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**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

JUNE 6, 2007 Approved

JUNE 4, 2008 Amended

Documentation Submission Guidelines for Requests or Information

All communications regarding requests for the consideration and action of the Planning Commission must be in writing, with a cover letter on local jurisdiction letterhead, dated, indicating the purpose of the request and expectations of the Commission, i.e. input/recommendations, acknowledgement of receipt, review, approval, etc, and signed by the local jurisdiction designee. In addition, please include the following where applicable:

Beginning July 1st, 2008, all submissions must be received at the Tuscola County Annex building by 4 pm of the 15th day of the month preceding the meeting at which action by the Planning Commission is expected to take place (ie. items for the August meeting must be received by 4pm of July 15th).

A. Farmland and Open Space Preservation Program (Part 361 of the Natural Resources and Environmental Protection Act, 1994 Act 451 as amended, more commonly known as PA 116)

- ♣ Completed copy of the Farmland and Open Space Preservation Program (PA 116) application
- ♣ Copies of the following accompanying documents:
 - Deed or land contract
 - Tax description
 - Recent appraisal record
 - Map of farm with structures and natural features indicated on back of the application form

B. Master Plans

1. Created or Amended Master Plans (Notice of Intent)

- ♣ Indicate your appropriate intent in your letter

2. Created or Amended Master Plans (Request for Review and Recommendation)

- ♣ A copy of the proposed new or amended document.

3. Created or Amended Master Plans (For Filing by County Planning Commission)

- ♣ A copy of the approved document.

C. Zoning Ordinances

1. Rezoning Individual Properties

- ♣ A copy of the application with all related documentation.
- ♣ A copy of the proposed amendment (text, or zoning map, or both as applicable).
- ♣ A copy of the local jurisdiction zoning map with the relevant parcel and description indicated.
- ♣ A list of the reasons for the recommendation by the local jurisdiction.

2. Zoning Ordinances and Their Amendments (Optional Request for Input)

- ♣ A copy of the proposed new or amended document.

3. Zoning Ordinances and Their Amendments (Request for Review and Recommendation)

- ♣ A copy of the proposed document
- ♣ A copy of the administrative minutes from the public hearing

4. Zoning Ordinances (For Filing by County Planning Commission)

- ♣ Approved document with authorized signatures

**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

FEBRUARY 6, 2008 approved

APPOINTED POSITION

PLANNING COMMISSION-TOWNSHIP RELATIONS COORDINATOR
(Term the same as elected offices)

Proposed areas of responsibility:

1. Create and maintain a library and catalog of all township Master Plans and Zoning Ordinances, including date of creation, revision etc.
2. Provide and maintain a listing of commissioner-township responsibility areas.
3. Prepare and provided documents for township visitations (each to be approved by the commission prior to distribution). These could be in the form of notes for a diplomatic oral presentation and/or documents to leave with each township.
4. Update the Planning Commission monthly as to status of visitations and progress in acquiring Master Plans and Zoning Ordinances.
5. Any other related duties that the Commission deems appropriate.

**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

MARCH 5, 2008

Equal delegation to all members of the planning commission of monies in the education/training budget for one year.

**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

AUGUST 6, 2008 approved

The Tuscola County Planning Commission will send a letter of receipt for all master plans and zoning ordinances and any other action not normally acknowledged in writing, that are received for filing.

**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

APPROVED OCTOBER 1, 2008

Criteria documents are to be used to document recommendations for PA 116's, Zoning Ordinances and Master Plans. A copy will be sent to the appropriate municipality.

Copies of the documents follow.

TUSCOLA COUNTY PLANNING COMMISSION
Review of PA 116 Requests for
Farmland and Open Space Preservation Program

Jurisdiction Submitting: _____ Date received: _____

For: _____
 (Name[s] of Applicant[s])

Property location: Tuscola County, above jurisdiction, Section # ____; Township # ____; Range # ____

Date considered: _____ Action Taken: ____ Approved; ____ Referred back for information

Date reconsidered (if necessary): _____ Action Taken: ____ Approved; ____ Referred back for further information.

Note:

- Boxes [] checked below indicate consistency. Blank boxes indicate inconsistent items.
- Review and comment period is 30 days from date of receipt of application.

| | Criteria for Review of PA 116 Requests for Farmland and Open Space Preservation Program |
|--------------------------|---|
| <input type="checkbox"/> | 1. The request was received from the Township Clerk's office named above. |
| <input type="checkbox"/> | 2. Data requested on the form was correctly and fully completed: <ul style="list-style-type: none"> <input type="checkbox"/> Personal information <input type="checkbox"/> Property location <input type="checkbox"/> Legal information: <ul style="list-style-type: none"> <input type="checkbox"/> attached clear copy of deed, land contract or memorandum of land contract. <input type="checkbox"/> attached clear copy of the most recent property tax assessment or tax bill. <input type="checkbox"/> Land eligibility qualifications <input type="checkbox"/> Map of farm with structures and natural features <input type="checkbox"/> Signature(s) <input type="checkbox"/> Action by local governing body completed |

Sub-Committee Reviewed _____ Date __/__/__

Commission Reviewed _____

TUSCOLA COUNTY PLANNING COMMISSION ZONING ORDINANCE ANALYSIS CRITERIA

For the Community of _____ Date _____

I DETERMINATION OF NEED FOR OPEN SPACE PRESERVATION COMPONENT

| NO. | LEGAL REF.* | ITEM | YES | NO |
|-----|-------------|--|-----|----|
| 1. | 506-6b | Population Greater than 1800 | | |
| 2. | 506-6c | Undeveloped Land Zoned For Residential Development | | |
| | All Yes | Must have Open Space Preservation Provisions | | |

II REQUIRED COMPONENTS IN ALL ZONING ORDINANCES

| NO. | LEGAL REF. * | ITEM | YES | NO |
|-----|--------------|--|-----|----|
| 1. | 201(2) | Has Uniform regulations for each zoning class location | | |
| 2. | 203(1) | Is based on a Master Plan | | |
| 3. | 203(2) | Includes Airport Plan (townships in airport flyways only) | | |
| 4. | 204 | Details Provisions for Home Occupation (Craft & Fine Arts) | | |
| 5. | 205(2) | Does Not have Regulation for gas/oil wells drilling included | | |
| 6. | 206 | State licensed residential facility considered residential use | | |
| 7. | 207 | Does not totally prohibit the establishment of a any land use | | |
| 8. | 305(b) | Delineates, by Text/ Map, the boundaries of zoning districts | | |
| 9. | 305(d) | Specifies manner of administering/enforcing | | |
| 10. | 307(2) | Provides zoning compatibility with adjacent municipalities | | |

III OPTIONAL COMPONENTS

A. Special Land Use

| NO. | LEGAL REF* | Required Elements For Special Land Use Component | YES | NO |
|-----|------------|--|-----|----|
| 1. | 502(1a) | Specifies uses and activities eligible | | |
| 2. | 502(1a) | Details Official / Body Responsible to Review/ Approve | | |
| 3. | 502(1b) | Provides Requirements & Standards for Approval | | |
| 4. | 502(1c) | Documents Application, Review, and Approval procedures | | |
| 5. | 502(3) | Includes Site Plan (See C below) | | |

B. Planned Unit Development (PUD)

| NO. | LEGAL REF.* | Required Elements for Planned Unit Development Component | YES | NO |
|-----|-------------|--|-----|----|
| 1. | 503(4a) | Specifies Official / Body Responsible to Review / Approve | | |
| 2. | 503(4b) | Details Conditions of eligibility | | |
| 3. | 503(4b) | Provides Requirements & Standards for Review / Approval | | |
| 4. | 503(4b) | Lists Participants in the Review Process | | |
| 5. | 503(4c) | Documents Application, Review, and Approval procedures | | |
| 6. | 505 | Includes Cash Deposit for Compliance requirement (optional) | | |
| 7. | 505 | If 6 is yes, Procedure for Rebate of all or part of deposit req. | | |
| 8. | 502(3) | Includes site plan (see c. Below) | | |

TUSCOLA COUNTY PLANNING COMMISSION

For the Community of _____ Date _____

Rezoning _____ Amendment _____ Revision _____

Is consistent with the Master Plan _____

Is consistent with the Zoning Ordinance _____

Provides zoning compatibility with adjacent municipalities _____

Has Uniform regulations for each zoning class _____

Comments:

Tuscola County Planning Commission
Zoning Ordinance Committee

TUSCOLA COUNTY PLANNING COMMISSION
Criteria for Review of Master Plans

Jurisdiction: _____ Date received: _____

_____ Master Plan or _____ Sub-Plan Date considered: _____

The plan is considered _____ consistent/ _____ inconsistent with the Tuscola County General Development Plan as indicated in the review below.

Note #1:

- Master Plans received by the Tuscola County Planning Commission, as stated in PA 33 125:3841(3)(a) (b), are to be reviewed for inconsistency with the Tuscola County General Development Plan and comments in that regard are advisory only.
- Reference Section 81 for requirements for what comprises a Master Plan.
- Boxes checked below indicate consistency. Blank boxes indicate inconsistent items.
- References at the end of each item are to the particular section or subsection of PA 33 quoted.

| Criteria for Review of Township, City, and Village Master Plans and Sub-Plans According to PA 33 – Michigan Planning and Enabling Act of 2008 | |
|--|---|
| Section 81: A master plan is not subject to the requirements of section 33 until it is first amended under this act. | |
| <input type="checkbox"/> | 1. A statement that the requirements of subdivisions (41)(2) (a) and (d) have been met. The statement shall be signed by the secretary and shall include the name and address of each planning commission or legislative body to which a copy of the proposed master plan was submitted under subdivision (33)(a) or (d), as applicable, and the date of submittal. (41) (2) (e) |
| <input type="checkbox"/> | 2. Plan has all the required sections: <ul style="list-style-type: none"> <input type="checkbox"/> Certificate signed by Clerk <input type="checkbox"/> Table of Contents <input type="checkbox"/> Introduction <input type="checkbox"/> Goals and Policies <input type="checkbox"/> Capital Improvements <input type="checkbox"/> Status and Considerations <input type="checkbox"/> Profile of Jurisdiction <input type="checkbox"/> Appendix |
| <input type="checkbox"/> | 3. Plan is coordinated, adjusted, harmonious, efficient, and economical. (7) (2)(a) |
| <input type="checkbox"/> | 4. Plan considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development. (7) (2)(b) |
| <input type="checkbox"/> | 5. Plan will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare. . (7) (2)(c) |
| <input type="checkbox"/> | 6. Plan includes, among other things, promotion of or adequate provision for 1 or more of the following . (7) (2)(d): |
| <input type="checkbox"/> | (i) A system of transportation to lessen congestion on streets. |
| <input type="checkbox"/> | (ii) Safety from fire and other dangers. |
| <input type="checkbox"/> | (iii) Light and air. |
| <input type="checkbox"/> | (iv) Healthful and convenient distribution of population. |
| <input type="checkbox"/> | (v) Good civic design and arrangement and wise and efficient expenditure of public funds. |
| <input type="checkbox"/> | (vi) Public utilities such as sewage disposal and water supply and other public improvements. |
| <input type="checkbox"/> | (vii) Recreation. |
| <input type="checkbox"/> | (viii) The use of resources in accordance with their character and adaptability. |
| <input type="checkbox"/> | 7. (Permissive “may”) Plan includes any areas outside of the municipal boundaries that, in the planning commission’s judgment, are related to the planning of the municipality. (31) (1)(b) |

| | |
|--------------------------|---|
| <input type="checkbox"/> | 8. Plan includes 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) |
| <input type="checkbox"/> | 9. Plan includes classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes pertinent to the future development of the planning jurisdiction. (33) (2)(a) |
| <input type="checkbox"/> | 10. Plan includes the general location, character, and extent of streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, and waterfront developments; sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures. (33)(2)(b) |
| <input type="checkbox"/> | 11. Plan includes 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. (33)(2)(c) |
| <input type="checkbox"/> | 12. For a local unit of government that has adopted a zoning ordinance, the Master Plan includes a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map. (33)(2)(d) |
| <input type="checkbox"/> | 13. Plan includes recommendations for implementing any of the master plan's proposals. (33)(2)(e) |
| <input type="checkbox"/> | 14. 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. (33)(3) |

Note #2: A statement to submitting Jurisdiction must indicate in response comments regarding:

1. Inconsistencies with the master plan of any municipality or region described in subsection (2)(a) or (d), and
2. Inconsistencies with the county master plan.

Sub-Committee Reviewed _____ Date ___ / ___ / ___

Commission Reviewed _____

10/6/08

**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

APPROVED NOVEMBER 5, 2008

The Planning Commission will not accept Electronic Correspondence at this time.

**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

APPROVED NOVEMBER 5, 2008

PA 116 requests must be submitted a minimum of **1 week** prior to a meeting of the Planning Commission

**STANDING RULES AND POLICIES
OF
THE TUSCOLA COUNTY PLANNING COMMISSION**

July 11, 2012 approved

The Tuscola County Planning Commission will place a copy of all communications regarding Master Plans and Zoning Ordinances in the relevant Municipality notebook with the exception of the cover letter accompanying the document submission.



Tuscola County Planning Commission

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989.672.3700
Fax: 989.672.4011

2013 MEETING DATES

The Planning Commission meets at 5:00 p.m. on the first Wednesday of each month in the Conference Room of the Purdy Building.

January 2

February 6

March 6

April 3

May 1

June 5

July 3

August 7

September 4

October 2

November 6

December 5 - **THURSDAY**