

## MEMORANDUM

TO: City Planning Commission

FROM: Wendy Rampson, Planning Manager

SUBJECT: Notice of Intent to Plan: Non-Motorized Plan Update

DATE: December 2, 2011

On January 9, 2002, the State of Michigan passed an amendment to the Municipal Planning Act (Public Act 265 which amended PA-285) that requires adjoining jurisdictions and other stakeholders to have an opportunity to provide comment on draft master plans prior to their adoption. The act's "notice of intent to plan" section requires that the City provide adjoining jurisdictions notification of its intent to begin developing or updating a master plan. Once the draft plan is complete, the State requires the City to provide a copy of the draft plan to adjoining municipalities and stakeholders and give them up to 65 days to provide comment. Washtenaw County is allowed up to 95 days to provide comment. All comments are advisory only and will be forwarded to the Planning Commission. The Planning Commission is required to hold a public hearing in order to approve the plan as an element of the City's master plan. The plan will later be reviewed by City Council for adoption as part of the City's master plan. The following is a brief summary of the required steps of PA 265:

1. The City sends a letter to adjoining jurisdictions notifying them of the City's intent to develop or update a master plan or element of the master plan.
2. The City develops a draft plan.
3. Once the draft is complete, the Planning Commission must request that City Council direct the Planning Commission to distribute the draft plan to adjoining units of government, giving them up to 65 days to provide comment (the County is allowed up to 95 days).
4. Once the time period has ended, the Planning Commission may make desired changes based on comments received by adjoining units of government. The Planning Commission is not obligated to make any changes, however.
5. A public hearing is required to be held by the Planning Commission, giving the public an opportunity to provide comment on the draft plan.
6. The Planning Commission may direct staff to make changes based on public comment or their own suggestions.
7. The Planning Commission approves the plan and forwards it to City Council for adoption as an element of the City's master plan.

Update of the City's Non-Motorized Transportation Plan: The City adopted the first Non-Motorized Transportation Plan in 2007. Since the plan is almost five years old, the City is initiating an update to the Plan. The scope of work will include the following elements: 1) Progress and Achievements, 2) Plan Challenges, 3) Updates to Policy and Programs, and 4) Specific Recommendations. The process will include a series of public meetings as well as regular meetings with the City's Alternative Transportation Committee and periodic meetings with the Planning Commission's Master Plan Revisions Committee. Public comment can be provided to the Planning and Development Services Unit. The Planning Commission will hold a public hearing once the draft plan is complete. After the Planning Commission approves the plan, it will be forwarded to City Council for adoption as an element of the City's Master Plan.