

**TYRONE TOWNSHIP PLANNING COMMISSION
WORKSHOP MEETING AGENDA
September 22, 2021 6:00 p.m.**

This meeting will occur at the Tyrone Township Hall

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF THE AGENDA:

CALL TO THE PUBLIC:

OLD BUSINESS:

- 1) Master Plan Preparation

NEW BUSINESS:

- 1) None

CALL TO THE PUBLIC:

MISCELLANEOUS BUSINESS:

ADJOURNMENT:



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Master Plan Process Overview for Tyrone Township, Michigan

INTRODUCTION

Tyrone Township is preparing to review and likely revise or replace its current Master Plan, which was adopted in 2012.

A community's master plan is intended to serve as a comprehensive document outlining the community's vision for its future and strategies for achieving that vision. Master plans are required for communities in Michigan that engage in zoning.

The Michigan Planning Enabling act requires communities to review their master plan every 5 years in order to keep them current. At that review, a community could determine no action is necessary, if the current master plan is still appropriate, adopt minor revisions, if there have been some small changes, or adopt a new master plan, if there have been significant changes.

Although there are some elements that all master plans must include and some process that they must follow (*outlined in the Planning Enabling Act*), there is a wide variety of master plans and processes, tailored to suit the needs of the community.

We have prepared a basic outline describing typical steps and processes for master plan development. This outline is based on a rigorous revision or adoption of a new master plan. Estimated times are rough and can vary greatly depending on the scope of a project.

We look forward to discussing this with you further!

ROUGH PROCESS

KICK OFF / SCOPE OF MASTER PLAN

1-3 months

The community and consultant meet and determine the scope of the master plan project.

This typically includes input from the planning commission and township board and can be done as part of a joint meeting.

The type of public input or involvement is defined.

Adjustments are typically made to balance the scope of the master plan and the available budget.

(“Intent to plan letters” are typically sent to adjacent communities, utilities, and interested parties at this point.)

WHAT YOU HAVE

3-6 months

In order to plan for the future, it’s essential to understand the current conditions. The extent of background studies can vary widely, depending on the type of community and the scope of the master plan. The basic idea is to conduct background studies and document the current conditions. Some typical elements are outlined below.

| Socioeconomics | Physical Infrastructure | Natural Resources | Land Uses | Other Plans/ Documents |
|--|--|---|--|--|
| Population Housing Economic base | Circulation Facilities Services Water/sewer | Soil Vegetation Water Wetlands | Use categories Development patterns | Current master plan Adjacent master plans Capital improvement plan |

Typically, most of the background information is collected and prepared by consultants, based on direction from the community. Communities can be involved in providing and documenting information, though.

(If “Intent to plan letters” were not sent earlier, they must be sent once this phase has been completed.)

WHAT YOU WANT

3-6 months

Public input can used to help develop goals and objectives and the future land use map.

At a minimum, a community must hold 1 public hearing, typically at a planning commission meeting. Communities can also have surveys, visioning sessions, or various topic groups, depending on the desired public involvement and budget.

Goals are broad and general, outlining the desired end results of the planning process and guiding public and private decision making.

Objectives (*or policies*) define a particular approach or position to achieve a goal and provide guidance when addressing a specific planning issue.

The future land use map provides guidance where different uses should be located in the future, based on current conditions and a community's goals and objectives.

Consultants typically assist with this process. They may prepare draft surveys, which are reviewed by the community before distribution. They can also moderate public visioning sessions. Following public input, draft goals, objectives, and maps are prepared for the community to review.

HOW YOU GET THERE

1-2 months

The most effective master plans include specific recommendations and implementation strategies. It is more likely that objectives will be met if a specific party and timeline are identified.

These are typically developed at the same time as goals and objectives but may be developed later or in greater depth, depending on the complexity of the goals and objectives.

These are prepared by consultants with close communication with the community to understand capacity and potential phasing.

ADOPTION

3-4 months

Once a completed document has been prepared, the community must approve it for distribution. It is sent to all of the communities and entities that received an intent to plan letter. They have a period of time to review the draft master plan and offer comments. Distribution can be done by the community or assisted by the consultant.

After receiving any comments, the community can consider making changes.

The master plan is adopted by the planning commission or township board and becomes effective.



CARLISLE/WORTMAN ASSOC., INC.
Zach Michels, AICP
Planner
