

Appendix D DEFINITION OF TERMS AND PHRASES

The following terms and phrases are used throughout the **Leelanau General Plan** and its associated working papers. These definitions should be referenced to promote consistent interpretation of the **Plan** and supporting data. Source materials referenced to define these terms and phrases included the following:

Emmet County/City of Petoskey Comprehensive Plan (draft, 1994)
Encyclopedia of Community Planning and Environmental Management (1984)
Existing Growth Management Techniques and Proposed Legislation for Michigan (1990)
Michigan Department of Environmental Quality Resource Guide (2000)
MSPO Community Planning Handbook (1992)
Protecting Inland Lakes: A Watershed Management Guidebook (1990)
Zoning Dictionary – Millenium Edition, Lehman & Associates (1999)

Abutting property: A parcel of land that is contiguous to another parcel of land along a common boundary line.

Access control regulations: A standard designed to manage the means of entering and exiting property by way of a public road.

Access road: The functional classification identifying road segments that serve to provide passage to and from any land use setting.

Accessory apartment: An independent dwelling unit developed in connection with an existing single-family home.

Accessory use: A land use whose purpose is related and incidental to the permitted principal use.

Accident rate: The calculation of the number of vehicular accidents that occur at particular locations.

Acid rain: Precipitation that is made much more acidic than usual when water vapor in the atmosphere combines with sulfur oxides and nitrogen oxides to form sulfuric and nitric acids, which are carried to the earth's surface.

Acre: A plainer unit of measure equal to 43,560 square feet.

Act 307: The Michigan Environmental Response Act (Act 307 of the Public Acts of 1982, as amended)

Act 307 site: A single location within a list of surface and groundwater contamination sites in Michigan, as annually published by the Michigan Department of Environmental Quality (DEQ).

Adjudication: To arbitrate or referee.

Administrative center: A location at which activities and official functions are conducted, such as a township hall, village hall, government center, etc.

Agricultural land use: The use of land primarily for farming, ranching, horse breeding, dairy farming, and other forms of food and crop production.

All-weather road: A transportation route built to accommodate all types of traffic, including heavy trucks and other machinery, on a year-round basis. (*see Class A Road*)

Alley: A narrow vehicular or pedestrian right-of-way that permits access to a rear yard, parking lot, or other area behind a row of buildings.

American Institute of Certified Planners (AICP): An institute of the American Planning Association (APA) for

members able to demonstrate a specified level of achievement and competence in professional planning.

American Planning Association (APA): A national organization of professional planners from all branches of planning, citizen members of planning commissions, elected officials, students, educators, and any other individuals interested in public planning.

Annual report: A document prepared for the county board of commissioners which summarizes the actions taken to implement this General Plan on a yearly basis.

Aquifer: Subsurface rock or other materials capable of holding a significant amount of water in their interstices. (see *groundwater*)

Average daily traffic volume: An expression of traffic volume meaning the average number of cars per day that pass over a given point in a given year.

Average density: The density which results be dividing a total number of future structures by the total acreage of a large land area.

Bay Area Transportation Authority (BATA): A regional public transportation authority offering bus service to Leelanau and Grand Traverse Counties.

Bedroom community: A predominantly residential area from which many residents commute daily to employment in commercial areas, frequently the region's urban center.

Bench mark: A permanent marker that serves as a reference point for an elevation, usually elevation above sea level.

Benchmark standard: A reference against which future date is evaluated.

Best Management Practices (BMP): These are structural, vegetative or managerial practices used to protect and improve our surface water and groundwater, and to implement a project that otherwise may threaten or have serious negative impacts on the community/and or the environment.

Block grant: A grant distributed by the federal government according to a formula. Subject to general legislative and administrative guidelines, it may be used for a fairly wide range of purposes.

Boat launch ramp: A ramp that extends from a shoreline into a body of water to permit the launching of a boat transported by a trailer.

Budget: A financial plan that correlates anticipated revenues and expenditures and serves as a basis for decisions on future expenditures.

Buffer area: A strip of land, usually a landscaped open area, designed to separate incompatible land uses.

Buildable area: The land area of a given lot that is potentially available for construction after all zoning and other municipal requirements have been fulfilled.

Building: A structure that is permanently affixed to the ground, has a roof and is used for the shelter of humans, animals, property or goods.

Buildout population: The potential population of a community based on current planning and zoning practices.

Built environment: All elements of the man-made environment (including buildings and streets) that involve some application of human effort and technology toward their design, construction, or manufacture.

Bylaws: A set of rules that provide for the organization and ongoing operations of a legal body or entity. (*see rules of procedure*)

Campground: A public or private open area divided into campsites that, at a minimum, provides a potable water supply and some form of toilet facilities.

Capacity: The maximum number of people or things that can comfortably or safely use any facility.

Capital Improvement Program (CIP): A multi-year program of proposed capital expenditures used as a programming guide for public improvements of which the first year of the program is the capital portion of the annual budget.

Capital improvements: Physical facilities or other fixed assets with relatively long-term usefulness, such as buildings, land, parks or roads.

Carrying capacity: The capability of a system to absorb any, or increased, population and development within the parameters of an acceptable environment.

Census: The periodic enumeration of the entire population, selected sub-populations or other specialized items, to produce a data base.

Census tract: An area used for census data presentation that contains an average of 4,000 people.

Central business district (CBD): The traditional business core of a community, characterized by a high concentration of activity within a relatively small area.

Chamber of commerce: A voluntary association of businesspersons whose objective is to promote the interests of the commercial and industrial sectors of a community.

Citizen Advisory Committee (CAC): A special advisory committee to the County Planning Commission and County Board of Commissioners comprised of 33 citizens broadly representative of the geographic and functional interest of Leelanau County. (*see General Plan Steering Committee*)

Citizen participation: The involvement of citizens and community groups in the development and evaluation of the **Leelanau General Plan**.

City: A municipal corporation usually containing a larger population than other incorporated areas within the state.

Class A road: A transportation route built to accommodate all types of traffic, including heavy trucks and other machinery, on a year-round basis. (*see all-weather road*)

Clean Air Act: Federal legislation primarily concerned with controlling pollutants released into the atmosphere.

Clean Water Act: Federal legislation primarily concerned with controlling pollutants released into waterways.

Cluster Development: A development pattern characterized by buildings or lots which are sited close together in small groups with the objective of preserving more open space and encouraging efficient use of land. Rural clusters permit the same development density or greater with larger concentrations of undeveloped land to remain after new development occurs. It allows the preservation of agricultural and fragile environmental areas such as wetlands, sand dunes and hillsides, as well as renewable resource lands like farm and forest land.

Coastal zone: An area that includes the coastal waters and those land areas near the coastal waters that influence and affect each other.

Coastal Zone Management Act: Legislation that established federal policy on coastal zone management and authorized a program designed to encourage states to plan and undertake land and water resource management

programs for coastal areas.

Commercial area: Any area of a municipality that is developed with or zoned for businesses.

Common areas: Land, facilities and other improvements that are used jointly by groups of property owners or renters.

Community: A group of individuals who interact socially and have common ties and who are located in a defined geographic area.

Community character: The image or tone of a community as reflected in its size, the type and density of its development, and the general pattern of land use.

Community Development Block Grant (CDBG): A flexible federal aid program for neighborhood revitalization and community improvement, established by Title I of the Housing and Community Development Act of 1974.

Compact Development: This pattern consists of highly organized, concentrated development where property utilization is maximized within a defined setting. The concept assumes a relatively self-contained development with its own set of services and potentially its own community service center. Edges are well defined and surrounded by open space land. This pattern is generally found where a center (town, village, city) already exists and services are extended beyond existing boundaries as appropriate to accommodate new growth and development. Compact development tends to be the most efficient, least expensive to service, and the least disruptive pattern of development impacting use of adjoining lands.

Composting: A means of converting organic materials, such as solid waste, leaves and yard clippings, into an odor-free and sanitary soil conditioner.

Comprehensive Plan: A plan for the future physical development of a community which seeks to consider all the relevant factors that currently, or in the future, may influence or change quality of life in the community. (*see functional plan, growth management plan, land use plan, master plan, policy plan, strategic plan and subarea plan*)

Concurrency of services and facilities: A requirement that services and facilities necessary to serve new development are available concurrent with the onset of the demand for such services and facilities by the new development.

Condominium: A form of housing ownership by which a person may purchase and own one dwelling unit in a multi-unit building or development.

Confiscatory regulation: Restrictions or limitations placed upon the use of property that prevent a landowner from making any economically reasonable use or deriving any economically reasonable return from his/her property and that amount, in effect, to a taking of the property.

Conflict resolution: The satisfactory settling of disputes that can occur among groups in order to attain a particular end result.

Conservation easement: An easement, granted by the owner of property, that is designed to limit or preclude future development of the property.

Consultant: An individual or business contracted to provide special skills not available among staff members or to undertake a specific project for which the agency has insufficient staff.

Contaminant: A substance that causes pollution or diminished quality when brought into contact with air, water, soil or other aspects of the environment.

Contour line: Lines that appear on a topographic map and link points that are of an equal elevation above or below sea level.

Contour interval: The distance between contour lines.

Contract zoning: A situation where conditions are imposed that are not usually applied to land in a particular zoning district or in which a contract is made between the municipality and the landowner.

Corridor: A defined strip of land often associated with a transportation route.

Cost-benefit analysis: The examination of a variety of potential program goals, or alternatives to achieving a single goal, to determine which are preferred or optimum on the basis of their financial value.

Cost-effectiveness analysis: A comparison of the costs of different alternatives for achieving a stated goal.

Council of Governments: A voluntary association of municipal governments or regional agencies formed to study and discuss area-wide problems and to recommend remedial actions to the member governments.

County: The principal subdivision of the state whose functions include budget development and tax levy, maintenance of the courts and public records, provision of welfare programs, law enforcement, electoral functions, and provision of a variety of other facilities and services.

County Board of Commissioners: The principal elected governing authority of the County, having both policy-making and administrative functions.

County data center: A functional component of the county planning department designed to meet the information needs of county agencies as well as local governments, civic, and citizen organizations.

County Planning Act: A legislative act (Act 282, P.A. 1945, as amended) providing for county planning and the creation and organization of county planning commissions.

County Zoning Act: A legislative act (Act 183, P.A. 1943, as amended) providing for the establishment in portions of counties lying outside the limits of incorporated cities and villages of zoning districts within which the proper use of land and natural resources may be encouraged or regulated by ordinance.

County seat: The municipality serving as the county administrative headquarters.

Critical area: Environmentally sensitive areas upon which development should be prevented or strictly controlled.

Critical Dune Area: An area of highly unique and therefore vulnerable sand dunes designated by the State of Michigan as subject to special regulations.

Cul-de-sac: A local street with an outlet only at one end and a turnaround area at the other end.

Culvert: A structure designed to carry drainage water or small streams below barriers such as railway embankments, roads or driveways.

Curb cut: A means of entering and exiting property by way of a public road.

Data: Known or collected facts that can be analyzed and interpreted so that conclusions may be drawn.

Day care center: A facility designated for the care of preschool children.

Dead-end street: A public way that has only one outlet.

Debt service: Periodic payments, consisting of interest plus a portion of the principal that is owed, necessary to amortize the debt.

Decibel: A unit of measurement for sound pressure or the relative loudness of sound.

Dedication: The transfer of land or an interest in land by its owner to public ownership, to be used for public purposes.

Deed: A written instrument by which the owner of real estate conveys his/her land, or an interest in the land, to another.

Demography: The study of population and its characteristics.

Density: A ration of population, residential units or floor area of development as to a unit of land area.

Density transfer: The transfer of unused development potential, either internally within a development or externally from one site to another.

Department of Commerce: State and/or federal level agencies with responsibilities related to domestic and international commerce, economic growth, technological development and tourism.

Department of Environmental Quality (DEQ): a state agency created by Executive Order No. 1995-18, which transferred environmental regulatory programs from the Department of Natural Resources to the newly created Department.

Department of Housing and Urban Development (HUD): The cabinet-level department that is responsible for the majority of United States housing and community development programs.

Department of Natural Resources (DNR): A state agency empowered with administrative and enforcement authorities and responsibilities, primarily concerned with the natural environment.

Department of the Interior: The cabinet-level department that is responsible for diverse programs, largely related to the protection and management of natural resources and public land.

Department of Transportation (DOT): State and/or federal level agencies that establish transportation policy for all modes of transportation and conducts research and grant programs.

Design standard: A set of guidelines defining parameters to be followed in the design of a building or development.

Development: 1. A planning or construction project involving property improvement and, usually, a change in land use character within the site. 2. The act of using land for building or extractive purposes.

Development agreement: An arrangement which is voluntarily negotiated and entered into between a municipality and a developer, providing certain commitments by the municipality in exchange for commitments by the developer.

Development right: A separable property right like an easement or mineral right.

Driveway: A private road that gives access to property abutting a thoroughfare.

Dystrophic lake: A lake that stands midway in the biological aging process between a eutrophic lake and a swamp.

Easement: An interest in or right over the land of another.

Economic development: The process of intervening in the normal economic cycle in order to achieve a specific goal.

Economic development strategy: A plan of action which identifies the means of creating new and/or better jobs for residents, increases municipal tax base and diversifies and strengthens the local economy.

Ecosystem: A term that describes the system comprised of all living organisms in a given geographic area, and the

physical environment with which and in which they interact.

Elevation: The altitude above sea level.

Emergency services: Fire, ambulance, law enforcement or other agency that responds to assist the populace, often in a crisis situation, in matters of health, safety and general welfare.

Eminent domain: The power inherent in a sovereign body to acquire property in private ownership.

Enabling act: Legislation authorizing activity or conduct that is otherwise not permitted.

Endangered species: Those species of fish, wildlife, insects and plants in danger of becoming extinct throughout all or a specific part of their natural range.

Enumeration district: An area used for census data collection and statistical tabulation that generally contains a maximum of 1,600 people where the census is taken by mail and 1,000 where there is conventional canvassing.

Environmental analysis: The process of conducting an extensive study and review of a broad range of environmental features.

Environmental Assessment: A review process required for proposed federal, federally funded, or federally licensed or sponsored projects or actions.

Environmental Impact Statement (EIS): A detailed written document that provides an analysis of the possible impacts that a proposed project or action might have on the environment.

Environmental management: The use and protection of natural resources through the application of environmentally sound practices.

Environmental Protection Agency (EPA): An independent agency within the executive branch of the United States government, created in 1970 to control and abate environmental pollution.

Environmentally Sensitive Lands: Lands which are a unique, irreplaceable, and fragile resource that provides significant recreational, economic, scientific, geological, educational, agricultural and/or ecological benefits to society.

Equalization rate: The average percentage of the full value at which the local assessor is assessing all taxable properties in a municipality.

Eutrophication: The process by which nutrients stimulate aquatic plant growth and lead to the aging of a lake.

Ex-officio: The membership of a person on a board or commission by virtue of holding another position that is related to the work of that board or commission. In many cases, **ex-officio** members are not given a vote on the board or commission.

Exclusionary zoning: Zoning regulations that have the effect of precluding certain population segments from residential opportunities enjoyed by others.

Exclusive-use zoning: The practice of creating zoning districts in which only one type of use or a narrow range of uses is permitted.

Facade: A building's front or any of its exterior walls.

Farmland protection: Measures taken by government to protect prime agricultural land from urbanization.

Feasibility study: A study of the possibility of implementing a particular project.

Federal Aviation administration (FAA): A division of the Department of Transportation with the responsibility of fostering aviation safety, advancing civil aviation and a national system of airports, and achieving efficient use of navigable airspace.

Federal Emergency Management Agency (FEMA): A United States agency responsible for federal programs related to emergency and disaster mitigation and response.

Fee simple: The term referring to the broadest, most extensive and unconditional estate in land that can be enjoyed.

Fill: Material that has accumulated or is disposed of at a site and has the effect of raising the ground elevation, or that is deliberately added to a site to improve its suitability for construction.

Fire Department: A municipal agency responsible for fire fighting, maintenance of fire fighting equipment and fire prevention programs.

Fiscal impact analysis: An analysis of the impact on a municipal budget of the cost of expanding municipal services to meet the needs of a proposed development.

Fiscal year: A 12-month accounting period which may or may not match the calendar year.

Flood Hazard Boundary Map: A map that outlines the approximate areas of a community considered to be flood-prone.

Flood Insurance Rate Map: A map that depicts in detail the boundaries and elevations of the 100-year and 500-year floodplains for a particular community as part of the National Flood Insurance Program.

Floodplain: The low and generally flat land areas adjoining a body of water that often flood or has the potential for flooding.

Fringe area: The area of transition between two different, dominant land patterns.

Front foot: A measurement of the extent to which real property abuts another feature such as a public street or water body.

Functional plan: A detailed plan designed to address more completely a particular issue of importance to a community. These issues are usually identified in the process of preparing a comprehensive plan or a policy plan. Typical functional plans address housing, economic development, parks and recreation, historic preservation and transportation. (*see comprehensive plan, growth management plan, land use plan, master plan, policy plan, strategic plan and subarea plan*)

Functional road classification: A hierarchy of road classes that divides roads by purpose and design.

Funnel development: A development located away from a lake, but having access to the water through one lakefront lot where a beach, club house, and docks are often built. (*see keyhole development*)

General Plan Steering Committee (GPSC): A special advisory committee to the County Planning Commission and County Board of Commissioners comprised of citizens representing all Leelanau County municipalities, state and federal government whose function was to oversee development of and comment on the **Leelanau General Plan**. This committee included members of the CAC and functioned during the second phase of the General Plan project. (*see Citizen Advisory Committee*)

Gentrification: A process of social and economic change within an area of a community wherein generally young individuals who may be more affluent or have young families move into older housing or industrial space in a neighborhood and invest rehabilitation of their structures.

Geological Survey (USGS): A bureau of the Department of the Interior that performs a variety of functions related to the survey and investigation of the nation's lands and resources.

Geologic map: A map showing the distribution and type of rock units such as formations, their relationship to each other, and other physical features.

Geographic information system (GIS): A set of processes for the input, storage, retrieval, analysis and display of spatial data. (*see land information system (LIS)*)

Goal: The long-term ideal or end product that is desired.

Grand Traverse Bay Region Development Guidebook: A document prepared in 1992 for the purpose of identifying a range of guidelines and associated regulations that could be promoted for use by townships, cities and villages as a way to better manage growth.

Grand Traverse Band: The Grand Traverse Band of Ottawa and Chippewa Indians.

Greenbelt: A band of open space protected from intense development.

Groundwater: Water that occupies the spaces in underground geological structures. (*see aquifer*)

Groundwater pollution: Destruction of subsurface water supplies by contamination.

Growth Management: A strategic process for managing the rate, location, amount and timing of growth in accordance with a Comprehensive Plan.

Growth Management Plan: A plan, usually prepared as a supplement to or a part of a comprehensive plan, that includes timing and phasing elements for new public facilities and services. (*see comprehensive plan, functional plan, land use plan, master plan, policy plan, strategic plan and subarea plan*)

Guidelines: General indications of the policies that a government agency endorses, as opposed to specific quantitative standards or regulations.

Hazardous waste: Those wastes that can cause or help to cause illness or death, or that, in the absence of proper management, represent a significant threat to either human health or the environment.

High Risk Erosion Areas: Those shoreland areas with the most acute tendency to erode, generally defined at a rate of one foot of erosion or more per year.

Highway capacity: The amount of traffic that a road, or section of road, is capable of carrying in an hour.

Historic district: An area that is related by historical events or themes, by visual continuity or character, or by some other special feature that helps give it a unique historic identity.

Homestead – 1) an equalization term identifying a parcel as the primary residence of a citizen. 2) an equalization term for a parcel of land classified as “agricultural exemption” (at least 50% of the acreage is devoted to an agricultural use).

Home occupation: A type of limited commercial activity that is carried on within an individual's dwelling.

Home rule: The concept of local government's exercising certain powers conferred by the state.

Housing authority: An official body, created under state law, that is eligible for federal support to provide decent, sanitary housing for low-income persons.

Housing stock: The total supply of dwelling units within a given locality.

Impact assessment: An evaluation of the future consequences of a proposed land development.

Impervious surface: Surfaces such as concrete or asphalt-paved streets or parking lots that prevent rainfall from infiltrating the soil and can increase the amount of runoff dramatically.

Incentive program: A program in which a developer receives bonuses, typically permission to build at a higher density or higher floor area ratio, in exchange for offering certain types of amenities that the community considers important.

Incubator building: A building that offers space at low rentals and is consequently attractive to small, newly formed businesses.

Industrial area: That part of a municipality that is zoned to permit certain types of industries, often specified as light industry, heavy industry, or industrial park use.

Industrial park: A planned industrial development on a tract of land containing an internal road network suitable for trucks and employee traffic and adequate utilities, including a sufficient water supply, sanitary and storm sewers, and electric and gas lines.

Information system: A centralized and computerized system of collecting, storing and disseminating data that may be easily retrieved and organized for analysis.

In-migration: The process of moving to a residence in a particular defined geographic area, such as a village, township or county, from an address outside that geographic area.

Institutional structure: The manner in which a public entity conducts its business.

Intergovernmental agreement: A formal contract or informal understanding between two or more units of government concerning a policy matter or the way in which a function or service will be performed for their mutual benefit.

Intergovernmental Growth Management Consortium: A group of communities which joined together in an effort to identify ways in which to better manage growth. These communities included Independence

Township, Leelanau County, Meridian Township, Oakland Township, Rochester Hills, Waterford Township, and West Bloomfield Township.

Issue of greater than local concern: A matter of broad public interest revolving around common environmental features (which do not respect municipal boundaries), infrastructure, and the needs of special populations.

Keyhole development: A development located away from a lake, but having access to the water through one lakefront lot where a beach, club house, and docks are often built. (*see funnel development*)

Labor force: All persons 16 years of age or older who are either employed, looking for a job or are in the armed forces.

Land information system (LIS): Usually parcel-based, LIS refers to a set of processes for the input, storage, retrieval, analysis and display of spacial data. (*see geographic information system (GIS)*)

Land conservancy: An organization whose principal purpose is to protect certain lands from inappropriate development through conservation easements, the purchase of development rights, or similar preservation techniques.

Land fragmentation: The process of subdividing a large parcel into several smaller parcels.

Land use: The various ways in which land may be utilized or occupied.

Land use controls: Those devices by which government may exercise its police power authority to regulate the use of land.

Land use map: A map that depicts selected categories of land use in a geographic area as well as other major features, such as political boundaries, transportation arteries and water bodies.

Land use pattern: The generalized spacial distribution of development.

Land use plan: A map and accompanying text depicting the "preferred future" of a community. It describes how the community would like to grow or change. (*see comprehensive plan, functional plan, growth management plan, master plan, policy plan, strategic plan and subarea plan*)

Level of service (LOS): The degree to which a public service is operating, or the "adequacy" of the service.

Limited Service District: A defined area where limited public services are provided to solve a specific problem or meet a special need. These areas often have the same intensity of land use activity after the public service has been instituted (e.g., providing sanitary sewer to properties around an inland lake). (*see partial service district*)

Local governments: Levels of government below the state level that derive their powers from the state charter or state law. (*see county, township, city and village*)

Major arterial: The functional classification identifying road segments that convey traffic between municipal boundaries and activity centers, and provide connections with intrastate and interstate roadways.

Major collector: The functional classification identifying road segments that carry and distribute traffic between access roads, minor collectors, and minor arterials.

Marsh: Wetlands that have grass-like plants such as cattails, rushes and reeds and are sometimes covered by water.

Master plan: A comprehensive, long range plan intended to guide change in a city, village, township, county or region. (*see comprehensive plan, functional plan, growth management plan, land use plan, policy plan, strategic plan and subarea plan*)

Mesotrophic lake: A lake that is changing from the oligotrophic stage, characterized by clear waters and low levels of nutrients to the eutrophic stage, which has higher levels of nutrients, extensive plant growth, and murky waters.

Michigan Resource Inventory System (MIRIS): An automated land use and land cover mapping system for use by agencies, individuals, and local units of government involved in resource and land management.

Michigan Society of Planning Officials (MSPO): An organization of 4,000 members dedicated to promoting sound community planning that benefits the residents of the state.

Minor arterial: The functional classification identifying major "feeder" streets.

Minor collector: The functional classification identifying road segments that provide access to individual parcels and carry traffic to and from access roads.

MSU Extension Service: A county-level office affiliated with Michigan State University that is responsible for the dissemination of information on current agricultural and conservation technology.

Municipality: Any local government.

National Park Service: An agency within the Department of the Interior that is responsible for the national park system.

Natural Resources and Environment Act: A legislative act (Act 451 of 1994, as amended) to protect the environment and natural resources of the state.

Node: A hub or center of activity where two or more systems intersect.

Non-homestead – an equalization term for parcels not considered the primary residence of a citizen.

Non-municipal public services: Services which for each particular community are provided to the public by a private company and not provided by a governmental unit such as: cable T.V., electric, gas and telephone.

Nonpoint source: One or more of the various diffuse discharges, such as runoff, that contribute to water pollution.

Nutrient: A chemical element that stimulates growth.

Objective: A specific target that must be met as an intermediate step in achieving a long-term goal.

Official map: A document that indicates the location of future streets, highways or public facilities - such as parks and drainage systems - along with existing streets and facilities.

Oligitrophic lake: A lake characterized by a low level of nutrients and large amounts of dissolve oxygen in its deeper waters.

Open space: Land that is undeveloped or is relatively free of buildings and other structures.

Ordinance: A law, rule or regulation issued by the governing body of a local municipality under legal authority granted by the state.

Overall Economic Development Program (OEDP): An assessments of a community's economic needs and the actions necessary to stimulate economic development.

Overlay zoning district: An additional level of zoning requirements that is superimposed upon existing zoning in specified areas shown on the zoning map.

Ozone: A gas formed when certain vehicular and industrial pollutants react in the presence of heat and sunlight.

Partial service district: A defined area where limited public services are provided to solve a specific problem or meet a special need. These areas often have the same intensity of land use activity after the public service has been instituted (e.g., providing sanitary sewer to properties around an inland lake). (*see limited service district*)

Peak-demand period: The time when the greatest demand for service is placed upon a utility or other system serving a community.

Peak-hour traffic volume: The largest amount of traffic that is generated during hourly periods of the day or year.

Per capita: The average amount of expenditure, income, or specified commodity or activity for each individual within a given population.

Percolation: Downward movement of water through rock or soil interstices.

Permanent resident – a person whose residence in the county is their primary residence.

Plan implementation: The process of translating a plan into action which, ideally, begins at the start of plan development.

Planned Unit Development (PUD): A type of development characterized by comprehensive planning for the project as a whole, clustering of structures to preserve usable open space and other natural or cultural features. There is also often a mixture of housing types and sometimes a variety of nonresidential development on the same property.

Planning area: The specific geographic area selected as being pertinent to the study of a particular problem.

Planning commission: An appointed board of citizens that, depending upon government organization, either has direct control over certain planning functions or has an advisory or policy-making role.

Planning department: A government agency responsible for long-range and short-range land use planning, land use development management, coordination of various projects, and coordination of various and different units of government.

Plat: A map or series of maps showing the layout of a proposed or approved subdivision.

Point source: An individual and distinct conduit - such as a pipe, culvert or ditch - through which water pollution can reach a waterway.

Police power: The inherent authority reserved to the states in the Tenth Amendment to the United States Constitution to adopt laws for the purpose of promoting the protection of the public health, safety, morals and welfare.

Policy plan: A document based on explicit statements of local goals, objectives and policies. They may be part of a comprehensive plan or a freestanding document. (*see comprehensive plan, functional plan, growth management plan, land use plan, master plan, strategic plan and subarea plan*)

Potable water: Water fit for human consumption.

Poverty level: A term used to designate an income level necessary to support a minimum acceptable standard of living in a particular area or country.

Public Act 116 (PA 116): The Farmland and Open Space Protection Act (Act 116 of the Public Acts of 1974, as amended). PA 116 provides farmers the opportunity to enroll land in the program for periods from ten (10) to ninety nine (99) years in return for a tax credit.

Public hearing: A formal meeting of a legislative or administrative body as part of the process by which legislation or regulations are adopted or other decisions are made.

Public infrastructure: The services and facilities provided by a level of government.

Public service district: A defined area where prescribed public services are or will be provided to encourage compact development, meet the needs of users, and limit costs to the tax payers.

Public access site: A public water access point.

Purchase of Development Rights: The rights to develop property purchased so as to prevent or limit future development. The owner retains all other fee interests in the property.

Random sample: A type of sampling technique used in conducting research, in which each member of the population under consideration has an equal chance of being selected.

Recycling: The process by which materials in the waste stream are reused to create useful products.

Renewable resource lands: Lands which possess the ability to grow food and fiber (farms, forests) on a sustaining yield basis, and whose loss could endanger future water, food and/or fiber production, such as croplands, managed forest, orchards, etc.

Resort center: A seasonally active area of mostly housing facilities with limited public services that is geared to the needs of a transient population.

Rezoning: A modification of, or amendment to, the zoning ordinance.

Right-of way: The strip of land reserved for a linear transit element or a utility element.

Riparian: The land or title-holder of such land along the shore of a lake or bank of a stream.

Rules of procedure: A set of rules that provide for the organization and ongoing operations of a legal body or entity. (*see bylaws*)

Runoff: That portion of precipitation which rejoins surface water bodies either directly or indirectly.

Rural service district: The bounds within which no substantial introduction or expansion of public services will occur and within which the continuation of the existing rural character is planned.

Rural center: A local activity hub consisting of residential neighborhoods, a surrounding rural area, and a core of small businesses. Modest in size, it may or may not be an incorporated municipality.

Sand Dune Protection and Management Act: An law (Act 146 and Act 147, P.A. 1989) designed to protect dunes from insensitive development.

Sanitary landfill: A method of solid waste disposal in which waste is spread in layers, compacted to reduce its volume and then covered each day with earth or another inert material.

Scattered Development: This pattern is characterized by relatively low density (usually residential) development spread across the landscape in what appears to be a miscellaneous fashion. The open space characteristics of the pattern are tied to individual properties in a widely dispersed pattern, leap frogging incremental extensions of existing development. It often results in a measles-like suburban spread in all directions. This pattern of development maximizes choice among property owners, but usually results in a reduced ability to preserve natural features and the special character of a rural environment. It is also an extremely expensive land use pattern for the provision of public services.

Seasonal dwelling/residence – a dwelling that is not used for year-round or permanent habitation.

Seasonal resident – a person who owns a residence in the county which is not their primary residence.

Sedimentation: 1. The practice in wastewater treatment of using gravity to settle out the solid particles in wastewater.
2. The process by which particles are separated from their parent material, settle out of suspensions and are transported, through the forces of erosion.

Septic tank: An underground, on-site sewage treatment facility designed to anaerobically treat raw sewage generated by a single residence or other small development and store the sludge that is produced.

Settlement: A small, relatively isolated community which may not have an associated commercial center, typified by clusters of residential parcels of ½ to 5 acres in size.

Shoulder: An area at the side of a road designed to accommodate a standing vehicle.

Site plan: An accurately scaled development plan that illustrates the details of a proposed or existing development.

Site plan review: The procedure in which proposed site plans are reviewed for compliance with all requirements of the zoning ordinance and other appropriate municipal ordinances.

Slope: The inclination of the ground from the horizontal.

Soil association: A group of soils that have been defined and that occur together in a characteristic pattern in particular geographic areas.

Soil classification: A method of grouping and categorizing different soil types.

Soil Conservation District: The local organization, typically managed by a board or committee, through which both federal and state agencies provide assistance to municipalities and landowners.

Soil Conservation Service: An agency within the Department of Agriculture that makes recommendations on land conservation and pollution abatement practices.

Soil erosion: The process by which soil particles are weathered and broken down, then transported by wind or water.

Soil survey: A detailed and systematic inspection of soils, both in the field and in the laboratory, in order to analyze and describe their characteristics, classify them, map their boundaries and interpret their ability to various types of agricultural and urban uses.

Solid Waste: Garbage, rubbish, ashes, incinerator ash, incinerator residue, street cleanings, municipal and industrial sludges, solid commercial and industrial waste, and animal waste.

Solid waste management: The systematic procedures by which solid waste is collected, processed, and disposed of.

Solid Waste Management Act: A law designed to protect the public health and environment, to provide for the regulation and management of solid wastes, to prescribe the powers and duties of certain state and local agencies and officials and to prescribe penalties for violation of the Act (Act 641, P.A. 1978, as amended).

Spot zoning: The assignment of a zoning classification different from the surrounding zoning classifications to a relatively small land parcel.

Sprawl: The uncontrolled growth of urban development into previously rural areas.

State Heritage Route: A State highway which has scenic, recreational, historic or other similar significance and is designated under state law a heritage road.

Stormwater management: Management techniques to control the amount, quality and timing of storm/snowmelt water runoff in a watershed or on a single property.

Storm sewer: A sewerage system designed to collect stormwater runoff from streets and roofs.

Strategic plan: A series of detailed actions and programs to address immediate community problems and/or opportunities. The **strategic plan** does not attempt to deal with all interrelated aspect of a community nor all of a community's problems and opportunities at once. (*see comprehensive plan, functional plan, growth management plan, land use plan, master plan, policy plan, and subarea plan*)

Strip commercial: An area of commercial development not associated with any other development.

Strip development: A land use pattern characterized by linear development with residential and commercial land uses often interdispersed along principal transportation corridors.

Subarea plan: A plan which focusses on a geographic area identified in the comprehensive plan as needing special attention. (*see comprehensive plan, functional plan, growth management plan, land use plan, master plan, policy plan and strategic plan*)

Subdivision: The process of dividing a larger land area into smaller building lots.

Subdivision and lot split regulations: Municipal ordinances that govern the division of land into smaller building lots and the subsequent development of the land.

Surface water: Water in lakes and streams.

Sustainable agriculture: An agricultural practice which respects the land and water and involves management practices that do not diminish the potential of future operators to gainfully produce crops.

Sustainable development: A development strategy which meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable economy: An economy which meets the needs of the present without so exploiting the environment and natural resources that future generations suffer.

Swamp: A wet, low-lying area that often supports an extensive number of woody plants, such as trees and shrubs.

Taking: A governmental action by which the government either acquires property or an interest in property from a private owner, substantially diminishes the value of property, or substantially deprives the owner of the use and enjoyment of his/her property.

Tax base: The total value of real property within a municipality or other taxing district on which it can levy a property tax.

Tax-increment financing: A means of financing redevelopment projects in which an area is improved with the proceeds of a bond issue slated to be repaid by the additional taxes the new development is expected to generate.

Topography: The collective physical features of a geographic area.

Tourist – a person traveling to places outside their usual environment for recreation, vacations, business and other purposes.

Township: Subdivisions of counties that act as a principal level of local government.

Transfer of Development Rights (TDR): A system designed to permit the sale of the right to develop a parcel in a sending zone to another parcel in a receiving zone. The transaction results in the seller capturing the development value of land without conversion of the land to a more intensive use, and the buyer being permitted to build at a higher density than local regulations would otherwise permit.

Transportation System Management (TSM): A form of transportation planning in which all transportation modes and systems are coordinated and upgraded to obtain greater efficiency and effectiveness. TSM includes automated traffic signalization, adjustment in alignments, lane improvements, and turning movement control. This method is usually used in lieu of or as a complement to major capital improvements.

Urban center: The economic core of a region, characterized by a high concentration of activity that may be but is probably not coterminous with municipal boundaries.

Urban Service District: A defined area where a full range of public facilities are anticipated with the objective of encouraging concentrated development patterns in a safe, efficient and cost effective manner.

USGS maps: A wide variety of topographic maps, as well as many other types of maps for special purposes, provided by the United States Geological Survey.

Utility easement: An easement acquired by a utility for the location of transmission lines, pipelines, and other utility

facilities.

Viewshed: A region that encompasses landscape elements that are visible from a particular point. The viewshed is usually bounded or defined by the horizon in the distance and its scope or width is often delineated by trees, buildings or other obstructions. The viewshed often follows natural land forms such as valleys, hillsides, lakes, meadows or fields.

Village service district: The bounds within which a local municipality intends to introduce new or expanded public services to support a village development pattern.

Village: An incorporated urbanized area typically smaller than a city.

Vision Statement: A written narrative describing in visual terms, all of the characteristics of a community at a defined future point in time. The statement usually describes natural, cultural, physical, social and economic conditions as ideally desired by the community. The statement is used as a means to build a consensus within a community; to define more accurately the goals of the community; to provide a reference tool that can be

used by community leaders to share and evaluate their vision with area residents; and to measure progress made toward that future.

Vista: A view to or from a particular point.

Visual character: The image one retains from looking at a landscape.

Watershed: An area of land and water that drains snowmelt and rain water to a lower, single exit point such as a lake or large river.

Water table: The upper limit of the zone in which the soil is fully saturated.

Wetland: An area that has water frequently enough to support plants and animals that grow well in wet conditions, and has soils typical of wet areas.

Zoning: An exercise of the police power in which utilization and development of privately owned land is regulated through the division of a community into various districts and the specification of permitted and/or prohibited uses for each district.

Zoning board of appeals: A quasi-judicial municipal board responsible for hearing appeals from property owners in matters relating to the zoning ordinance.

Zoning ordinance: The official document that sets forth the zoning regulations and zoning districts that are applicable in a community.