Tuscola County Planning Commission

Standing Rules and Policies

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Tuscola County Planning Commission

Standing Rules and Policies

1. Documentation Submission Guidelines for Requests or Information:

All communications regarding requests for the consideration and action of the Tuscola County 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.

Beginning July 1, 2008, all submissions must be received at the Tuscola County Offices at 125 W. Lincoln Street, Caro, MI 48723 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 (i.e. items for the August meeting must be received by 4pm of July 15th).

2. Planning Commission Chair – (Appointed Position):

Proposed areas of responsibility:

1. Create and maintain a library and catalog of all township Master Plans, including date of creation, revision etc.

2. Provide and maintain a listing of commissioner-township responsibility areas.

3. Prepare and provide 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.

***February 6, 2008 - Approved, October 2, 2024 – Amended**

3. Education/Training Budget Disbursement:

Equal opportunity for all members of the planning commission of monies in the education/training budget with commission approval.

***March 5, 2008 – Approved, October 2, 2024 - Amended**

4. Letter of Receipt:

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, which are received for filing.

***August 6, 2008 – Approved**

5. Criteria Documents to the used for Recommendations:

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

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
☐	1. The request was received from the Township Clerk's office named above.
☐	2. Data requested on the form was correctly and fully completed: ☐ Personal information ☐ Property location ☐ Legal information: ☐ attached clear copy of deed, land contract or memorandum of land contract. ☐ attached clear copy of the most recent property tax assessment or tax bill. ☐ Land eligibility qualifications ☐ Map of farm with structures and natural features ☐ Signature(s) ☐ Action by local governing body completed

Sub-Committee Reviewed _____Date___/___/___

Commission Reviewed _____

b. Zoning Ordinances -

a. **Rezoning Individual Properties**
   i. A copy of the application with all related documentation to include original document and change list to compare to original document.
   ii. A copy of the proposed amendment (text, or zoning map, or both as applicable).
   iii. A copy of the local jurisdiction zoning map with the relevant parcel and description indicated.
   iv. A list of the reasons for the recommendation by the local jurisdiction.

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

- A copy of the proposed new or amended document detailing proposed changes.

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

   i. A copy of the proposed document detailing proposed changes.
   ii. A copy of the administrative minutes from the public hearing

d. **Zoning Ordinances (For Filing by County Planning Commission).**

- Approved document with authorized signatures.

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 an 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 six is yes, Procedure for Rebate of all or part of deposit req.		
8.	502(3)	Includes site plan (see c. Below)		

C. Site Plan

NO.	LEGAL REF*	Required Elements for Site Plan Component	YES	NO
1.	501(1)	Specifies Official / Body Responsible to Review/ Approve		
2.	501(3)	Details Procedures & Requirements for Submission / Approval		
3.	501(3)	Lists Requirements and Standards		

*Legal Reference: PA 110 of 2006.

Comments:

_____

_____

_____

_____

_____

_____

Tuscola County Planning Commission
Zoning Ordinance Committee

_____

c. Rezoning/Amending Zoning -

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 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

_____

d. Master Plans -

a. **Created or Amended Master Plans (Notice of Intent).**

i. Indicate your appropriate intent in your letter.

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

- A copy of the proposed new or amended document detailing proposed changes.

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

- A copy of the approved document.

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.

☐	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)
☐	2. Plan has all the required sections: ☐ Certificate signed by Clerk ☐ Table of Contents ☐ Introduction ☐ Goals and Policies ☐ Capital Improvements ☐ Status and Considerations ☐ Profile of Jurisdiction ☐ Appendix
☐	3. Plan is coordinated, adjusted, harmonious, efficient, and economical. (7) (2)(a)
☐	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)
☐	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)
☐	6. Plan includes, among other things, promotion of or adequate provision for one or more of the following. (7) (2) (d):
☐	(*i*) A system of transportation to lessen congestion on streets.
☐	(*ii*) Safety from fire and other dangers.
☐	(*iii*) Light and air.
☐	(*iv*) Healthful and convenient distribution of population.
☐	(*v*) Good civic design and arrangement and wise and efficient expenditure of public funds.
☐	(*vi*) Public utilities such as sewage disposal and water supply and other public improvements.
☐	(*vii*) Recreation.
☐	(*viii*) The use of resources in accordance with their character and adaptability.
☐	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)
☐	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)
☐	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)

☐	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)
☐	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)
☐	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)
☐	13. Plan includes recommendations for implementing any of the Master Plan's proposals. (33) (2) (e)
☐	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 Tuscola County Master Plan.

Sub-Committee Reviewed _____Date___/___/___

Commission Reviewed _____

*** June 6, 2007 - Approved, June 4, 2008 - Amended**

6. Electronic Correspondence:

The Planning Commission will not accept Electronic Correspondence for Farmland and Open Space Preservation Program- PA 116's or Master Plan's.

***Approved November 5, 2008, October 2, 2024 – Amended**

7. Placement of Correspondence Regarding Recommendations in Municipality Binders:

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.

***Approved July 11, 2012**

8. Audio Visual:

Video/Voice recordings equipment at the Tuscola County Planning Commission meetings shall be placed at a minimum of fifteen feet back from the planning commission desk. No equipment shall be in the aisleway, intrusive, and must be out of the view of others. All recordings of meetings shall be at the discretion of the Tuscola County Planning Commission Chairperson.

*** Approved October 2, 2024**

9. Time of Meetings:

The Tuscola County Planning Commission meetings shall be held the first Wednesday of each month at 5:00 p.m. at the Tuscola County Offices at 125 W. Lincoln Street, Caro, MI 48723 unless conflict with legal holiday and/or with commission approval.

*** Approved October 2, 2024**

10. The American with Disabilities Act:

The Tuscola County Planning Commission complies with the "American with Disabilities Act." If auxiliary aids or services are required while attending a meeting, please submit requirements by the 15th day of the month preceding the meeting at the Tuscola County Offices at 125 W. Lincoln Street, Caro, MI 48723.

This document was reviewed and updated on January 8, 2025.