

# Land Use Series

Revised: December 15, 2006  
(Original: February 1, 2002)

Bringing  
Knowledge  
to Life!

## Check List # M1 For Adoption of a City and Village Plan in Michigan

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

Former Governor  
William G. Milliken

Michigan State University  
Extension Land Use Team

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

*MSU is an affirmative-action, equal-opportunity institution. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status.*

This is a step-by-step procedure for planning, specifically Plan adoption. It is designed to provide a list of steps -- in order -- which leads to a well planned and zoned village or city (and other incorporated political subdivisions). This outline is based on Michigan Public Act 285 of 1931, as amended, (being the Municipal Planning Act, M.C.L. 125.31 *et. seq.*), recommendations of Kurt H. Schindler, MSU Extension Land Use (planning and zoning) Specialist, and intergovernmental coordination and plan content "best planning practices" derived from a proposed Coordinated Planning Act developed by the Michigan Chapter of the American Planning Association. In the check list, most of the items marked "optional" are derived from the proposed Coordinated Planning Act --and not in current statute.

For any step of this process, the Michigan State University Extension members of the Land Use Area of Expertise team can provide assistance; provide sample materials; coordinate efforts between the village or city, township, county, and the state; and provide guidelines.

This outline is not designed as a substitute for reading and understanding the Acts. This outline is not a substitute for legal advice.

It is important to document each step of the process in planning 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 to adopt a proper plan/zoning ordinance, or amendment to either. The third column is, what should be included in a permanent file to document the work has been done.

### Author:

Kurt H. Schindler, COUNTY EXTENSION DIRECTOR  
LAND USE AREA OF EXPERTISE  
Phone: (231)779-9480  
Fax: (231)779-9105  
e-mail: [schindlk@msue.msu.edu](mailto:schindlk@msue.msu.edu)  
overland mail:

MSU Extension, Wexford County  
401 N. Lake Street  
Cadillac, Mich. 49601-1891

The author would like to thank Eric Cline, Assistant Planner for Antrim County for his review and comments in preparation of this bulletin.

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 1. The city or village council should take formal action to create a city or village planning commission (§2). This is done by ordinance and requires legal work.</p>	<p>Copy of city or village council minutes</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 2. The village or city mayor (or, no elected mayor, the chief legislative officer specified in ordinance) appoints members to the township planning commission, subject to approval by a majority vote of the village or city council, or by formula in ordinance. The planning commission, in cities and villages of less than 5,000 population, may also be combined with other village or city boards such as economic development corporation board, downtown development authority board (if the border of the DDA is the same as the city or village), tax increment finance authority board (if the border is the same as the city or village), the village or city council. (§2 and §3).</p>	<p>Most recent copy of city or village council appointments</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 3. The planning commission should create a set of rules of procedure for its meetings and operation (§4) and elect officers (§4), and an annual detailed budget appropriated by the village or city council (§5). A regular schedule of meetings (at least once a month) should be established (§4).</p>	<p>Most recent copy of the bylaws.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 4. The planning commission should start work on the plan by first establishing a system of coordination and communication with other governments (§7a(2)). This should be done by formal notice by first class mail to each. (In the notice one may request permission for the city or village to submit electronically (such as email) any information required to be submitted to that entity under steps 10, 14, and 20. If granted permission, then electronic means may be used for notices, submission of comments and draft plans (plan amendments). Otherwise such information shall be submitted in writing by first-class mail or personal delivery. (§7a(3)))</p> <ol style="list-style-type: none"> <li>1. The planning commission, or if there is no planning commission, the legislative body, of each city, village, or township located within or contiguous to the village or city (§7a(2)(a)).</li> <li>2. The regional planning commission for the region in which the village or city is located, if there is not a county planning commission. If there is a county planning commission submission to the regional planning agency is optional (§7a(2)(b)).</li> <li>3. The county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which the village or city is located (§7a(2)(c)).</li> <li>4. Each public utility company and railroad company owning or operating a public utility or railroad within the village or city and any government entity, that registers its name and mailing address for this purpose with the village or city planning commission. (Anyone listed in number 5 getting a copy of the plan shall reimburse the village or city for any copying and postage costs for obtaining a copy of the plan.) (§7a(2)(d)).</li> <li>5. (Optional) The planning commission, or if there is no planning commission, the county board of commissioners, of each county contiguous to the village or city.</li> <li>6. (Optional) Each state, federal, Native American tribe governments, and government agencies which own more than 10 acres of land within the village or city; school districts; downtown development authorities; tax increment finance authorities; airport authorities; other special interest groups.</li> </ol> <p>This notice might be delayed until after the preliminary studies (step 6) are done if the community wants to consider the “start” of planning take place after that step, but in any case this notice should be sent out before the start of the plan preparation (step 7).</p> <p>Other means of cooperation can also include joint meetings, or a committee to prepare the plan whose membership includes representatives of all those receiving notices.</p> <p>Best planning practice is the plan developed by the city or village should not contravene and should coordinate with the plans of those listed here. Thus obtaining and reviewing those plans should also be considered. If there are inconsistencies making compliance with each plan difficult, one of the</p>	<p>Copy of the notices, list of who notices were sent to and an affidavit indicating when they were sent.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 5. Work on the drafting of a village or city plan should start. Planning may be in cooperation with others. The work on the plan can proceed as one whole project or by successive parts corresponding with major geographical areas of the village or city or with functional subject matter areas of the plan (§7b(1)).</p> <p>A village or city plan can include planning for any areas outside of the village or city boundaries which, in the planning commission's judgement, bear relation to the planning of the village or city. The planning commission may meet with other governmental planning commissions to deliberate (§6(1)).</p>	<p>Notes or minutes of joint meetings, or copies of letters.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>STEP 6. (Optional) In preparation of a plan, studies of existing conditions and probable growth should be done for the basis of the plan.</p> <p>The city or village planning commission may make use of expert advice and information from federal, state, county, and municipal officials, departments, and agencies having information, maps, and data pertinent to city or village planning.</p>	<p>Copies of studies, documents, reports leading up to the preparation of the plan. Copy of the review (letters, minutes, other) by county planning, MSUE, or professional planner.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>STEP 7. The plan (text, maps, plats, charts) shall be for the development of the city or village and address land use issues and may project 20 years or more into the future (§6(4)). The Plan shall include:</p> <ol style="list-style-type: none"> <li>1. A land use plan and program in part consisting of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes (§6(4)(a)).</li> <li>2. The general location, character, and extent of streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, and water front developments; flood prevention works, drainage, sanitary sewers and water supply systems, public works for preventing pollution, and works for maintaining water levels; and public utilities and structures (§6(4)(b)).</li> <li>3. Recommendations as to the general character, extent, and layout for the redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, or changes or use or extension of ways, grounds, open spaces, buildings, utilities, or other facilities (§6(4)(c)).</li> <li>4. A zoning plan for the control of the height, area, bulk, location, and use of buildings and premises (§6(4)(d)).</li> <li>4. Recommendations for implementing any of its proposals (§6(4)(e)).</li> </ol> <p>In addition the municipal plan, with the accompanying maps, plats, charts, and descriptive matter shall show the planning commission's recommendations for the development of the territory, including, but not limited to, all of the following (§6(3)):</p> <ol style="list-style-type: none"> <li>1. The general location, character, and extent of streets, viaducts, subways, bridges, waterways, floodplains, water fronts, boulevards, parkways, playgrounds, and open spaces (§6(3)(a)).</li> <li>2. The general location of public buildings and other public property (§6(3)(b)).</li> <li>3. The general location and extent of public utilities and terminals, whether publicly or privately owned or operated, for water, light, sanitation, transportation, communication, power, and other purposes (§6(3)(c)).</li> <li>4. The removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of any of the ways, grounds, open spaces, buildings, property, utilities, or terminals described in the three items, above (§6(3)(d)).</li> <li>5. The general location, character, layout, and extent of community centers and neighborhood units (§6(3)(e)).</li> <li>6. The general character, extent, and layout of the replanning and redevelopment of blighted areas (§6(3)(f)).</li> <li>7. A zoning plan for the control of the height, area, bulk, location, and use of buildings and premises (§6(3)(g)).</li> </ol> <p>There are a number of different types of plans which might be prepared by a city or village planning commission. For each, a suggested list of the plan's content is found at the end of this bulletin.</p>	Copy of the plan.

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 8. The city or village planning commission acts to submit the proposed plan to the city or village council for review and comment (§7b(2)). The plan can be adopted as a whole, or by successive parts corresponding with major geographical areas of the village or city or with functional subject mater areas of the plan (§7b(1)).</p>	<p>Certified copy of the minutes approving submitting the proposed plan to the City or Village Council.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 9. The city or village council acts on the proposed plan:</p> <ol style="list-style-type: none"> <li>1. To adopt or not (§7b(2)).:             <ol style="list-style-type: none"> <li>A. Approving distribution of the proposed plan. If approved the City or Village Council notifies the secretary of the planning commission. Then go to Step 10</li> <li>B. Does not approve distribution. The process of adopting the plan stops, go back to Step 7.</li> </ol> </li> <li>2. Adopts, or does not adopt, a resolution which asserts the right of the City or Village Council to approve or reject the plan in steps 18 and 19 (§8(3)). (The resolution which asserts the right of adoption can take place at any time. For a given plan, this is the step where the plan is before the township board, and such a resolution could be considered.)</li> </ol>	<p>Certified copy of the City or Village Council minutes approving distribution of the proposed plan.</p> <p>If adopted, a certified copy of the City or Village Council minutes adopting the resolution which asserts the right of the city or village council to adopt the plan.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 10. The secretary of the planning commission shall submit a proposed copy of the plan for review and comment to:</p> <ol style="list-style-type: none"> <li>1. The planning commission, or if there is no planning commission, the legislative body, of each city, village, or township located within or contiguous to the city or village (§7b(3)(a)).</li> <li>3. The regional planning commission for the region in which the city or village is located, if there is not a county planning commission. If there is a county planning commission submission to the regional planning agency is optional (§7b(3)(b)).</li> <li>4. The county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which the city or village is located (§7b(3)(c)).</li> <li>5. Each public utility company and railroad company owning or operating a public utility or railroad within the village or city and any government entity, that registers its name and mailing address for this purpose with the village or city planning commission. (Anyone listed in number 5 getting a copy of the plan shall reimburse the village or city for any copying and postage costs for obtaining a copy of the plan.) (§7b(3)(d)).</li> <li>2. (Optional) The planning commission, or if there is no planning commission, the county board of commissioners, of each county contiguous to the city or village.</li> <li>6. (Optional) Each state, federal, Native American tribe governments, and government agencies which own more than 10 acres of land within the village or city; other special interest groups.</li> </ol> <p>(Notice of the hearing (step 14) may be included with this submission.)</p> <p>At the same time as the above number 4, the secretary of the city or village planning commission shall also submit to the county planning commission or, if there is no county planning commission, the county board of commissioners (§7b(3)(c)):</p> <ol style="list-style-type: none"> <li>1. a statement, signed by the secretary, that numbers 1 and 3, above have been done;</li> <li>2. the statement shall include the name and address of each planning commission or legislative body to which a copy of the proposed plan was submitted for number 1 and 3, above;</li> <li>3. and the date of submittal.</li> </ol>	<p>Copy of the submission of the proposed plan, list of who submission was sent to and an affidavit indicating when they were sent.</p> <p>Copy of the statement submitted to the County Planning Commission/ County Board verifying and listing submissions.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 11. Those townships, cities, villages, counties, regional planning commissions, public utility companies, and railroads receiving the plan in step 10 have up to 63 days to submit comments on the proposed plan to the city or village. Those townships, cities, villages, and regional planning review comments shall be submitted to <b>both the city or village planning commission and county planning commission/county board the city or village is within</b> (§7b(4)). (If an amendment to the plan, then the period of time shall be 40 days (§8a(1)).)</p>	<p>Copy of each comment submitted.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 12. The county planning commission (or county board if no county planning commission) shall submit comments to the city or village planning commission within 63 days of step 10. The comments shall include, but need not be limited to, both of the following, as applicable (§7b(4)):</p> <ol style="list-style-type: none"> <li>1. A statement indicating if the county planning commission considers the proposed plan is inconsistent with the plan of any city, village, township, or region that got a copy of the plan in step 10 (§7b(4)(a)).</li> <li>2. If the county has a county plan, a statement whether the county planning commission considers the proposed basic plan to be inconsistent with the county plan (§7b(4)(b)).</li> </ol> <p>The county's comments are advisory only (§7b(5)). (When an amendment to the plan the county's time limit is 40 days (§8a(1)).)</p>	<p>Copy of each comment submitted.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 13. (Optional) The planning commission prepares a response to the comments received at the end of the 63 days (40 days for an amendment) which:</p> <ol style="list-style-type: none"> <li>1. Changes the proposed plan as a result of the comment submitted,</li> <li>2. Prepares a preponderance of reasons why the proposed plan should not be changed as a result of the comment submitted.</li> </ol>	<p>Copy of the changes to the proposed plan or reasons why it is not changed.</p>



Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 14. The city or village planning commission, by resolution adopted by majority vote, act to hold a public comment period and then a hearing on the plan. The hearing on the plan must occur 63 days after step 10 and 11 is done (§8(1)). Notice for the hearing shall require:</p> <ol style="list-style-type: none"> <li>1. publishing a notice of the hearing twice in a newspaper of general circulation in the city or village. The notice is printed not less than 15 days before the hearing by 1 publication in the newspaper and in the official gazette, if any, of the municipality (§8(1)).</li> <li>2. Send a copy of the notice to each of those listed in Step 10 (§8(1)). (Each city, village, or township located within or contiguous to the city or village; county the city or village is within; regional planning commission; each contiguous county; each public utility company and railroad company),</li> <li>3. (Optional) Send a copy of the notice to each state, federal, Native American tribe governments and agencies which own more than 10 acres of land within the village or city;</li> <li>4. (Optional) Additional publicity to whomever and in whatever forms desired.</li> </ol> <p>Notices should include the place (such as a local library) and times people can borrow, read, or copy the proposed plan; where to mail comments; where and when the hearing will be held.</p> <p>(For a plan amendment the hearing on the plan must occur 40 days after step 10 and 11 is over.)</p>	<p>Certified copy of the resolution.</p> <p>Copy of the notices, list of who notices were sent to and an affidavit indicating when they were sent.</p> <p>Newspaper affidavits of publication.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 15. The village or city planning commission holds a formal hearing on the plan (§8(1)) more than 78 days after step 10. (55 days for an amendment to the plan.)</p>	<p>Copy of minutes of the hearing.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 16. (Optional) The planning commission prepares a response to the comments received at the public hearing which:</p> <ol style="list-style-type: none"> <li>1. Changes the proposed plan as a result of the comments made at the hearing,</li> <li>2. Prepares a preponderance of reasons why the proposed plan should not be changed as a result of the comment made at the hearing.</li> </ol>	<p>Copy of the changes to the proposed plan or reasons why it is not changed.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 17. The city or village planning commission, by resolution adopted by <math>\frac{2}{3}</math> vote of the entire membership, adopts the final version of the plan (§8(2) and §8(3)).</p> <p>The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the whole or part of the plan, and the action taken shall be recorded on the map and plan and descriptive matter and signed by the chairperson or the secretary of the planning commission.</p> <p>If the city or village council did not adopt a resolution to assert its right to approve or reject the plan (step 9) then skip to step 20. If the city or village council did adopt such a resolution go to step 18.</p>	<p>Certified copy of minutes where vote is made to adopt the resolution</p> <p>Copy of the plan.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 18. If the city or village council adopted a resolution to assert its right to approve or reject the plan (step 9) the Planning Commission secretary shall submit the plan to the city or village council (§8(2)).</p> <p>Step 19. If the city or village council adopted a resolution to assert its right to approve or reject the plan (step 9) the City or village Council Acts on the Plan (§8(4)):</p> <ol style="list-style-type: none"> <li>1. Rejecting the plan and submitting to the planning commission a statement of objections. The planning commission shall consider the objections and revise the plan to address the objections, then go to step 14.</li> <li>2. Approves the plan (go to step 20).</li> </ol>	<p>Certified copy of City or village Planning Commission minutes referring the Plan to the City or village Council.</p> <p>Certified copy of City or village Council minutes of when adoption took place.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>Step 20. After adoption of the plan the secretary of the planning commission sends a copy of the adopted plan to:</p> <ol style="list-style-type: none"> <li>1. the City or village council (§8(2)),</li> <li>2. The planning commission, or if there is no planning commission, the legislative body, of each city, village, or city or village located within or contiguous to the city or village (§8(1), see §7b(3)(a)).</li> <li>3. The regional planning commission for the region in which the city or village is located, if any (§8(1), see §7b(3)(b)).</li> <li>4. The county planning commission, or if there is no county planning commission, the county board of commissioners, for the county the city or village is located within (§8(1), see §7b(3)(c)).</li> <li>5. Each public utility company and railroad company owning or operating a public utility or railroad within the county and any government entity, that registers its name and mailing address for this purpose with the village or city planning commission. (Anyone listed in number 6 getting a copy of the plan shall reimburse the village or city for any copying and postage costs for obtaining a copy of the plan.) (§8(1), see §7b(3)(d)).</li> <li>6. (Optional) The planning commission, or if there is no planning commission the county board of commissioners, of each county contiguous to the city or village.</li> <li>7. (Optional) Each state, federal, Native American tribe governments, and government agencies which own more than 10 acres of land within the city or village; school districts; downtown development authorities; tax increment finance authorities; airport authorities; other special interest groups.</li> <li>8. (Optional) State of Michigan Library, Michigan State University Library, Michigan State University School of Urban Planning library, and all libraries which are in or near the city or village.</li> <li>9. Others.</li> </ol>	<p>Copy of the adopted plan.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>Step 21. Implementation of the Plan:</b></p> <ol style="list-style-type: none"> <li>1. Coordination/Cooperation:             <ol style="list-style-type: none"> <li>A. A village or city may adopt a county plan as their plan using procedure spelled out in the respective planning enabling act. A county plan is not recognized as a plan for a city or village unless the city or village acts to adopt it (M.C.L. 125.105(10);</li> <li>B. Submitting comment during a 63 day period (40 days for amendments) of proposed plans for a city, village, township, county located within or contiguous to the city or village (M.C.L. 125.327b, M.C.L. 125.37b, and M.C.L. 125.104b).</li> </ol> </li> <li>2. Infrastructure:             <ol style="list-style-type: none"> <li>A. proceeding to write and adopt a capital improvements program (new upgrading roads, parks, sewer, water drainage, buildings, etc.) (§10(2));</li> <li>B. Infrastructure review (§10(1))                “Whenever the planning commission has adopted the basic plan of the city or village of 1 or more major sections or districts thereof, no street, square, park or other public way, ground or open space, or public building or structure, shall be constructed or authorized in the city or village or in the planned section and district until the location, character and extent thereof shall have been submitted to and approved by the planning commission. The planning commission shall communicate its reasons for approval or disapproval to the city or village council, which shall have the power to overrule the planning commission by a recorded vote of not less than a majority of its entire membership. If the public way, ground, space, building, structure or utility is one, the authorization or financing of which does not, under the law governing same, fall within the province of the city or village council, then the submission to the planning commission shall be by the council, commission or body having jurisdiction, and the planning commission's disapproval may be overruled by resolution of the council, commission or body by a vote of not less than a majority of its membership. The failure of the planning commission to act within 60 days after the official submission to the planning commission shall be deemed approval.”             </li> </ol> </li> <li>3. Taxation:             <ol style="list-style-type: none"> <li>A. proceeding to write and adopt various tax incentive policies,</li> <li>B. Other: neighborhood improvement program, blighted area rehabilitation program, economic development corporations, plant rehabilitation and industrial development programs, commercial redevelopment act and brownfield redevelopment and so on.</li> </ol> </li> <li>4. Police Powers:             <ol style="list-style-type: none"> <li>A. proceeding to write and adopt a subdivision control ordinance,</li> <li>B. proceeding to write and adopt a zoning ordinance (see checklist #T2).</li> </ol> </li> </ol> <p>It is common for a city or village council to refer the legwork for each of the above to the planning commission for writing, developing and advising the city or village council for action.</p>	<p>Copy of the respective City or village Council minutes.</p>

Check List	Step/Task to do	Documents to file
<input type="checkbox"/> Task is done	Step 22. At least every five years after adoption of the Plan the planning commission shall review the plan and determine whether to commence to amend the plan or prepare a new plan (§8a(3)).	Certified copy of Planning Commission minutes showing the motion.
<input type="checkbox"/> In the file		

## Notes:

AMENDMENTS. Are made in the same manner as described above.

PLANS. There is an importance to plans: Unless specified otherwise the plan adopted by a village or city under P.A. 285 of 1931, as amended, is to be the basis for a zoning ordinance adopted pursuant to P.A. 207 of 1921, as amended.

## Types of Plans, and Content of Plans

This section is based on what can be coined as “best planning practices” derived from a proposed Coordinated Planning Act developed by the Michigan Chapter of the American Planning Association.

There are a number of different types of plans which might be prepared by a township planning commission. The first is if the township administers a zoning ordinance, the planning commission should prepare a “Future Land Use Plan.” A Land Use Plan should include the following elements and reflect the following in its content:

1. The arrangement of future land uses, as well as the intensity and density of such uses.
2. An explanation of the future land uses’ degree to which they are or are not compatible with the future land use plans and zoning regulations of adjoining jurisdictions, municipalities within the county, or the management plans of state or federal agencies with public lands within the county.
3. Future land use shall be described in the text and depicted on a future land use map showing the general location and arrangement of future land uses, but not parcel lines.
4. A future transportation network, including, but not

limited to, roads and streets, bridges, railroads, airports, bicycle paths, and pedestrian ways.

5. Provision for a network of electronic communication facilities.
6. Future capital facilities.
7. A zoning plan for the control of the height, area, bulk, density, location, and use of buildings and premises, for current and future zoning districts.
8. An explanation of the zoning plan’s relationship to the future land use plan.
9. A description of how the community intends to move from present conditions illustrated on the current zoning map and described in the zoning plan to the proposed future relationship of land uses illustrated on the future land use map.
10. A discussion of measures considered and included in the development of the future land use plan to avoid possible takings of private property without just compensation if land use regulations were to be subsequently adopted or amended consistent with the plan.
11. Each of the elements of a future land use plan, above, should incorporate goals, objectives, policies, and strategies to be employed in fulfilling the plan
12. Each element of a future land use plan should utilize maps and, if helpful, plats, charts, and tables. Maps, plats, charts, and tables should be accompanied by descriptive explanatory text.

If a more complete planning program is desired, then a “Comprehensive Plan” should be prepared. A Comprehensive Plan should include the following elements and reflect the following in its content:

1. A General Plan, as outlined above.
2. A Future Land Use Plan as outlined above.
3. Recommendations for the social, environmental, economic, or physical development or redevelopment of the jurisdictional area. The plan should identify the amount and source of the fiscal and other resources to be used to implement the recommendations in the plan.
4. An analysis of existing community social and economic disparities in employment, income, housing, transportation, education, and crime and

recommendations for public and private measures to rectify disparities.

5. A section on multimodal transportation facilities, together with long-range fiscal plans for the provision or replacement of transportation facilities. (This may be part of the future transportation network element of a Future Land Use Plan.)
6. Information on capital facilities necessary for the comprehensive plan to serve as the basis for the development and annual updating of a capital improvement including a map of the location of new capital facilities on which construction is proposed to begin within a period at least as long as that covered by a capital improvement program.
7. Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities with the following:
  - A. Housing, including, but not limited to, the condition of existing housing and specific needs for affordable and assisted housing, and analysis of options for meeting those needs.
  - B. Economic development, including both job retention and promotion strategies.
  - C. Environmental protection, including air and water quality.
  - D. Natural resources management, including, but not limited to, agricultural and forest lands, mineral lands, wetlands, floodplains, headwaters areas, sand dunes, areas at high risk of erosion, other sensitive areas, endangered or threatened species habitat, and land use related to preserving biodiversity.
  - E. Measures to define, protect, enhance, or change community character.

In addition a plan may include as part of the plan, or as separate plans some or all of the following:

1. Soil and water conservation.
2. Open space protection.
3. Intergovernmental coordination.
4. Human services, including, but not limited to, childcare services, senior citizen programming, and mental health services.
5. Historic preservation.
6. Coastal zone management.
7. Solid waste management.
8. Energy conservation.
9. Watershed planning and management.
10. Community corrections.
11. Annexation.
12. Redevelopment.
13. Special purpose, sub-area, functional, neighborhood, corridor, or strategic plans.

In addition, if the situation in the community warrants, a “Growth Management Plan” or

“Redevelopment Plan” should be prepared to include a mechanism for phasing growth or redevelopment efforts. The “Growth Management Plan” or “Redevelopment Plan” should include the following elements and reflect the following in its content:

1. The boundaries for expansion of capital facilities and/or public services local units during the period of the plan.
2. Maximum density of land use based on available public services and facilities and specified level of service standards for those services and facilities.
3. The plan should be consistent with P.A. 207 of 1921, as amended, (City and Village Zoning Act, M.C.L. 125.581 *et. seq.*); P.A. 184 of 1943, as amended, (Township Zoning Act, M.C.L. 125.271 *et. seq.*); or P.A. 183 of 1943, as amended, (County Zoning Act, M.C.L. 125.201 *et. seq.*) as applicable, for a program for the purchase of development rights, and/or to the extent permissible by law, transfer of development rights.
4. Maps showing the location of proposed future road right-of-way and of other public facilities beyond 5 years in the future.
5. A strategy and locations to target provision of affordable housing.
6. A strategy that links future jobs, housing, and transportation in mutually supportive ways.
7. A strategy for land assembly and redevelopment.
8. Other elements as necessary to implement the growth management or redevelopment goals of the plan.

Finally, a plan can incorporate, by reference to relevant portions of other plans, including any of the following adopted plans that apply to the territory covered by the planning commission:

1. A development plan adopted by a tax increment finance authority under P.A. 450 of 1980, as amended, (the Tax Increment Finance Authority Act, M.C.L. 125.1801 *et. seq.*).
2. A development plan adopted by a downtown development authority under P.A. 197 of 1975, as amended, (M.C.L. 125.1651 *et. seq.*).
3. A development plan adopted by a local development finance authority under P.A. 281 of 1986, as amended, (the Local Development Financing Authority Act, M.C.L. 125.2151 *et. seq.*).
4. A development plan adopted by an international tradeport development authority under P.A. 325 of 1994, as amended, (the International Tradeport Development Authority Act, M.C.L. 125.2521 *et. seq.*).
5. A brownfield plan adopted by a brownfield redevelopment authority under P.A. 381 of 1996, as amended, (the Brownfield Redevelopment Financing Act, M.C.L. 125.2651 *et. seq.*).

6. A plan adopted by a county or regional economic development commission under P.A. 46 of 1966, as amended, M.C.L. 125.1231 *et. seq.*).
7. A project plan adopted by an economic development corporation under P.A. 338 of 1974, as amended, (the Economic Development Corporations Act, MCL 125.1601 *et. seq.*).
8. A plan adopted by a housing commission under P. A. 18 of 1933 (Extra Session), as amended, (M.C.L. 125.691 *et. seq.*).
9. A development plan approved by a planning commission and supervising agency under P.A. 250 of 1941, as amended, (the Urban Redevelopment Corporations Law, M.C.L. 125.901 *et. seq.*).
10. A county or regional park or recreation plan adopted by a county or regional commission under P.A. 261 of 1965, as amended, (M.C.L. 46.351 *et. seq.*).
11. A plan adopted by an historic district commission under P.A. 169 of 1970, as amended, (the Local Historic Districts Act, M.C.L. 399.201 *et. seq.* 399.215).
12. An airport approach plan adopted by the aeronautics commission under P.A. 23 of 1950 (Extra Session), as amended, (the Airport Zoning Act, M.C.L. 259.431 *et. seq.*).
13. A school district plan adopted by a public school district or charter school.
14. A sewer or water plan adopted by a local unit or joint sewer and water authority.
15. A solid waste management plan adopted pursuant to Part 115 of P.A. 451 of 1994, as amended (the Solid Waste Management part of the Natural Resources and Environmental Protection Act, M.C.L. 324.11501 to 324.11550).
16. A blighted area rehabilitation plan adopted pursuant to P.A. 344 of 1945, as amended, M.C.L. 125.71 *et. seq.*).
17. A neighborhood area improvement plan adopted pursuant to P.A. 208 of 1949, as amended, (M.C.L. 125.941 *et. seq.*).
18. A plan for redevelopment of principal shopping areas under P.A. 120 of 1961, as amended, (M.C.L. 125.591 *et. seq.*).
19. Enterprise or empowerment zone plans.
20. Any capital facility or other metropolitan plan prepared by a metropolitan council under P.A. 292 of 1989, as amended, (M.C.L. 124.651 *et. seq.*).

[May 29, 2007; Wexford County MSUE CED: C:\Documents and Settings\Kurt\My Documents\wp\BullitensMSUE Wexford\pamphletM1.wpd]