

MASTER PLAN REQUIREMENTS

_____ Planning Commission initiates the review of the Master Plan

Initiation of the Master Plan Review

Motion: _____ to initiate the Master Plan review process, to send out letters of intention to plan to each of the neighboring municipalities and to solicit input from members of the Boards and Commissions.

_____ Letters sent to neighboring communities and County Planning Commission that the Township is considering amending the Master Plan.

None _____ Letters sent to any public utilities and railroads that register with the Township (must pay the cost)

#030623-06 _____ Township Board motion approving the Township Board to be the adopting authority

#030623-06 – Review Adopting Authority for Master Plan

Moved by Stanley Sterk, seconded by Bernard Mackus, to approve the Township Board as the adopting authority for any future Master Plan adoptions, with the voting requirements to be a majority of the Board (four out of seven members).

MOTION CARRIED.

_____ Notice of special meetings posted.

_____ Meeting with Planning Commission and Board and ZBA for discussion.

_____ The document is presented to the Township Board for approval for distribution for comments after the Planning Commission completes work on the draft proposal

After the TB approves the distribution, copies of the draft plan are sent to neighboring communities.

_____ A copy is sent to the county, along with a list of the neighboring communities that were sent the plan, and a signed acknowledgement that the Township met the requirements of the law.

None _____ Copies are sent to any utilities that register to receive the plan.

_____ Neighboring communities have up to 63 days to respond with any *advisory* comments to be sent to the Township and to the County.

_____ The County has up to 63 days to respond with *advisory* comments after the original draft copy was received by them.

_____ After the advisory time period expires, the Planning Commission holds a public hearing (notice could be published prior to the date of expiration of the advisory period).

_____ Notice for the public hearing includes one notice published not less than 15 days before the hearing.

_____ PC votes on the plan and must approve the plan (even if the Board is the adopting authority). Must be approved by a simple majority of the PC.

_____TB must approve the plan by simple majority

_____If the Board rejects the plan, a statement of objections is submitted to the Planning Commission, who then is required to consider the objections and revise the plan to address the objections.

_____After the plan is approved by the Board, the final plan is distributed to the same list of municipalities, the county, and the registered public utilities.