdivision, directly west of Ponderosa Land Preserve
Zoning Classification(s) Rural Residential
Parcel number(s) Northern portion of parcel number 32-02-02-35-403-004
- E. I (we) hereby grant permission for members of the Charter Township of Meridian's Boards and/or Commissions, Township staff member(s) and the Township's representatives or experts the right to enter onto the above described property (or as described in the attached information) in my (our) absence for the purpose of gathering information including but not limited to the taking and the use of photographs.
- x Yes No (Please check one)—Permission granted with Land Preservation Application

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate.

Jane L. Greenway
Signature of Applicant

9-19-18
Date

Jane L. Greenway
Type/Print Name

Fee: _____

Received by/Date: _____

Date application submitted: _____

Date application deemed complete: _____

Date of last day for decision: _____

**This form should be included with the COMMISSION REVIEW APPLICATION.
Explain your position on the lines below, and attach supporting information.**

REASONS FOR MODIFYING THE MASTER PLAN

Please explain your request to modify the Township's Master Plan for construction or authorization of a street, public utility, park, public way, ground, open space or other public building or structure on the following lines:

Supports Township Goal #2 – Preserve Open Space and Natural Areas

Supports the Township Greenspace Plan

The location, character and extent of your request will be evaluated in accordance with the responses you provide to Questions 1-12.

1. How will the request if approved be consistent with current development trends in the Township?

The acquisition of this parcel will preserve open space in the Township and support the

Township Greenspace plan.

2. How does the request further the Township Master Plan goals to:

- Preserve and strengthen existing and future residential neighborhoods
- Preserve open space and natural areas
- Maintain the viability of Meridian Township businesses
- Maintain and expand a diverse park system
- Maintain essential public services
- Provide and support an efficient, safe and environmentally sensitive multi-modal transportation system
- Maintain and enhance the Township's growth management program

This acquisition will preserve the area in perpetuity. Providing/protecting open space is essential for protecting the natural features of our community. The land will be protected from development, but at the same time provide an attraction for planned growth in the future.

3. Is the request supported by surveys or studies of the present conditions and future needs of the Township? If yes, please attach a copy of the survey and/or study.

It is supported by Township Board Goal #2 to preserve open space and natural areas in the Township. Strategy 1 under section A of this goal includes the public purchase of land.

4. How does the request promote the health, safety and general welfare of the Township public?

It provides greenspace near a residentially developed area of the Township.

5. How does the request promote the best use of time, effort and resources in the development of the Township?

Land preservation parcels are purchased through the use of the Land Preservation Millage Funds.

6. How does the request promote wise and efficient expenditures of Township Public funds?

The Land Preservation Advisory Board has deemed that the acquisition of this parcel is a wise expenditure of the Land Preservation Program funds because there are valuable hardwood trees on the property.

7. How does the request impact traffic in the Township?

N/A

8. How does the request impact the public's safety from fire and other dangers in the Township?

N/A

9. How does the request impact the light and air in the Township?

Forested areas improve air quality.

10. How does the request impact the population distribution in the Township?

N/A

11. How does the request promote good public design and arrangement in the Township?

The parcel will square off the corner of the Ponderosa Land Preserve.

12. How does the request impact public utilities and other public services in the Township?

N/A



To: Planning Commission

From: Jane Greenway, Senior Parks and Land Management Coordinator

Date: September 19, 2018

Re: Section 61 Review – Proposed Land Preservation purchase

The Land Preservation Advisory Board (LPAB) is currently considering the purchase of a 3.4 acre property within the Township. This property is known as the “Repaskey property.”

Section 61 of the Michigan Planning Enabling Act (the “MPEA,” Public Act 33 of 2008) requires Planning Commission review and approval of the location, character, and extent for the construction/purchase of new public streets, parks, open space, buildings, and other public facilities. This process is called a Section 61 Review.

The Township Board voted at their August 21, 2018 meeting to forward a request to the Planning Commission for review.

Property interest:

- Repaskey – Okemos, MI 48864
- South of Meridian Riverfront Park (Legg Park), North of Ponderosa subdivision, directly west of the new Ponderosa Land Preserve
- Northern portion of parcel number 32-02-02-35-403-004 (the property for purchase is all of parcel A and the northern part of Parcel B (above the East-West ¼ Line)
- Area: 3.4 acres
- Provides a contiguous buffer to an area that is already protected

Attachment

1. Land Preservation property map.
2. Boundary survey of proposed acquisition

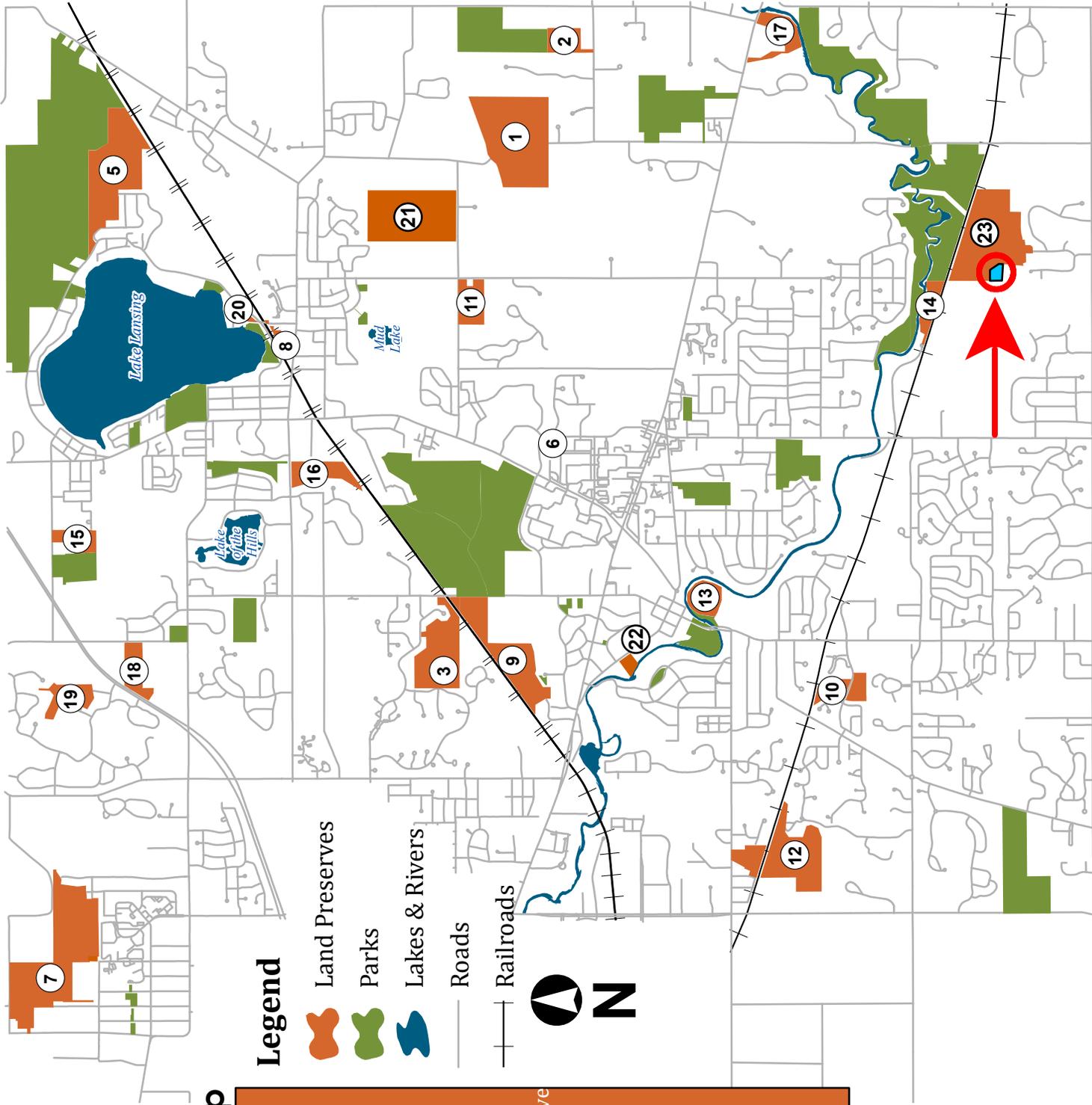


Land Preservation Map

- 1 Davis/Foster Preserve
- 2 Foster-Crouse Preserve
- 3 Hubbel Preserve
- 4 Kuzma Preserve
- 5 Lake Lansing North Preserve
- 6 Newnan Equities Preserve
- 7 Towar Woods Preserve
- 8 Lake Lansing South Preserve
- 9 Central Meridain Uplands
- 10 Sower Woods Preserve
- 11 Timhart/Cornell Wetland Preserve
- 12 Southwest Meridian Uplands Preserve
- 13 Sumbal Preserve
- 14 Red Cedar Glen Preserve
- 15 Towner Wetland Preserve
- 16 Meridian Central Wetland Preserve
- 17 Red Cedar River East Preserve
- 18 Forest Grove Preserve
- 19 North Ridge Preserve
- 20 Tank Wetland
- 21 Tihart Preserve
- 22 Mandenberg Woods
- 23 Ponderosa Preserve

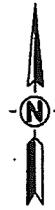
Legend

-  Land Preserves
-  Parks
-  Lakes & Rivers
-  Roads
-  Railroads
-  N

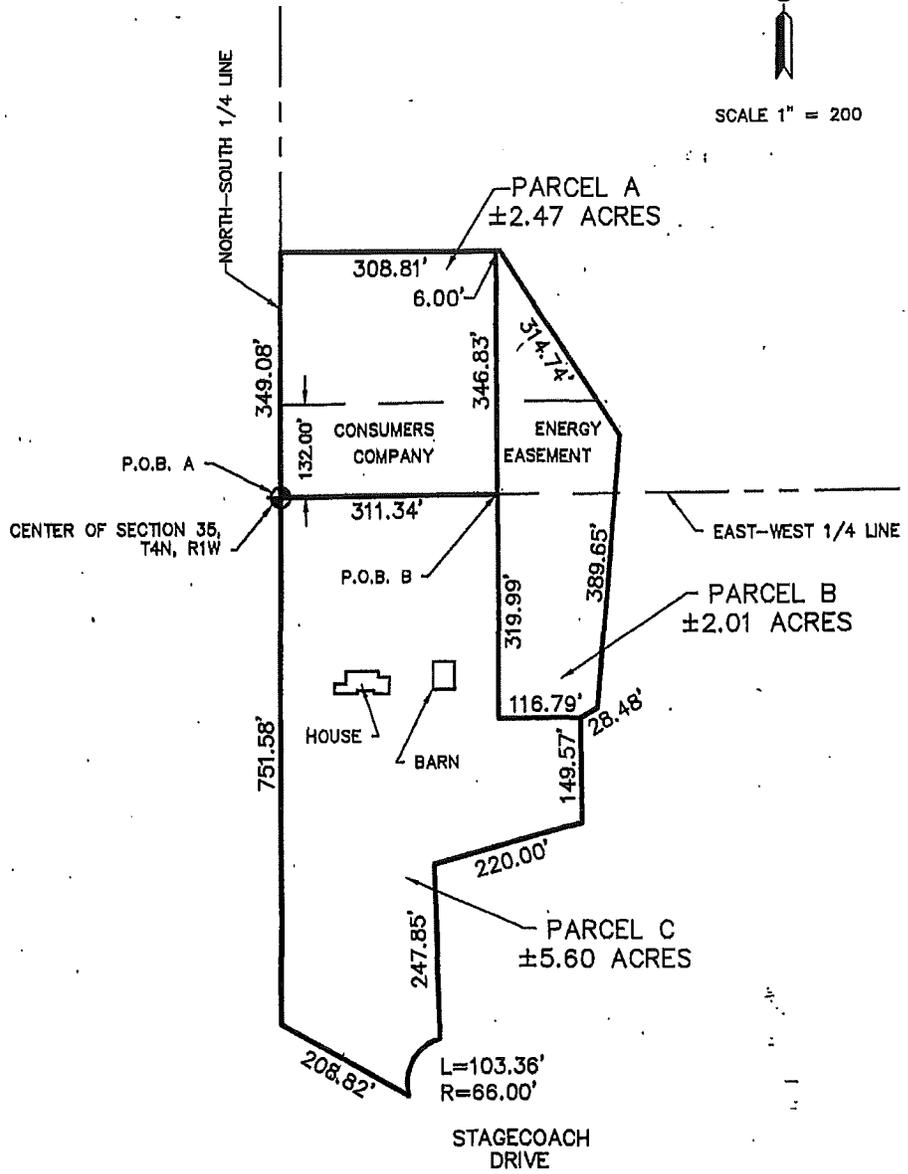


PLOT PLAN

FOR: **TOM REPASKEY**

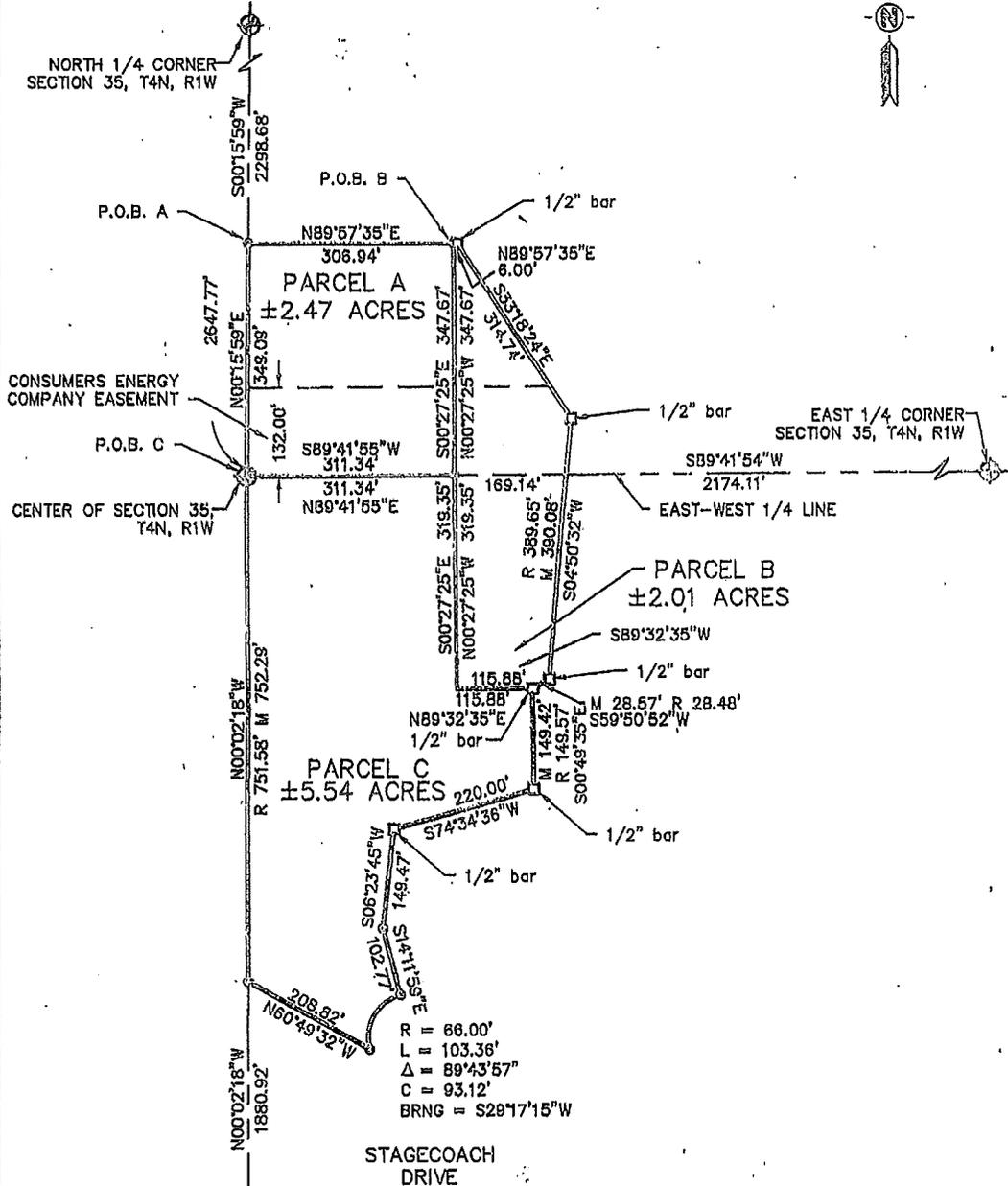
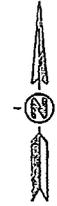


SCALE 1" = 200



CERTIFIED BOUNDARY SURVEY

FOR: **TOM REPASKEY**



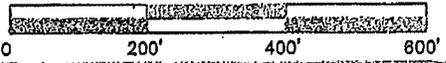
SOUTH 1/4 CORNER SECTION 35, T4N, R1W

LEGEND

- ⊙ = Set 1/2" Bar with Cap
- = Found Iron as Noted
- = Survey Boundary Line
- = Distance Not to Scale
- *— = Fence
- ▨ = Deck, Porch, Sidewalk, & Patio Areas

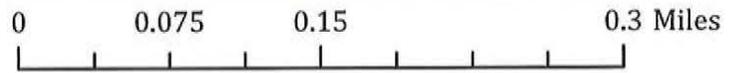
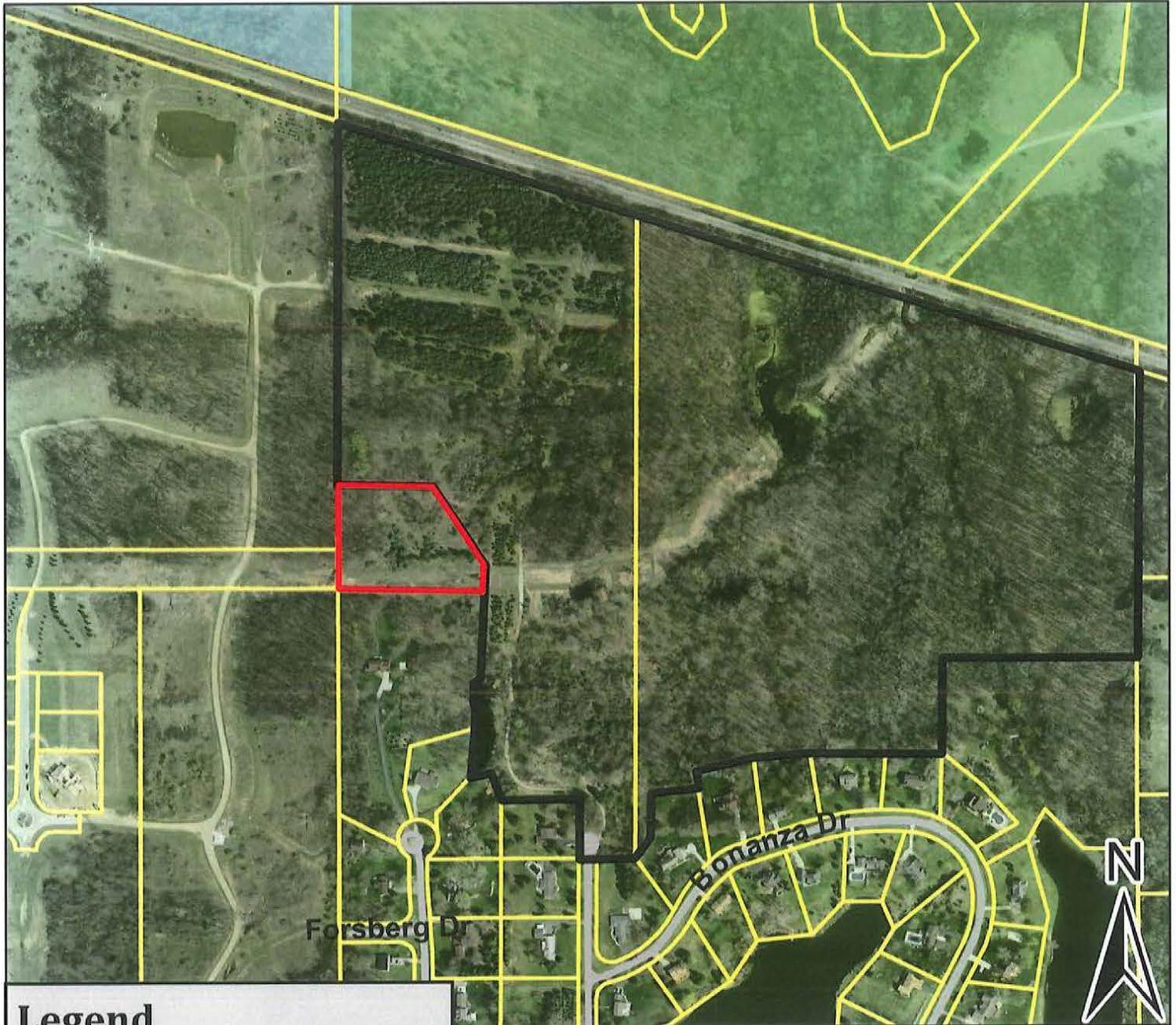
All Dimensions are in Feet and Decimals Thereof.
All Improvements Not Shown.

SCALE 1" = 200'

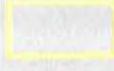
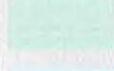
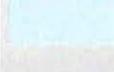


KEBS, INC.		NYES ENGINEERING BRYAN LAND SURVEYS
2116 HASLETT ROAD, HASLETT, MI 48840 PH. 517-339-1014 FAX. 517-339-8047		
Charlotte Office Ph. 517-543-7076		Marshall Office Ph. 616-781-9800
DRAWN BY JLW	SECTION 35, T4N, R1W	
FIELD WORK BY JB	JOB NUMBER:	
SHEET 1 OF 3	02-B-67811	

Repaskey Property



Legend

-  Repaskey Property
-  Ponderosa
-  Parcels
-  Legg Park
-  Red Cedar Glen Preserve
-  Roads

Parcel Number:
Northern part of 33-02-02-35-403-004

Area: 2.5 to 3.5 acres





To: Planning Commission

From: Peter Menser, Principal Planner

Date: October 5, 2018

Re: Urban Service Boundary Amendment Process

At its last meeting on October 2, 2018 the Township Board discussed the process to review requests to extend utilities outside of the urban service boundary (USB). The Township Board agreed to send these requests to the Planning Commission for consideration using the Section 61 review process established in the Michigan Planning Enabling Act.

The Urban Service Boundary (USB) was established as part of the 2017 Master Plan. Recently a request was received to extend water services to properties located outside of the USB. The 2017 Master Plan notes the Township will consider requests from private property owners and developers for amendments to the USB and lists the materials a property owner must provide for consideration however it does not establish a process for the review of amendment requests.

After consultation with the Township Attorney, Township staff suggested sending USB amendment requests to the Planning Commission for review and approval. Section 61 of the Michigan Planning Enabling Act (the "MPEA," Public Act 33 of 2008) requires Planning Commission review and approval of the location, character, and extent of new public streets, parks, open space, buildings, and other public facilities prior to construction/purchase in areas covered by a Master Plan. The MPEA does not require a public hearing for Section 61 reviews however the Township Board has stated a preference to hold a public hearing and notice surrounding property owners in the same process that is typically used for rezonings, special use permits, etc.

The Section 61 review process begins by the Township Board referring the request to the Planning Commission. If the Township Board is not in favor of the request, it can choose not to refer it to the Planning Commission. If the request is referred, the Planning Commission will discuss and then either approve or deny the request. If the Planning Commission denies a request and the Township Board disagrees with the decision it can overrule the Planning Commission by a 2/3 majority vote.

Attachments

1. Page 35 from 2017 Master Plan related to Urban Service Boundary.
2. Excerpt from the MPEA regarding Section 61 reviews.
3. Excerpt from MSU Extension Land Use Series newsletter.

The urban service boundary limits the extent of water and sewer service in the Township. It preserves high-quality open space and the rural character of the eastern one-third of the Township while focusing new development into the mixed use core areas of Haslett, Okemos, and Carriage Hills.

Urban Service Boundary

The urban service boundary demarcates the line where the Township will limit the provision of public utilities such as water and sewer. This boundary will help the Township focus development efforts inward rather than sprawling out, allowing more cost-effective delivery of public services and the preservation of open space and natural resources.

The Township has committed to reviewing the urban service boundary every five years, concurrent with the Master Plan, in an effort to be responsive to changing conditions and needs. When reviewing proposed updates, the following criteria must be considered:

- Whether the amount of available land within the urban services district is adequate for all land use types for the ensuing 20 years.
- Current demographic and economic projections.
- The ability of the Township to maintain acceptable levels of service and quality of life for existing and new residents.
- Analyses of soil type, vegetation, topography, availability of public water and sewer services, existing property lines, existing land use, and potential for development.
- Proposed boundaries are preferred along roads or other natural boundaries.

The Township will also consider requests from private property owners and developers for amendments to the boundary. The applicant must provide the following for consideration:

- Location in relation to the existing urban services area.
- Documentation from the applicant there are no suitable development sites within the urban services district.
- Documentation that a compelling public health and/or safety issue exists for which the only solution is amending the urban services district boundary.
- Weigh the benefits and economic burdens for the Township.

Much of the western two-thirds of the Township is within the Urban Services District. Many of the residential developments therein are served by both water and sewer services, although some do exist without one or both of those services. As long as capacities for both systems are adequate and quality of service will not drop as a result of increased development, expansion of the utility systems within the urban services district can be accommodated without further amendment of the urban service boundary.

Exemption to the Urban Services District

Property located within the 2009 Georgetown Sanitary Sewer Interceptor Payback District and subject to the Georgetown Sanitary Sewer Interceptor Benefit Charge shall be exempt from the Urban Services District Boundary and Policies, only for sewer extensions, until July 7, 2024 or until the Eyde Company is reimbursed the amount in the July 7, 2009, Board Resolution entitled Georgetown Sanitary Sewer Interceptor Benefit Charge and Reimbursement, whichever occurs first.

MICHIGAN PLANNING ENABLING ACT (EXCERPT)
Act 33 of 2008

125.3861 Construction of certain projects in area covered by municipal master plan; approval; initiation of work on project; requirements; report and advice.

Sec. 61. (1) A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body or other body having jurisdiction over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission by a vote of not less than 2/3 of its entire membership for a township that on the enactment date of this act had a planning commission created under former 1931 PA 285, or for a city or village, or by a vote of not less than a majority of its membership for any other township. If the planning commission fails to act within 35 days after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.

(2) Following adoption of the county plan or any part of a county plan and the certification by the county planning commission to the county board of commissioners of a copy of the plan, work shall not be initiated on any project involving the expenditure of money by a county board, department, or agency for the acquisition of land, the erection of structures, or the extension, construction, or improvement of any physical facility by any county board, department, or agency unless a full description of the project, including, but not limited to, its proposed location and extent, has been submitted to the county planning commission and the report and advice of the planning commission on the proposal have been received by the county board of commissioners and by the county board, department, or agency submitting the proposal. However, work on the project may proceed if the planning commission fails to provide in writing its report and advice upon the proposal within 35 days after the proposal is filed with the planning commission. The planning commission shall provide copies of the report and advice to the county board, department, or agency sponsoring the proposal.

History: 2008, Act 33, Eff. Sept. 1, 2008.

May 1, 2008

Bringing
Knowledge
to Life!

Check List # 1K Review of Infrastructure and Public Capital Expenditures

*“Thirty seven million
acres is all the Michigan
we will ever have.”*

Former Governor
William G. Milliken

This is a step-by-step procedure for the planning commission to review the infrastructure or public capital expenditure plan proposed by the local unit of government, or other government agencies which may be proposing activity within the local unit of government’s jurisdiction. Before work can begin on any project in an area covered by a municipal or county master plan, the proposed project must be reviewed and approved by the planning commission. Therefore review of infrastructure and public capital expenditure plans is a very important function of any planning commission. This review should be considered just as important as any other function carried out by the planning commission.

This document is designed to provide a list of steps – in order – which leads to a well planned community. This outline is based on Michigan Public Act 33 of 2008, as amended, (being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et. seq.*), recommendations of Jasneet Sharma, MSU Extension Land Policy Educator, budget finance recommendations derived from the Citizen Planner Leadership Academy Weekend “Budget Finance” training materials developed by Kurt Schindler, MSU Extension Regional Land Use Educator, and Dean Solomon, Charlevoix County Extension Director.

The Michigan Planning Enabling Act is a new statute, that changes how various planning procedures are done, and provides new duties and power to many planning commissions in the state. The entire purpose of this act was to create a single set of procedures to follow regardless of whether planning is being done by a city, village, township, or county. After September 1, 2008 (the effective date of the act) only the procedures in the Michigan Planning Enabling Act should be used as the act replaces the following statutes.

Michigan State University
Extension Land Use Team

<http://ntweb11a.ais.msu.edu/luaoe/index.asp>

*MSU is an affirmative-
action, equal-opportunity
employer. Michigan State*

Author:

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e-mail: sharmaj@msu.edu

overland mail:

MSU Extension, Lenawee County

1040 S. Winter Street, #2020

Adrian, Mich. 49221-3967

The author would like to thank the following individuals for their review and assistance with this publication:

■ Jason Ball, MSU GRADUATE STUDENT

■ Brad Neumann, LAND POLICY EDUCATOR, St Joseph County;

■ Kurt Schindler, REGIONAL LAND USE EDUCATOR, Wexford County;

■ Lincoln Sweet, MSU GRADUATE STUDENT

Only for matters that took place before September 1, 2008 should these old statutes still be referenced:

- County Planning Act, being P.A. 282 of 1945, as amended, M.C.L. 125.101 *et seq.*
- Township Planning Act, being P.A. 168 of 1959, as amended, M.C.L. 125.321 *et seq.*
- Municipal Planning Act, being P.A. 285 of

1931, as amended, M.C.L. 125.31 *et seq.*

For any step of this process, the Michigan State University Extension members of the Land Use Area of Expertise team can assist with sample materials; coordinating efforts between the

Related Publications

I.II.III.A.1.2.a.b.(1)(a)ii)a)b)1234 There are also separate procedural checklists for performing other planning and zoning functions. They are:

- *Land Use Series*: "Check List #1A; To Create a Planning Commission or Amend an Existing Planning Commission Ordinance."
- *Land Use Series*: "#1B; Sample Ordinance to create a planning commission"
- *Land Use Series*: "#1C; Summary of changes between new Michigan Planning Enabling Act and the three old planning acts: Municipal Planning Act, County Planning Act, and Township Planning Act."
- *Land Use Series*: "Checklist #1D; Steps to Transition an Existing Planning Commission to Comply with the Michigan Planning Enabling Act"
- *Land Use Series*: "#1E; Sample Bylaws for a planning commission."
- *Land Use Series*: "Checklist #1F; What Should be in a Master Plan"
- *Land Use Series*: "Checklist #1G; For Adoption of a Plan in Michigan"
- *Land Use Series*: "Checklist #1H; The Five Year Plan Review."
- *Land Use Series*: "Checklist #1I; For Adoption of an Amendment to a Plan"
- *Land Use Series*: "Checklist #1J; Adopting and Updating a Capital Improvement Program"
- *Land Use Series*: "Checklist #1K; Review of Infrastructure and Public Capital Expenditure"
- *Land Use Series*: "Checklist #1L; Adoption or Amendment of Subdivision Rules"
- *Land Use Series*: "#1M; How Governments Make Submissions on a Neighbor's or County's Proposed Plan"
- *Land Use Series*: "#1N; How a Planning Commission Should Respond to Submissions"
- *Land Use Series*, "Checklist #2; for Adoption of a Zoning Ordinance in Michigan."
- *Land Use Series*, "Checklist #3; for Adoption of an Interim Zoning Ordinance in Michigan."
- *Land Use Series*, "Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including PUD) in Michigan"
- *Land Use Series*, "Checklist #5: for Processing a Special Use Permit (Including PUD) Application in Michigan."
- *Land Use Series*, "Checklist #6: for Processing a Zoning Appeal and Variance in Michigan."

All of these are available at www.msue.msu.edu/lu/.

Glossary

I.II.III. The following terms are used in this publication, and have the following specific meanings.

§ means the section number of Public Act 33 of 2008, as amended, (being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et seq.*),

Chief administrative official means the manager or other highest nonelected administrative official of a city or village.

Chief elected official means the mayor of a city, president of a village, supervisor of a township, or chair of a county board of commissioners.

Ex officio member means a member of a planning commission, with full voting rights unless otherwise specified by city or village charter, by virtue of holding another office for the term of that office.

Legislative Body means the county board of commissioners of a county, the board of trustees of a township, the council of a city or village, or other similar elected governing body of a county, township, city, or village.

Local Unit of Government means a county or municipality.

Municipality means a city, village or township.

Plan means any plan adopted under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning Commission means the local unit of government planning commission created under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning jurisdiction means the area encompassed by one of the following:

- For a city or village, the legal boundaries of a city or village, respectively, and any area outside of the city or village boundary that the planning commission deems related to the planning of the city or village;
- For a township, the legal boundaries of a township outside the limits of a city(ies) and village(s);
- For a township who's planning commission was formed under P.A. 285 of 1931, as amended, (M.C.L. 125.31 *et seq.*), the legal boundaries of a township outside the limits of a city(ies) and village(s), and any area outside of the township boundary that the planning commission deems related to the planning of the township. (See §31(1)(b))
- For a county, the legal boundaries of a county outside the limits of a city(ies) and village(s); or the county including any city(ies) and village(s) which has adopted the county plan (See §31(1)).

township, county, and the state; and providing guidelines.

This outline is not designed as a substitute for reading and understanding the Michigan Planning Enabling Act. This outline is not a substitute for legal advice or for professional planner services.

It is **important** to document each step of the process in planning and zoning a community. Keep detailed minutes, affidavits of publication and mailing, open meeting notices, letters of transmittal, and communications all on file so years from now they are still available.

This checklist is divided into three columns. The first column has a place to check when the task is done, and a place to check when the documentation has been placed in a permanent file. The second column is the step, or task, to complete in the order given to properly adopt a plan. The third column is what should be included in a permanent file to document that work has been

done. Sometimes the middle column is further divided into two columns. The heading will indicate which **one** should be followed in your community's case. It is always a matter of doing one or the other, never both.

This check list is intended to be linear, with each step being done in order, and most requiring the previous step to be done before starting the next.

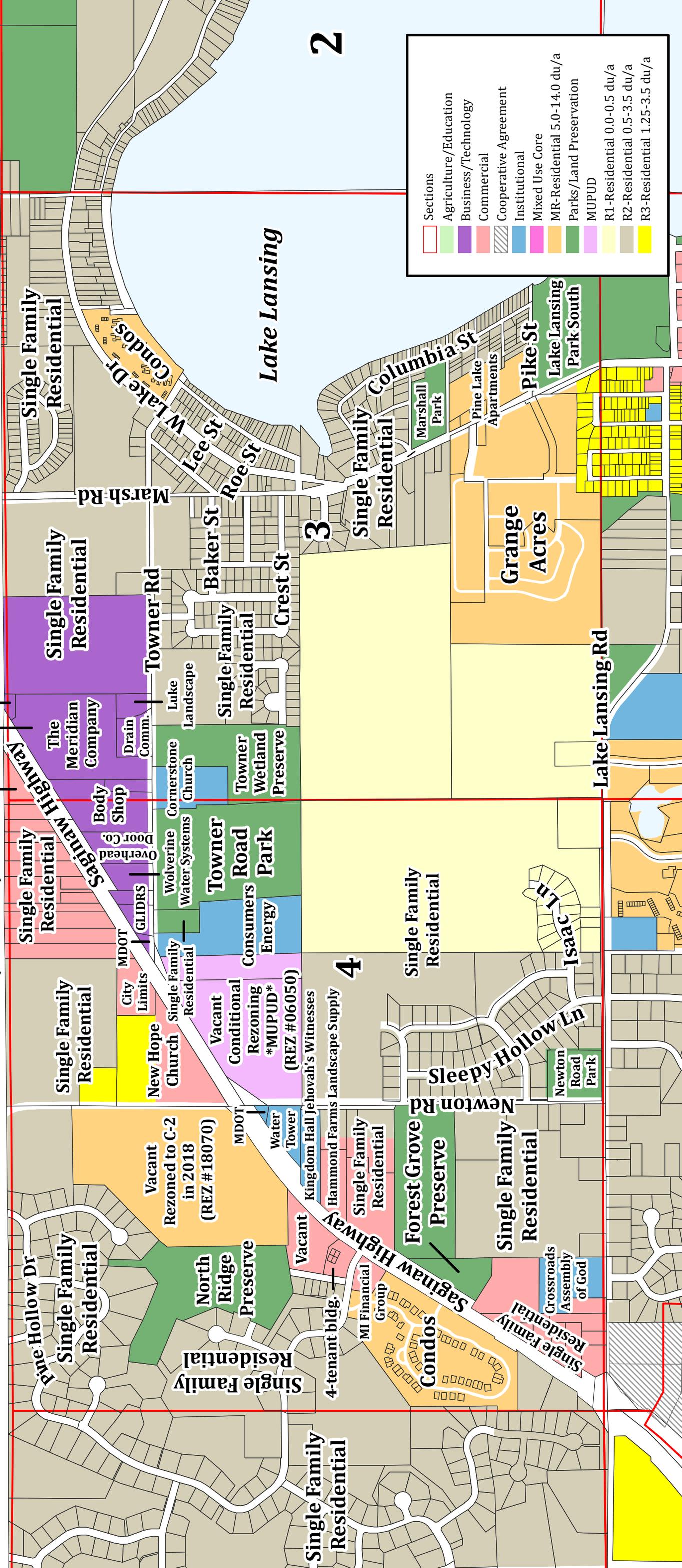
Review of infrastructure and capital expenditures occurs **after adoption of a master plan** (see *Land Use Series*: "Checklist #1G; For Adoption of a Plan in Michigan" and *Land Use Series*: "Checklist #1I; For Adoption of an Amendment to a Plan") by a local unit of government.

Check List	Step/Task to do		Documents to file
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>Step 1a. For a city, village and township: Review proposed infrastructure project.</p> <ol style="list-style-type: none"> 1. A street; square, park, playground, public way, ground or other open space shall not be constructed or authorized for construction work in an area covered by a municipal master plan unless; <ol style="list-style-type: none"> a. The legislative body or other body having jurisdiction over the authorization or financing of the project submits information regarding the location, character, and extent of the proposed street, public way, open space, structure or utility project to the planning commission for review and approval (§ 61(1)). 	<p>Step 1b. For a County: Review proposed infrastructure project.</p> <ol style="list-style-type: none"> 1. Work shall not be initiated on any project involving the expenditure of money by a county board, department, or agency for the acquisition of land; erection of structure; or the extension, construction, or improvement of any physical facility by any county board, department or agency unless; <ol style="list-style-type: none"> a. A full description of the project, including, but not limited to, its proposed location and extent, has been submitted to the county planning commission (§ 61(2)). 	<p>Copy of communication from the government agency regarding the proposed infrastructure project.</p>

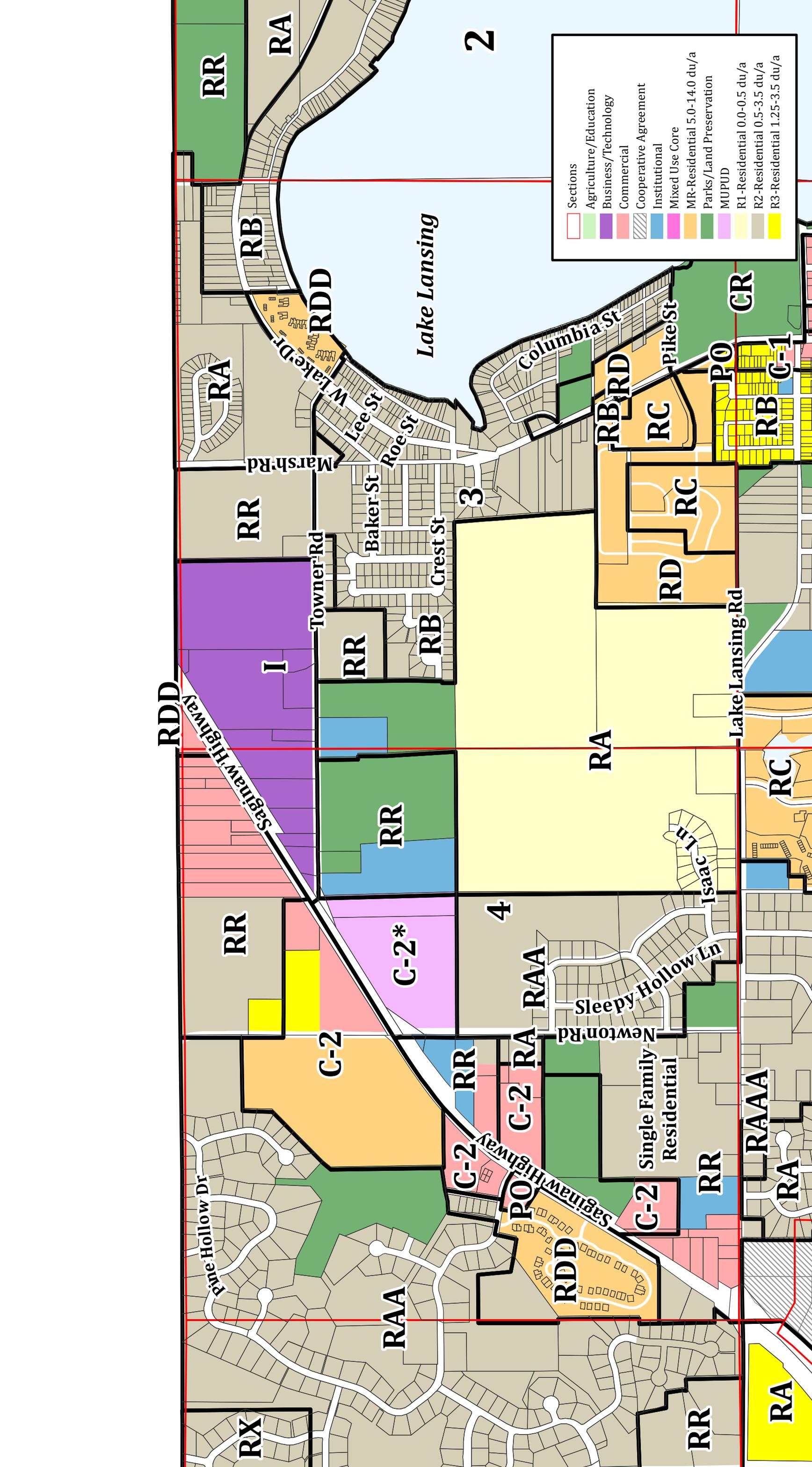
Check List	Step/Task to do		Documents to file
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>Step 2. (RECOMMENDED) When reviewing the proposed project the planning commission should at a minimum consider the following issues;</p> <ol style="list-style-type: none"> 1. Is the proposed project consistent with adopted plans? 2. Is the project consistent with other governmental management plans? 3. Is the project consistent with the plans of each municipality located within or contiguous to the local unit of government? 4. Is the project consistent with adopted, if any, capital improvement plans? <p>NOTE: If the answer to any of the above is “no,” then the planning commission’s review of the project should not be favorable.</p>		Minutes of meetings where the review took place.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>STEP 3a. For a city, village or Township The municipal planning commission shall approve or disapprove the project within 35 days and shall submit its reasons for approval or disapproval to the body having jurisdiction (§ 61(1)).</p> <ol style="list-style-type: none"> 1. If the planning commission fails to respond within 35 days of submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission (§ 61(1)). 	<p>STEP 3b. For County The county planning commission shall provide its report and advice regarding the proposal in writing. The reason for approval or disapproval must be provided to the county board, or agency sponsoring the proposal within 35 days after the proposal is filed with the county planning commission (§ 61(2)).</p> <ol style="list-style-type: none"> 1. If the county planning commission fails to respond within 35 days after the proposal is filed with the county planning commission, the project shall be considered to be approved and work on the project may proceed (§ 61(2)). 	Certified copy of the minutes approving or disapproving the proposed project.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p>Step 4. (RECOMMENDED) The planning commission should conduct a formal review of the proposed project and act, by adoption of a motion that include findings of fact, recitation of reasons, and the action.</p>		Minutes of meeting(s) where the motion was considered and acted upon.

Check List	Step/Task to do		Documents to file
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	Step 5. The planning commission forwards its response to the body having jurisdiction.		Copy of the transmittal to the body having jurisdiction.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	Step 6a. For city, village and township: If the planning commission's action is to disapprove the project, the legislative body may decide to overrule the planning commission decision by a vote of <ol style="list-style-type: none"> 1. Not less than 2/3 of its entire membership for a city or village or for a township that on the enactment date of this act had a planning commission created under former 1931 PA 285 (§ 61(1)). 2. Not less than a majority of its membership for any other township (§ 61(1)). 	Step 6b. For a county: Go to step 7.	A certified copy of the minutes of the legislative body's action on the proposed project.

Proposed for rezoning to C-2 (REZ #18090) All Grand Events
 Proposed for rezoning to C-2 (REZ #18100)
 Single Family home - Zoned RDD (Multiple Family) (REZ #16070)



Sections	Color
Agriculture/Education	Light Green
Business/Technology	Purple
Commercial	Red
Cooperative Agreement	White with diagonal lines
Institutional	Blue
Mixed Use Core	Pink
MR-Residential 5.0-14.0 du/a	Orange
Parks/Land Preservation	Dark Green
MUPUD	Light Purple
R1-Residential 0.0-0.5 du/a	Yellow
R2-Residential 0.5-3.5 du/a	Light Brown
R3-Residential 1.25-3.5 du/a	Yellow-Green



Sections	
[Green]	Agriculture/Education
[Purple]	Business/Technology
[Pink]	Commercial
[Hatched]	Cooperative Agreement
[Blue]	Institutional
[Magenta]	Mixed Use Core
[Orange]	MR-Residential 5.0-14.0 du/a
[Dark Green]	Parks/Land Preservation
[Light Purple]	MUPUD
[Light Yellow]	R1-Residential 0.0-0.5 du/a
[Light Brown]	R2-Residential 0.5-3.5 du/a
[Yellow]	R3-Residential 1.25-3.5 du/a

RDD

Saginaw Highway

Pine Hollow Dr

RX

RAA

C-2

RR

RR

I

RR

Towner Rd

RR

RR

RB

RB

3

Baker St

Crest St

Marsh Rd

RA

RDD

Lee St

Roe St

Lake Lansing

2

RB

RR

RA

Columbia St

RB

RD

RC

RD

RC

PO

RB

C-1

Lake Lansing Rd

RC

Isaac Ln

4

RAA

RA

C-2

RR

RR

PO

RA

C-2

RR

RDD

PO

RA

Newton Rd

Sleepy Hollow Ln

Single Family Residential

RR

RAAAA

RA

RA

RR

