

Tuscola County Planning Commission News Letter

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STANDING RULES AND POLICIES OF THE TUSCOLA COUNTY PLANNING COMMISSION

Documentation Submission Guidelines for Requests or Information

by Zygmunt Dworzecki, Chairperson

These are the standing rules [July 1, 2008] that were put in place for submission for the Tuscola County Planning Commission. You will find the original at <https://www.tuscolacounty.org/planning/> under Documents___ Local Jurisdiction Document Submission Guidelines.

This newsletter is for reference to be used for submission guidelines for the following: master plans, park and recreation plans, PA 116 requests and zoning changes There have been requests lacking a cover letter to explain what is being requested with the submission that is sent to the board. Some of the letterheads that we receive consist of the incorrect information, including the return address, as one of the letterheads have been received from the corresponding municipality several times with bad information. There have been requests that are dropped off at the Purdy Building for reviews with no cover letter, explanation, or contact information. This also happens with some items for reassessment when sent by email.

The requirement is to be subject to all reviews for master plans, parks and rec. plans, PA 116 reviews, and zoning changes to be in by the 15th the preceding month beginning on July 1st, 2008. All submissions must be received at the Purdy 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 (i.e... items for the August meeting must be received by 4 pm on July 15th.). This is to allow sufficient time to review these plans or ordinances as some research is needed to verify compliance with master plans. Verification needs to be made to ensure that local master plans allow the type of ordinance that is to be added or amended.

PA 116 requests need a reasonable time to verify if there is missing paperwork or lawful issues with signatures.

Currently, we have many new commission members and the need to instruct them for these reviews. These members need to be comfortable in performing their review. They are teamed with a seasoned member with the assigned work committee: master plans and parks and recreation plans, zoning/ordinances, PA 116's. These committees require the time to meet, review and research if needed.

Remember, Tuscola County Planning Commission members are volunteers like those on local planning boards. Their goal is to support their community. Our only request is for you to follow our guidelines so that we may do a better job to serve as others do in your own community. Our time is limited. Our commission members give their free time to complete these reviews. All that we ask is that all municipalities try to adhere to the submission guidelines.

Our meeting: The first Wednesday of each month at 5 p.m. in the conference room of the Purdy Building