

**CHARTER TOWNSHIP OF ELMWOOD  
PLANNING COMMISSION  
SPECIAL MEETING**

**Tuesday, March 5, 2024 at 6:30 PM  
Location: Elmwood Township Hall  
(10090 E. Lincoln Road, Traverse City, MI)**



**Commission  
Members:**

Rick Bechtold, Chair  
Jeff Aprill, Vice-  
Chair  
Jonah Kuzma,  
Secretary  
Doug Roberts  
Kendra Luta  
Nathan McDonald  
Chris Mikowski

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Limited Public Comment- **Only on Agenda Items with no Public Hearing Process-** See Rules on Agenda
- E. Agenda Modifications/Approval
- F. Declaration of Conflict of Interest
- G. Purpose of the Special Meeting
  - a. Compressive Plan Discussion
- H. Discussion on Zoning Ordinance
- I. Comments from the Chair
- J. Comments from the Planning Commissioners
- K. Comments from the Staff
- L. Public Comment
- M. Adjourn

**Public Comment Rules:**

This is an input option. The Commission will not comment or respond to presenters. Silence or non-response from the board should not be interpreted as disinterest or disagreement by the board.

- Speakers are asked, but not required, to identify themselves by name and address
- Limit comments to 3 minutes for limited public comment and 2 minutes for public comment at the end of the agenda
- Comments shall be addressed to the chair, not individual board members or others in the audience



CHARTER TOWNSHIP OF ELMWOOD  
NOTICE OF SPECIAL PLANNING COMMISSION MEETING

PLEASE TAKE NOTE that the Planning Commission of the Charter Township of Elmwood will hold a special meeting on Tuesday March 5, 2024 at 6:30pm at the Elmwood Township Hall at 10090 E Lincoln Rd, Traverse City, MI 49684.

The purpose of said meeting is:

- a. Compressive Plan Discussion

The public is invited to attend this Special meeting.

Individuals with disabilities who are planning to attend and require reasonable auxiliary aids should contact the Township Clerk by calling 231-946-0921

Posted: February 26, 2024 at 1:30 pm  
Elmwood Township Hall  
Connie Preston, Clerk



Planning/ Zoning Department  
planner@elmwoodmi.gov

Elmwood Charter Township  
10000 E. Lincoln Rd.  
Traverse City, MI 49684

Contact Information  
Ph: (231) 946-0921  
Fax: (231) 946-9320

To: Elmwood Township Planning Commission

From: Sarah Clarren, Planner/Zoning Administrator

Date: February 26, 2024

RE: Comprehensive Plan

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Enclosed you will find a draft Request for Proposals (RFP) for our Comprehensive Plan (including a notice for said RFP and a notice to mail to appropriate agencies, as required). I've also enclosed 1) excerpts of minutes pertaining to Elmwood's Comprehensive Plan, 2) excerpt from current Plan, 3) a Checklist from MSU Extension School containing guidance on what should be in the Plan (note that the Commission received this in the past).

Please come ready to discuss the drafted RFP.

It is not required, but if the Commission is agreeable, the following motion may be used:

**Motion:** To 1) direct Staff to send out notices to the appropriate agencies indicating the Township's intent to plan and 2) to recommend the Township Board approve the RFP as (drafted / discussed) and distribute accordingly.



02/23/2024 Draft

**DATE**

**PUBLIC NOTICE  
ELMWOOD TOWNSHIP PLANNING COMMISSION  
LEELANAU COUNTY  
NOTICE OF INTENT TO PREPARE A COMPREHENSIVE PLAN**

To all interested parties,

On behalf of the Elmwood Charter Township Planning Commission and in accordance with the requirements of Michigan's PA 33 of 2008 and related amendments, this is to notify you that Elmwood Charter Township, Michigan, is initiating the process to complete an update of its Comprehensive Plan (Master Plan) for the Township.

This Notice is being issued as required by the Michigan Planning Enabling Act (MPEA; Act 33 of 2008). In accordance with the MPEA and related amendments, when a township is intending to prepare a plan update, it must notify by first class mail or personal delivery the following parties: the planning commission or elected body of any city, village, or township located within or contiguous to the township; the county board of commissioners; the regional planning commission; any public utility company, railroad company, and/or public transportation agency operating within the local unit of government; and any government entity that registers its name to be notified.

The notice must occur in advance of the formal planning process. The notice of intent to plan should note that the Township is beginning a planning process and encourages and requests cooperation and comments from all notified parties.

The Township requests your cooperation and assistance in this process. Specifically, we would like to know if you have any suggestions or comments that you believe should be addressed in this effort. Later in the process, the Township will issue a draft copy of the Comprehensive Plan for public review and comment, as required by the Act. At that time, the Township would welcome comments regarding the Plan's content. To the extent possible, all draft and final plans will be provided through the Township website. Please check our website at [www.elmwoodmi.gov](http://www.elmwoodmi.gov) to review documents when they are available.

PLEASE BE NOTIFIED that you are invited to send a letter stating your opinions, position, or questions to Elmwood Township (Attn: Sarah Clarren, Planner/Zoning Administrator), 10090 E Lincoln Road, Traverse City, MI 49684, or email: [planner@elmwoodmi.gov](mailto:planner@elmwoodmi.gov).

We look forward to your input and at any time if you have questions, feel free to contact me at the above email or phone.

Sincerely,

Sarah Clarren  
Planner/Zoning Administrator, Elmwood Township





## **Community Comprehensive Plan Charter Township of Elmwood**

Elmwood Township, in Leelanau County, MI, is seeking Request for Proposals (RFP) from qualified planning professionals to prepare a comprehensive update to the Township's 2018 Comprehensive Plan (Master Plan). The chosen consultant will facilitate stakeholder and community engagement sessions, prepare a robust data assessment, and draft an overhaul of the Plan. The consultant will address a wide range of Township identified challenges through an implementable action plan that details annual priorities, timelines, responsible parties, and possible funding sources. Proposals are due April 11, 2024 at 2:00 P.M. Any questions may be directed to Sarah Clarren, Township Planner/Zoning Administrator at [planner@elmwoodmi.gov](mailto:planner@elmwoodmi.gov). The RFP can be viewed in its entirety here. [Find the complete RFP on the Township's webpage \(elmwoodmi.gov\)](#).

DRAFT



**Community Comprehensive Plan  
Charter Township of Elmwood, MI**

**Distribution Date: TBD (earliest date of March 14)  
Submittal Deadline: TBD (planning for April 11)**

**Request for Proposals**

**1. Introduction.**

The Charter Township of Elmwood hereby requests proposals from qualified planning professionals to assist in the preparation of a Comprehensive Plan which was last updated in 2018, with a 2013 survey.

**2. Submittal Requirements.**

Sealed submittals marked “Elmwood Comprehensive Plan” must be delivered to Elmwood Township, 10090 E Lincoln Road, Traverse City, MI 49684 no later than **2:00 pm, TBD (2), 2024.**

Any questions concerning this RFP are to be directed to:

Sarah Clarren, Township Planner/Zoning Administrator  
10090 E Lincoln Road, Traverse City, MI 49684  
P: (231) 946-0921  
E: [planner@elmwoodmi.gov](mailto:planner@elmwoodmi.gov)

Three (3) printed copies (double-sided preferred) with a flash drive of the proposal must be received via mail or hand delivery at the above address no later than 2:00 pm on TBD (2), 2024. Each proposal must be clearly marked on the outside envelope with “Elmwood Comprehensive Plan.” The Township may choose not to accept any RFP submittal by any method other than stated in the RFP. The Township reserves the right to cancel or modify this solicitation at any time. Faxed or electronic submissions will not be accepted.

The Township anticipates the Comprehensive Plan will take twelve (12) to sixteen (16) months to complete, from contract award to plan adoption, and is anticipated to begin in mid-May 2024. Sarah Clarren, Planner/Zoning Administrator will be the main contact for the project.

**3. Community Background and Project Overview**

The Charter Township of Elmwood is a proud community in Leelanau County. You’ll find Elmwood nestled along West Grand Traverse Bay, just north of Traverse City. The Township has a deep-rooted agricultural legacy with a strong desire to protect, but bolster farmlands and open space. Over the last decade there has been steady growth—in both the population as well as commercial developments. In recent years, the Township has witnessed a not so slow shift from serving as a bedroom community for Traverse City, to a destination to live, work, and play.

Although the Township has a true rural feel, in 2023 Elmwood Township became part of a newly established Metropolitan Planning Organization (MPO) as relatively large portions of the Township were designated as Urban Areas in the 2020 US Census. More changes are imminent in the coming years, especially along Elmwood's growing M22 commercial corridor. In 2024, the Township will begin construction on the final phase of an extensive overhaul to the Township Marina. In 2025, MDOT will begin a long-anticipated construction project to completely rebuild M22 from M72 to Cherry Bend; this project is a massive reinvestment into the area as it includes rebuilding the road, addressing drainage issues, replacing sidewalk, and creating a 10' trail along the bay. The corridor will continue with its fresh new look in late 2025 when Discovery Center & Pier is anticipated to break ground on the Traverse City Freshwater Research and Innovation Center, in collaboration with local universities and others.

Unsurprisingly, Elmwood Township also has its challenges. The cost and lack of housing stock is a growing issue in Elmwood (and the country at large). Like countless other communities, the population is getting older. Traffic is a constant issue and discussion topic. The Township also faces a constant balancing act between development, valuing traditional farming while promoting value-added opportunities, protection of open space, and population shifts.

With so many known changes and challenges in the works, the Township seeks a new Comprehensive Plan built on extensive public outreach and input to help guide the Township's planning (and zoning changes) over the coming years as the Township continues to blossom. The existing plan is dated— although it was adopted in 2018, much of the text was the same as the original 1999 plan and the survey within the 2018 plan is from 2013.

The Consultant will assist the Township in developing and adopting a Comprehensive Plan that is consistent with the requirements of the Michigan Planning Enabling Act 33 of 2008 (Section 25.3807 Master plan; adoption, amendment, and implementation by local government). This includes, but is not limited to developing the following:

- (a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes.
- (b) Recommendations for implementing any of the Plan's proposals, including specific recommendations on changes to the current Zoning Ordinance to allow for the successful implementation of any recommendations for future land use.
- (c) General location, character and extent of transportation, infrastructure, public utility systems, waterways and waterfront developments, facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels, and other similar facilities within the Township.
- (d) Recommendations for changes to streets, open space, buildings, and utilities.

In addition to meeting general requirements of Comprehensive Plans, the Township desires the following additional key topic areas to be incorporated within its Plan:

- a. Housing. Explore opportunities to create more missing middle housing.

- b. Climate. Incorporate climate data throughout the Plan to ensure sustainable development. Also provide recommendations to incorporate the MI Healthy Climate Plan into Township Planning efforts.
- c. Connectivity and Multi-Modal Transit. Explore opportunities for enhancing public transportation, better road systems, and non-motorized transportation.
- d. Bridging Communities. Broad analysis of abutting communities' regulations and plans (i.e. Recreation Plans, Comprehensive Plans, etc.) and provide recommendations for aligning community needs and goals.
- e. Area Analysis. 1) Review existing commercial corridor along M22 as well as on Cherry Bend Rd and provide recommendations to improve blighted areas, parking and traffic issues, 2) Review data (i.e. soil, elevations, existing land use, etc.) and provide examples of areas that could be utilized as an Agricultural Protection Overlay District, coupled with recommendations on regulations within said District.

#### **4. Scope of Services and Deliverables**

The following professional planning services and general scope of work is anticipated. However, consultants are encouraged to expand on this description and to suggest alternative approaches they believe will better achieve the Township's objectives.

- a. **Public Participation**. The consultant shall specify how and when the public will be engaged throughout the planning process to address components listed in the project overview. At minimum, the Township seeks an extensive survey to be sent to all residents and business owners.
- b. **Project Orientation**. At the beginning of the project, the Consultant shall meet with Township Staff and the Planning Commission for a project orientation meeting. The meeting shall provide an understanding of project process, goals, and schedule.
- c. **Goals and Issue Identification**. The Consultant shall gather broad-based input to develop a vision for Elmwood, identify and orient toward the community's values and principles, and to address the key topic areas as well as requirements within MPEA. Data analysis shall be done on input that is obtained from the Township Board, Township Commissions, Committees, and Boards, Township Staff, nearby municipalities, the public, associated stakeholders, and others. This shall be done through outreach, including a minimum of one community visioning session to identify community assets, weaknesses, barriers, connections, and goals. Action items to reach identified goals shall be developed. Visual aids, including charts, tables, maps, etc. shall be created by the Consultant.
- d. **Draft Plan Document**. In consideration of the Township's vision, the consultant shall address the key topic areas in a draft Comprehensive Plan document. A minimum of one listening session or charette will be held on the draft document.
- e. **Revised Draft Plan Document**. Based on input on the draft plan document, the consultant shall create a revise the draft plan for public input.

- f. Final Plan Document.** Following input from the second draft, the consultant shall prepare a final plan for adoption by the Planning Commission and the Township Board. Once approved, the consultant shall provide:
- A minimum of 3 hard copies of final Comprehensive Plan documents including all color maps, graphs, charts, tables, pictures, or other graphic imagery.
  - Electronic submission consisting of all plan elements in formats accessible to the Township (MS Office, mxd, shp, dwg, pdf, etc).
  - All other data and information that has been collected through the process in digital format.
  - All public participation materials including any survey results or other information in digital form (paper copies if applicable).

### **Timeline**

The Township envisions the completion of the Plan in the following phases:

- Planning process introduction, gathering of existing data, preparation for outreach – late spring 2024 (3mos)
- Public visioning and outreach (i.e. survey, charettes, direct stakeholder outreach, etc) – Summer 2024 – December 2024 (3mos)
- Analysis and reporting – (i.e. demographics, mobility, land use/zoning) – winter 2025 (2mos)
- 1<sup>st</sup> Draft – spring 2025 (2 mos)
- Public meeting and listening session on draft plan – early summer 2025 (1mos)
- 2<sup>nd</sup> Draft, with 1-2 meetings and required notice – fall 2025 (3mos)
- Adoption & Recommended Implementation – December 2025

*The Township is open to additional phases or other modifications to the anticipated phases.*

### **5. Proposal Requirements**

- a. Brief introduction to the firm.
- b. A work plan describing the precise scope of work to be undertaken, including an outlined approach for public engagement and how the consultant will interact with Township staff and the Planning Commission.
- c. A detailed project schedule/timeline, with projected milestones (see sample timeline above).
- d. A proposed table of contents, including above referenced elements the Township desires to be included in the Plan.
- e. Resumes of company personnel, including any subcontractors. Resumes should highlight work completed in comprehensive planning projects.
- f. Three (3) references from other municipalities that the firm has prepared comprehensive plans for, with links to said plans.
- g. Disclosure of any competing interest or potential conflicts of interest in the Township including consultant's work for persons who own land or have development interest in the Township.
- h. Proposed fees for performing the services in the proposal. Describe any modifications you would recommend to the general work scope described in this request for proposal and the impact of those modifications on your fee proposal. Fees shall be stated as a total not-to-exceed fee for the services outlined, based on the hourly billing rates of the staff

that would serve the Township, together with any added reimbursable costs for such expenses as printing, mileage, data or sub-consultant. Also include an hourly rate for any items beyond the project scope that may be added by mutual agreement.

Elmwood Charter Township shall not be liable for any costs incurred by consultant in responding to this request for proposal/request for qualification.

**6. Evaluation and Consultant Selection (Section to be confirmed by Township Attny)**

- A. A selection committee consisting of Township Staff, a member of the Planning Commission and a member of the Township Board will review the submitted proposals. The proposals will be evaluated on the overall qualifications, experience, and competence of the consultant and staff, prior experience in similar projects, experience in handling public relations and public participation, a check of references, understanding of the project, proposed project approach, proposed budget, and interview.
- B. A short list of consultants will be selected for interviews and virtual interviews will be entertained.
- C. After the interviews, the committee will present a recommendation to the Township Board for final approval.
- D. Once a consultant has been selected contract negotiations will commence.
- E. The Township has the right to reject any and all submittals, waive any irregularities, re-issue all or part of this RFP and not award any contract, all at its discretion and without penalty.

**7. Conditions and Limitations (Section to be confirmed by Township Attny)**

- A. Proposals that do not include all the submittal requirements outlined herein may not be considered.
- B. At the Township's sole discretion, the Township may choose to republish this RFP.
- C. Until such time the professional services agreement is executed, there are no express or implied obligations or commitments on the part of either the Township or the Consultant concerning either this RFP or any proposal associated with it.
- D. At the Township's sole discretion and with notice being provided to the Consultants, the Township may amend the Selection Process and/or Tentative Project Schedule at any time.
- E. If warranted, any updates, revisions or modifications to this RFP shall be posted on the Township of Elmwood's website during the advertising period, and it shall be the responsibility of the Consultant to review the website during the advertising period to verify if any such updates, revisions or modifications have been made to this RFP.
- F. Any changes resulting from the questions submitted affecting specifications, the scope of work, or which may require an extension to the proposal due date will be reduced to writing in the form of an addendum to this RFP. Addenda will be posted on the Township's website. It is the Consultant's responsibility to check the website to determine if the City has issued any addenda and/or schedule changes. Please email the Township directly if you would like to be on an email list for addendums.
- G. The selection of a Consultant and the execution of a contract, while anticipated, is not guaranteed by the Township and the Township reserves the right to determine which proposal represents the Township's best interest and to award the contract on that basis.

- H. The Township Board will consider the final contract for award to the selected Consultant.
- I. Proposals submitted to the Township are a matter of public record and may become public in the future through the review and selection process or through data requests made by the public. By submitting materials for the Township's consideration pursuant to this RFP, the Consultant is waiving any claim of confidentiality, trade secrets or privilege with respect to materials submitted.

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# Excerpts of Minutes Pertaining to Comprehensive Plan

## Minutes of 9/20/2022

**b. Discussion on Master Plan-**Staff noted every 5 years the Commission should be reviewing its Master Plan and deciding if they want to do an overhaul or just touch base on a couple different sections. She brought it to them just a little early because they are getting closer to budgeting season and if they send it out, they need to budget for it and she also suggested sending it out to a planning firm. The Commissioners discussed the Master Plan and concluded that they should hold a workshop session. A special workshop meeting was set for October 6<sup>th</sup> at 7:00 p.m. to discuss the Master Plan.

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## Minutes of 10/06/2022

### **1. Review and Discussion on Current Master Plan**

Chairman Bechtold said it was important to note this is just the first step because they have about 1- ½ years before they have to have the plan done. Staff added that the Plan doesn't expire, but the Michigan Planning Enabling Act requires a Planning Commission to review their Master Plan every 5 years. As ours was adopted in March 2018, it is time to start reviewing the Plan. She included a copy of the Michigan Enabling Act for the Commissioners along with data from the census bureau regarding housing in Elmwood Township, fact sheets regarding Michigan as well as the Great Lakes Region regarding climate, and a map created to show land cover using a 2019 USGS land cover layer data.

The Commissioners discussed the Master Plan and the Chair started the conversation by asking what changes have they observed in the township in the past 5 years.

Commissioner Kuzma replied significant growth in documented STRs. Staff reminded everyone they have regulations in place to limit STRs, they are currently capped at 4% of their current housing stock.

Commissioner Roberts mentioned "climate refugees" who are people moving into the area as well as those who are moving as they can work remotely.

Commissioner Aprill thought the small vegetable farms had grown significantly.

Commissioner Mikowski noticed the use of Agricultural properties has changed quite a bit; more wineries, distilleries, event centers, and solar panels.

The Chair noticed when looking at a land map, close to 75% of the land is Ag.

Commissioner Luta talked about the cycle of changing water levels and being aware of and planning for that.

Chairman Bechtold noted the increase in traffic. He also said in reading their current Master Plan, it is informative but wondered if the Commissioners felt it was inviting enough to really help people who might want to move to the area to visualize what they have to offer.

Staff pointed out the survey is from 2013 so she thought it might be worth doing another one to see what the community thinks.

Commissioner Aprill noted, it's all about how surveys are worded. He thought to spend money on a survey wouldn't be worth it as realistically the information they are taking in on a daily or weekly basis of people's desires tells them the wants of the people in the area.

The Chair said another way he looked at it was to give the community as a whole the opportunity to have some input and if they didn't do a survey, he would like to have the Commission to consider having a series of charrettes or open houses or an opportunity for people to come in and look at some of the key areas in the Master Plan and comment one way or another.

Commissioner Luta liked the idea of a survey to make sure they reach as many people as possible and to make it easier for people who are unable to come in person.

Chairman Bechtold noted that part of the reason for tonight's discussion is that staff must put together a budget to go to the Township Board so if they are going to look at having a vendor come in to do the research, data gathering, formatting for the Master Plan, it would need to be budgeted appropriately.

The Commissioners discussed Elmwood's Agricultural legacy and the lot size conundrum, the popularity of the area, the need to preserve agricultural properties and forested properties, how to make farming as profitable as possible and the consideration of farmland preservation district/overlay, the Commercial district defaulting to M22, but having NC zoned parcels along Cherry Bend and Grandview roads, the need for complete streets with multi-modal transit, the need to align the Zoning Ordinance and Master Plan-(i.e. traffic study "requirements" which are detailed in MP), the potential of including a quick overview of abutting municipal zoning districts, and to make the MP more specific but not with the map (boundaries following parcels).

Staff said she understood the Master Plan is a big thing to look at and discussion can be abstract, which is where surveys getting public input on the community can be helpful. Master Plans are supposed to guide changes that are made in the Zoning Ordinance.

The Commissioners decided to carry the Master Plan discussion forward to an agenda item for the regular Planning Commission meeting.

**MOTION BY COMMISSIONER APRILL, SECONDED BY COMMISSIONER LUTA TO PUT THE MASTER PLAN DISCUSSION ON THE OCTOBER REGULAR MEETING SCHEDULE FOR FURTHER DISCUSSION. MOTION PASSED UNANIMOUSLY.**

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***Minutes of 10/18/2022***

**b. Review and Discussion on Current Master Plan-**The Chair noted that Staff had provided them with some documents with respect to the Master Plan and Commissioner Mikowski had put together a review. He also went through it, section by section, and wrote his thoughts down. Some of the things that popped up were the change in the demographic of Elmwood Township over the last few years since they went through the Master Plan.

Staff gave a brief overview of past discussion and where they're going with it. Master Plans are required under the Michigan Planning Enabling Act. Every five years, the Planning Commission must review their Master Plan and either re-adopt it, amend it, which can be a few minor updates or do an overhaul. She brought this to the Commission's attention a little early because the current Master Plan was adopted in 2018, so they're coming up on the five-year deadline. The plan does not expire; they are just required to review it every five years. She indicated that the budget will need to be finalized in the next couple of months, so she needs to understand what type of budget to propose regarding the Master Plan; whether or not they are going to be doing something in house, sending it out, and if they are sending it out, are they doing minor amendments or a major overhaul. She noted that is where she would like the discussion to focus on.

The Commissioners discussed updating maps, and locating wetlands and floodplains.

Staff noted the Master Plan is not to provide information on exact parcels. She also said she would be more concerned about major changes and to come up with a budget.

The Commissioners reviewed and further discussed the Master Plan. It was determined that new sections/topics will need to be added, but an overhaul may not be necessary and Staff can seek a budget for bidding the project out. The majority thought a survey was necessary would be a good way to receive public input. The Commission said a budget should be prepared accordingly.

Except from current Plan

This original plan was adopted September 7, 1999 by the Elmwood Township Planning Commission after a public hearing on August 3, 1999. In 2009, the Elmwood Township Board directed the Planning Commission not to review the Master Plan until the Elmwood Township Draft Zoning Ordinance was completed. In August 2016, the Planning Commission forwarded the Draft Zoning Ordinance to the Township Board for consideration. The Planning Commission then began the review and update of this Master Plan. After notice and public hearing, the draft Zoning Ordinance was adopted and became effective on September 1, 2017. In anticipation of the Master Plan update, the Planning Commission commissioned a survey in 2013 to be sent to Elmwood Township residents, property owners, and business owners. The Planning Commission relied on these results in supplementing the existing Master Plan to create this update.

The 1999 plan was the basis for the update and changes made for the 2017 update. Much of the text is the same, only updated as necessary for the changes that have occurred in the almost 20 years since previously written.

### **Elmwood Township -- A Brief History**

Elmwood Township's history and its present economic and social conditions have been shaped and determined by its geography and its abundant natural resources. Prior to European settlement in Elmwood Township, forests were the principal land cover, primarily sugar maple, elm, basswood, yellow birch, hemlock, and white pine, with poor sandy soil areas supporting jack pine and red pine barrens, including oak, aspen, red maple, and some white pines. These forests originally provided for and spurred the economic development of the area, first by providing the habitat for trapping and then for logging. Being located on the Great Lakes made this area accessible first to European adventurers and mercantilism, and later to American settlement and expansion by enabling transportation for export of the area's raw materials.

Although there were settlements, forts, and travel routes in the Grand Traverse Bay area throughout this period, the effects of human activity were not significant until the nineteenth century when inexpensive land was made available by the federal government, and the demand for construction wood, railroad ties and trestles, and fuel in expanding communities throughout the East and Midwest was increasing rapidly.

Seth Hall Norris was the first settler in what is now Elmwood Township.<sup>1</sup> He arrived in Traverse City in 1851 and set up a small saw mill on the creek flowing from Cedar Lake to the Bay. A tannery followed, then a grist mill, an ice supply business, and finally a brick yard in 1862.

Norris was bought out by James Markham who became the primary supplier of bricks for the then burgeoning City of Traverse City. (The Traverse City State Bank, the Masonic Building, the Hannah & Lay Building, and many of the State Hospital buildings are some of the best-

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<sup>1</sup> Wakefield, 1987. Most of the material included in this section is taken from *Elmwood Township, a Pictorial History* by Lawrence Wakefield.





*Michigan State University Extension  
Land Use Series*

# Check List #1F: What should be in a Master Plan

*Original version: December 23, 2010*

*Last revised: August 16, 2018*

This fact sheet is designed to be a guide to planning commissions in determining what topics and information to include in a master plan developed under the new P.A. 33 of 2008, as amended, (the Michigan Planning Enabling Act, M.C.L. 125.3801 et seq.). The checklist is adapted from materials developed by the Michigan chapter of the American Planning Association.

The Michigan Planning Enabling Act is a new statute that changes how various planning procedures are done and provides new duties and powers 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 by a 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.

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

This is a checklist was developed by experts on the topic(s) covered within MSU Extension. Its intent and use is to assist Michigan communities making public policy decisions on these issues. This work refers to university-based peer reviewed research, when available and conclusive, and based on the parameters of the law as it relates to the topic(s) in Michigan. This document is written for use in Michigan and is based only on Michigan law and statute. One should not assume the concepts and rules for zoning or other regulation by Michigan municipalities and counties apply in other states. In most cases they do not. This is not original research or a study proposing new findings or conclusions.

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.* See MSU Extension *Land Use Series*, “Checklist #C1; for Adoption of a County Plan in Michigan.”
- Township Planning Act, being P.A. 168 of 1959, as amended, M.C.L. 125.321 *et seq.* See MSU Extension *Land Use Series*, “Checklist #T1; for Adoption of a Township Plan in Michigan.”
- P.A. 207 of 1921, as amended, (being the City and Village Zoning Act, M.C.L. 125.581 *et seq.*) See MSU Extension *Land Use Series* “Checklist # M2; For Adoption of a City and Village Zoning Ordinance in Michigan”.

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

The Michigan Planning Enabling Act requires the following to be included in the plan:

“Make careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions.” (§31(2)(a))

The above can be considered the data, or fact book. In addition the plan shall:

“A master plan shall address land use and infrastructure issues and may project 20 years or more into the future. A master plan shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission’s recommendations for the physical development of the planning jurisdiction.” (§33(1))

“A master plan shall also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction.” (§33(2))

1. A land use plan. (§33(2)(a))
2. Recommendations on infrastructure. (§33(2)(b))
3. Recommendations for redevelopment or rehabilitation of blighted areas. (§33(2)(c))
4. A county general plan, if the county has not adopted (and will not be adopting) a zoning ordinance. (§33(2)(a))

5. If there is zoning, then the plan shall include a zoning plan for the various zoning districts and an explanation of how the land use categories (on the future land use map) relate to the zoning district map. (§33(2)(d))

The Planning Enabling Act allows communities great latitude in determining the contents of a master plan. The act refers to all types of plans as “master plan,” but many communities structure and name their plan according to the specific needs of their area. This list, of types of plans, can be presented as the following:<sup>1</sup>

1. General plan – These items are most relevant for county planning commissions that do not administer a zoning ordinance.
2. Future land use plan – Should be used by counties and all jurisdictions with zoning ordinances and may be used by counties without a zoning ordinance.
3. Comprehensive plan – Includes options for more detailed analysis and recommendations related to a broad range of social, environmental and economic issues.
4. Growth management plan – Includes elements especially relevant for rapidly growing communities.
5. Common elements for all plans – Lists topics and information that could be included in any community’s plan or any type of plan.
6. Other plans – Lists plans that may exist in your community based on other enabling legislation. These may be referenced in the master plan.

Many communities organize their plans into two major sections – the plan that is the meat of the document including the goals, objectives and policies that guide the physical development of the community (§33); and the background information, data book, or fact book that provides data and analyses that support the plan (§31). Some communities have a third, optional, section which is an executive summary, or simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of the above. These two or three sections can be parts of one document or might be two or three separate documents. Communities may also include information and policies by reference to other plans or documents.

Another way to look at the organization of a plan is to look at a table of contents of a sample plan. In Appendix “A” of this pamphlet is a sample table of contents. It is very detailed, reflecting a very complete plan. Your community’s plan is likely to have less material in it. This is presented so that you have a complete list of what might be considered.

A note about the Internet: Planning commissions develop extensive printed fact books as a reference and to support master plan policies. With the growth of the Internet, much of this information is now available online and could be included in a plan by reference instead of reproducing in printed form. There are many excellent sources of accurate and relevant information on the web, but there are also other sites that contain inaccurate or out-of-date data. Planning commissions should use professional assistance and great care in identifying reliable Internet-based information sources.<sup>2</sup> Also, if the plan, or fact book,

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<sup>1</sup> A best planning practice, as defined by the Michigan Association of Planning (MAP) Law Committee work on the Coordinated Planning Act (never adopted) and now considered by MAP as best planning practice.

<sup>2</sup> Visit these web sites to know how to select credible web pages:

Evaluating Web Pages --University of California Library:  
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>

makes reference to material on the internet, great care should be used to make sure the web master, or web page editor, does not subsequently change the web site so it can no longer be found or otherwise cannot be recovered. Also, if the plan, or fact book, makes reference to material on the internet and adopts it as part of the plan be reference or bases long term conclusions on the web site's content, great care should be used to make sure the web master, or web page editor, does not subsequently change or update the content of the web site. The content and intent of a plan can easily be challenged when web site data it was relying on is inadvertently changed by someone else and no longer reflects what was adopted.

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

It is **important** to document each step of the process in planning and zoning a community by keeping 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 seven columns. The first column lists potential plan content elements. The second column is used to indicate if the content element will be included in the plan. Columns three to seven indicate where in the plan that element should be located.

## Minimum Plan Content Required by the Act

According to the Michigan Planning Enabling Act, at a minimum, the following elements are to be a part of a plan.

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
A section addressing land use and infrastructure issues and may project 20 years or more into the future. (Sec. 33(1))	Shall be included					
Maps, plats, charts, and descriptive, explanatory, and other related matter. (Sec. 33(1))	Shall be included					

Web page evaluation checklist form: <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/EvalForm.pdf>

Evaluating Information Found on the Internet -- The Sheridan Libraries of The John Hopkins University:  
<http://www.library.jhu.edu/researchhelp/general/evaluating/>

For annotated descriptions of many other good guides to evaluating web pages, search the subject "Evaluating Quality on the Net" (<http://www.hopetillman.com/findqual.html>) in the Librarians' Index to the Internet: <http://www.lii.org>



## Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
A future land use map is required as a part of the land use plan element of the master plan. (Sec. 33(2)(d))	Shall be included					
Show the planning commission's recommendations for the physical development of the planning jurisdiction. (Sec. 33(1))	Shall be included					
Recommendations for implementing any of the master plan's proposals. (Sec. 33(2)(e)) Note: All jurisdictions should have a section detailing recommendations for implementation. (Sec. 33(2)(e))	Shall be included					
Documentation (or copies of) that the planning commission made careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions. (Sec. 31(2)(a))	Shall be included					
Documentation (or copies of) that the planning commission consulted with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided. (Sec. 31(2)(b))	Shall be included					

## Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The background information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
Documentation (or copies of) that the planning commission cooperated with all departments of the state and federal governments and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and sought the maximum coordination of the local unit of government's programs with these agencies. (Sec. 31(2)(c))	Shall be included					
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks. (Sec. 33(2)(d))	Shall be included					
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks. (Sec. 33(2)(d))	If there is zoning, then these elements shall be included					
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): the standards or criteria to be used to consider rezonings consistent with the master plan.	If there is zoning, then these elements shall be included					

## Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): An explanation of how the land use categories on the future land use map relate to the districts on the zoning map. Sec. 33(2)(d) (prerequisite to this requirement is (1) a description of each zoning district, and (2) a proposed zoning map.	If there is zoning, then these elements shall be included					
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A description of each of the zoning districts (including proposed new ones), the general purpose of each district, a general description of the class of uses to be permitted in each district, and the general locations for those types of districts. Use classes include single family residential, multiple family residential, commercial, office, industrial, agricultural, forestry, mining, etc.	If there is zoning, then these elements shall be included					

## Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The background information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<p>For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed zoning map showing the location of proposed zoning districts. This could be accomplished by referring to the existing zoning map and then including a map with proposed district changes and the circumstances under which those changes should be made in a manner consistent with the master plan.</p>	<p>If there is zoning, then these elements shall be included</p>					
<p><i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> For a county, documentation that the master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated territory or of the county as a whole. (Sec. 31(1)(a))</p>						

## Michigan State University Extension Land Use Series

I. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<p><i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> For a township that on the effective date of this act had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission’s judgment, are related to the planning of the municipality. (Sec. 31(1)(b))</p>						

## Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<p><i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> A classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public transportation facilities (as of Dec. 23, 2010), public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. (If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702), a land use plan and program for the county may be a general plan with a generalized future land use map. (Sec. 33. (2)(a)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.</p>						

## Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<p><i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> The general location, character, and extent of all components of a transportation system and their interconnectivity including streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, waterfront developments (complete streets); sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures. (Sec. 33. (2)(b)). Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.</p>						
<p><i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities. (Sec. 33. (2)(c) (Recommendations for redevelopment may or may not be included as pertinent, and a zoning plan.)</p>						

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<p><i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> If a master plan is or includes a master street plan, the means for implementing the master street plan in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality . (Sec. 33. (3)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.</p>						

This is the first of three ways to evaluate the content of your plan. The table above should be considered the legal minimum. Most plans should contain much more.

## **Best Planning Practice Plan Content**

The following checklist is adapted from materials developed by the Michigan chapter of the American Planning Association, from their work toward a Coordinated Planning Act (never adopted). It provides a rather complete list of the analysis that should be a part of a plan and fact, or data, book.

Following this table, in Appendix A (page 10) , is a sample table of contents for a plan, data or fact book, and summary. It gives just one example of how information in a plan might be organized.



**Plan Content**

For a general plan the content should include:

<b>Plan Content: General Plan (Only for a county plan with no county zoning.)</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
A policy-based plan with generalized future land use maps.					
A section on affordable housing needs and a strategy to meet those needs.					
A section on job development and a strategy to meet those needs.					
Address the relationship between jobs, housing, and transportation within the local unit of government or region.					
A separate section on multimodal transportation including streets and highways, public transit, airports, railroads, ports, and pedestrian and bicycle ways.					
A section on capital facilities owned or operated, or both, or privately contracted by the local unit of government, together with long-range fiscal plans for the provision of new capital facilities for the local unit of government.					
The plan shall be the basis for the local unit of government or regional capital improvement program including capital improvements to be done by a county road commission, drain commissioner, parks and recreation commission, department of public works, or other local unit of government legislative body.					
An analysis of all the municipal or joint municipal plans of municipalities within the county to ensure coordination and consistency, including, but not limited to, buildout, economic, fiscal, environmental, and social impact analyses.					
A plan may incorporate by reference plans, or portions of plans, adopted by other agencies of political subdivisions, a regional plan, this state, or the federal government.					
Other elements as determined by the county planning commission.					

**Plan Content**

For a future land use plan the content should include:

<b>Plan Content: Future Land Use Plan (The minimum for a local unit of government with zoning)</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
All of the parts for a general plan, above.					
The arrangement of future land uses, as well as the intensity and density of such uses					
An explanation of the degree to which future land uses are, or are not, compatible with the future land use plans and zoning regulations of adjoining jurisdictions (or municipalities within the county) or the management plans of state or federal agencies with public lands within the local unit of government					
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.					
A future transportation network, including, but not limited to, roads and streets, bridges, railroads, airports, bicycle paths, and pedestrian ways.					
Provision for a network of electronic communication facilities.					
Future capital facilities.					
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.					
An explanation of the zoning plan's relationship to the future land use plan.					
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.					

## Michigan State University Extension Land Use Series

<b>Plan Content: Future Land Use Plan (The minimum for a local unit of government with zoning)</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
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.					
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					
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.					

### Plan Content

For a comprehensive plan the content should include:

<b>Plan Content: Comprehensive Plan</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
All of the parts for a general plan and land use plan, above.					
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.					
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.					

## Michigan State University Extension Land Use Series

<b>Plan Content: Comprehensive Plan</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
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 (master street plan) element of a Future Land Use Plan.)					
Information on capital facilities necessary for the comprehensive plan to serve as the basis for the development and annual updating of a capital improvement program 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.					
Population attraction strategy.					
New Economy strategy (coordinated on a regional [multi-county] level).					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for 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.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for Economic development, including both job retention and promotion strategies.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for 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.					

## Michigan State University Extension Land Use Series

<b>Plan Content: Comprehensive Plan</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for measures to define, protect, enhance, or change community character.					

### Plan Content

For a growth management plan the content should include:

<b>Plan Content: Growth Management Plan</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
All of the parts for a general plan, land use plan, and comprehensive plan, above.					
The boundaries for expansion of capital facilities and/or public services of the local units of government during the period of the plan.					
Maximum density of land use based on available public services and facilities and specified level of service standards for those services and facilities.					
The plan should be consistent with P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.) for a purchase of development rights program, and/or to the extent permissible by law, transfer of development rights program.					
Maps showing the location of proposed future road right-of-way and of other public facilities beyond 5 years in the future.					
A strategy and locations to target provision of affordable housing.					

## Michigan State University Extension Land Use Series

<b>Plan Content: Growth Management Plan</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
A strategy that links future jobs, housing, and transportation in mutually supportive ways.					
A strategy for land assembly and redevelopment.					
Other elements as necessary to implement the growth management or redevelopment goals of the plan.					

**Plan Content**

For other plans, or additional parts of plans content to consider:

<b>Plan Content: other plans, or additional parts of plans content to consider.</b> <b>Include as part of the Plan, or as separate plans some or all of:</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
Soil and water conservation.					
Open space protection.					
Intergovernmental coordination.					
Human services, including, but not limited to, childcare services, senior citizen programming, and mental health services.					
Historic preservation.					
Coastal zone management.					
Solid waste management.					
Energy conservation.					
Watershed planning and management.					
Community corrections.					
Annexation.					
Redevelopment.					
Special purpose, sub-area (M.C.L. 125.3835), functional, neighborhood, corridor, or strategic plans.					

**Plan Content**

For 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 content to consider:

<b>Plan Content: 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</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
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 <i>et. seq.</i> ).					
A development plan adopted by a downtown development authority under P.A. 197 of 1975, as amended, (M.C.L. 125.1651 <i>et. seq.</i> ).					

## Michigan State University Extension Land Use Series

<b>Plan Content: 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</b>	<b>Where the element is found in the Fact Book</b>	<b>Where the element is found in the Plan</b>	<b>Where the element is found in other adopted plans</b>	<b>Where the element is found in the optional summary, poster, pamphlet, etc.</b>	<b>This is something we want to add to our next plan(s)</b>
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 <i>et. seq.</i> ).					
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 <i>et. seq.</i> ).					
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 <i>et. seq.</i> ).					
A plan adopted by a local unit of government, county, or regional economic development commission under P.A. 46 of 1966, as amended, (M.C.L. 125.1231 <i>et. seq.</i> ).					
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 <i>et. seq.</i> ).					
A plan adopted by a housing commission under P. A. 18 of 1933 (Extra Session), as amended, (M.C.L. 125.691 <i>et. seq.</i> ).					
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 <i>et. seq.</i> ).					
A local unit of government, county, or regional park or recreation plan adopted by a local unit of government, county, or regional commission under P.A. 261 of 1965, as amended, (M.C.L. 46.351 <i>et. seq.</i> ).					
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 <i>et. seq.</i> 399.215).					
An airport approach plan adopted by the aeronautics commission under P.A. 23 of					



Plan Content: 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	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
1950 (Extra Session), as amended, (the Airport Zoning Act, M.C.L. 259.431 <i>et seq.</i> ).					
A school district plan adopted by a public school district or charter school.					
A sewer or water plan adopted by a local unit or joint sewer and water authority.					
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 <i>et seq.</i> )					
A blighted area rehabilitation plan adopted pursuant to P.A. 344 of 1945, as amended, (M.C.L. 125.71 <i>et seq.</i> ).					
A neighborhood area improvement plan adopted pursuant to P.A. 208 of 1949, as amended, (M.C.L. 125.941 <i>et seq.</i> ).					
A plan for redevelopment of principal shopping areas under P.A. 120 of 1961, as amended, (M.C.L. 125.591 <i>et seq.</i> ).					
Enterprise or empowerment zone plans pursuant to P.A. 224 of 1985, as amended, (M.C.L. 125.2101 <i>et seq.</i> ).					
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 <i>et seq.</i> ).					

## Authors

This publication was developed in collaboration by:

- Dean Solomon, Distinguished Senior Educator Emeritus, Government and Public Policy, MSU Extension

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

- Jason Ball, MSU Graduate Student
- Brad Neumann, Senior Educator, Government and Public Policy, MSU Extension;

- Kurt H. Schindler, Distinguished Senior Educator Emeritus, Government and Public Policy, MSU Extension
- Lincoln Sweet, MSU Graduate Student

To find contact information for authors or other MSU Extension experts use this web page: <http://msue.anr.msu.edu/experts>.

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## Appendix A - Sample Table of Contents of a Plan, Fact Book, and Summary

### Executive Summary

A summary of the Plan, or simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of these.

- a. Executive summary, or
- b. A simply written and heavily illustrated presentation of the plan, or
- c. A chart, or poster presentation of the plan, or
- d. A web page, or
- e. A combination of these.

### Sample Plan Table of Contents includes:

Glossary

Introduction

Acknowledgments

About the Planning Commission (Subcommittees of the Plan Committee of the Planning Commission, Staff & Author, Legislative Body, Location Map

About This Plan

Legal Authority

Overall Plan

Community Wide Goals (Fundamental Principles, overall goals such as Smart Growth.)

Government Cooperation (Federal, State, Native American Tribes, Canada, County, Neighboring Municipalities and Counties)

Land Use Plan

Future Land Use Map

- Industrial
- Commercial
- Office Service
- Resort
- Residential
- Rural Residential
- Agricultural-Forest Production
- Special and Unique Areas
- Transition Areas
- Form-Based Zoning/New urbanism
- Other

Zoning Plan Update

Environment, Natural Resources Plan

- Environmental Protection
- Ground and Surface Water Protection
- Recycling, Solid and Hazardous Waste
- Energy

Economic Plan

- Population Attraction
- Economic Development
- Tourism

Human Services and Housing Plan

- Human Services
- Housing

Infrastructure Plan

- Transportation
- Complete Streets
- Recreation
- Water and Sewer
- Changing climate impacts

Appendixes and Addendums

Plan Adoption Documentation (65 Day Comments by Governments, Public Hearing Comments, Adoption Documentation, Type of Plan This Plan Is.)

Associated Plans, Reports, Bibliography

About Addendums

Precedent & Interpretive Decisions

## Sample Fact Book Table of Contents includes:

Introduction, Acknowledgments, Summary. (Maps: County or Municipality Location Map).

Glossary

Former Plans.

Geography: Geology; Location; Climate, changes of climate (Maps, Charts, and Graphs: Quaternary Geology, Topographic, Daily Temperatures Graph.

History: Narrative for a regional perspective and region-wide common points; historic sites list; Government Land Survey history; municipal size; list of first order control points (Maps, Charts, and Graphs: Historic Population Data Table; Political Boundaries Maps for 1800 to present)

Michigan Future Trend summary, Michigan Land Resource Project summary, Smart Growth information.

Land Use: Land Use/Cover Change (Agricultural; Forestry; Urban (Sprawl, Residential, Open Lands/Parks, Commercial, Transportation, Industrial, Extractive; urban growth area); Rangelands/Fields/Grassland; Water and Wetlands; Future Land Use; and areas of minor change. Maps, Charts, and Graphs: Land Use/Cover Table, Land Cover Circa 1800 (Pre-European Settlement Vegetation) Map, pre-1978 land use maps, Land Use/Cover Map 1978 (MiRIS), current Land Use/Cover Map, Land Use/Cover Change analysis maps, Farmland With State Preservation Agreements in Place “PA 116 Agreements.”)

Natural Resources: Surface Water, Surface Water Inventory, Groundwater: On Site Sewage Disposal (Restricted Areas for Septic and Drain Fields, New Technology, Soils With Limitations for Wastes & Industrial Development); Soils (summary of soil survey), detail of Soil Characteristics; Forestry (Old Growth); Agriculture; Mineral Resources. (Maps, Charts, and Graphs: Major Watersheds, Surface Water Features, Wetlands, Aquifer Vulnerability to Surface Contamination in Michigan, Soil With High Water Table Map (Aquifer Vulnerability to Surface Contamination), General Soil Types, Forest Production Potential Map (soil types), Old Growth Forests, Agricultural Production Potential Map (soil types), Limitations of Soils for Septic Systems, Slope Characteristics of Soil Types (Steep Slopes)).

Environment: Air and Water Pollution (Soil Erosion and Septic Discharge, Oil and Gas Exploration); Land/Water Margins; Solid Waste. (Maps, Charts, and Graphs: Land/Water Related Laws in Michigan Graphic, Oil and Gas Wells Map.)

Ecology, Habitat, Scenic Resources: Special Animals and Plants (Special Animals and Plants List for county and municipality); Landtype Associations; Conservancy, Soil Conservation District, Conservation Resource Alliance, WildLink; Special and Unique Areas (list). (Maps, Charts, and Graphs: Landtype Associations, Special and Unique Areas

Population: Most recent Census Data Advance Final Counts; Population Distribution; Population Estimates (current year, Future Population Projections, Impact of Growth analysis; population attraction

options. (Maps, Charts, and Graphs: Table of Population Estimates, Table of Population Projections, Population Density Map, Housing Density Map, Seasonal Population Estimates Table, Projected Resort Population Map, detailed Population Data.)

**Human Services:** Medical Health, (Health Indicators Data: Job Injuries/Illness, Cardiovascular Health, Substance Abuse, Dental, Child and Maternal Health); Mental Health; Education (School Performance Measures, Enrollment); Elderly Care; Community Social Health; Crime (Crime Data Per Year, Juvenile Crime Data, Risk Factors); Service/Civic Organizations and Social Life. (Maps, Charts, and Graphs: School Districts.)

**Economics:** Industrial; Retail and Service (Retail Sales, Retail and Service Data, Estimated Effective Household Buying Income); Government; Agriculture; Unemployment; Tourism; Jobs (Annual Employment Averages 1980-present, Occupation, Industry Statistics); Commuting; Hinterland; Income Level (Census Income, Poverty Status); Business Retention and Recruitment; Brownfield Redevelopment. (Maps, Charts, and Graphs: Largest Employers; Largest Tax Payers, Employment Trend, Number Unemployed, Unemployment Rate Graphs, Manufacturing Employment, Retail Employment, Services Employment Graphs, Construction & Mining Employment, Government Employment, Transportation-Communications-Utilities Employment Graphs, Economic Hinterland Map(s))

**Housing:** Housing Stock (Housing Affordability for Owner Occupied Housing); Homeless; Housing for Disabled; Contractors, Inspectors (Zoning Permits and Actions, Construction Code Permits, New Construction Data); State Programs. (Maps, Charts, and Graphs: Housing Data.)

**Infrastructure:** Transportation (Railroad, Trails, Airport, Public Transit, Roads (Road Types and Status, Road Surface Conditions Summary, Surface Condition Mileage by Municipality); County Drains; Public Water (List of Public Water Systems, Source of Water and Sewage Disposal); Public Sewer (List of Sewer Systems); Government Facilities/Buildings; Recreation/Parks (Recreational Planning Organization, Inventory of Recreation Facilities); Private/Regulated Utilities (Electricity, Telephone, Natural Gas, Cable Television, Internet providers); Post Office; Emergency Services. (Maps, Charts, and Graphs: Transportation: Road Surface Map, Transportation, Traffic Count Data, Average Daily Traffic (ADT) Count by Municipality, County Drains, Areas Serviced By Municipal Water, Sewer Service Districts from 1975 Facilities Plan Map, Areas Serviced by Municipal Sewer Map, Outdoor Recreational Facilities, Indoor Recreational Facilities, Recreation Action Plan Map, Electric Utility Service Areas Map, Local Phone Exchanges Map, Communication Towers Map, Areas Serviced by Natural Gas Map, Local Zip Code Map, Fire Districts Map, EMS Districts Map.)

**Land Ownership:** Public Land Ownership; Private Land Ownership; Subdivided Land; [Native American] Foreign Policy (Historical Context, Jurisdiction-Generally, Jurisdiction-Zoning, Jurisdiction-Taxes, Jurisdiction-In a particular county/geography; Specifically, Indian Sovereignty, Municipal Concerns, Successful Coordination Elsewhere. (Maps, Charts, and Graphs, Public Land Ownership Chart Detail, Public and Private Land Ownership Chart Summary, Public Land Ownership Map, Parcelization Map, Recorded Subdivisions Map.)

**Existing Zoning:** Composite Zoning Map; Buildout and Other Analysis; Analysis of Existing Zoning (Planning, (What is “Good Planning?”)), Review of Zoning Text, Zoning for Coordination and Streamlining; Neo-Traditional Zoning (Traditional Neighborhood Development Checklist). (Maps, Charts, and Graphs: Estimated Areas of Current Zoning Districts, Composite Zoning Map, detailed Buildout table).

**Other (Appendices):** Other Applicable Statutes; Bibliography; Other Selected Reports, Studies; Land Owner Opinion Survey (Background, Interviewing and the Sample, The Findings, Demographic Characteristics of the Sample; minority reports.)

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## Appendix B - Glossary

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

§ means the section number of Public Act 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 *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.

**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 duly elected representative body of a county, township, city, or village.

**Local Unit of Government** means a county, township, city, or village.

**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. In a few communities it may still be a “zoning board” (townships) or “zoning commission” (city and villages). Has used here, the use of the term “planning commission” includes all of these terms.

**Zoning jurisdiction** means the area encompassed by one of the following:

- legal boundaries of a city or village for a city or village respectively;
- legal boundaries of a township outside the limits of a city(ies) and village(s) for a township;
- 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 §209, M.C.L. 125.3209).

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## Appendix C – Related Publications

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”

## Michigan State University Extension Land Use Series

- *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: #1O; Sample joint Planning Commission Ordinance and Agreement”*
- *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.”*
- *Land Use Series, “#7: Sample Zoning Board of Appeals Rules of Procedure”*
- *Land Use Series, “#8: Sample Planning Commission and Zoning Board of Appeals Code of Conduct”*

All of these are available at [www.msue.msu.edu/lu/](http://www.msue.msu.edu/lu/).

