



MEMORANDUM

TO: Planning Commission

FROM: Brett Lenart, Planning Manager
Michelle Bennett, Senior Planner

DATE: April 1, 2025

SUBJECT: Comprehensive Land Use Plan Review Process

Comprehensive Land Use Plan Review Process

March 31: The city's planning team will receive a draft Comprehensive Land Use Plan from the consultants, Interface Studios, for initial review.

April – early May STAFF: During this time, we ask contributing staff to discuss among their teams, schedule meetings with the planners for follow up, and leave their comments/edits in the document. The planning team will review and compile all of the edits and return the draft to the consultants by the middle of May.

April – early May PLANNING COMMISSION OPTIONS TO REVIEW:

Recommended Approach

- Review the draft as the entire commission holding special working sessions dedicated only to the Comprehensive Land Use Plan in between regular meetings. Regular meetings can continue to discuss the draft and take public comment.
- Hold straw poll vote among commissioners on edits to the document; when there is not a majority consensus, staff will ask for a motion to provide a clear direction on edits.

April – May: Hold engagement sessions at the four library branches to share the draft and collect input from the public.

Middle of May: Send the draft and the first round of edits to Interface Studio. Depending on how long the edits take, there is a chance that there could be additional review time before June 17.

June 17: The planning team attends the Planning Commission meeting to discuss the plan's changes. This is the last regularly scheduled meeting to emphasize changes you want to make to the draft.

End of June: The planning team will send the Planning Commission's comments to the consultants, Interface Studio, for another round of edits.

July 14: The planning team will send the next version of the draft to the Planning Commission for further review. At this meeting, the Planning Commission will consider a request to forward the Plan to City Council to start the legislatively prescribed review process.

August 18: The Planning Commission forwards the request to the City Council. The City Council will then consider action to distribute the plan to start the formal review process. This is the process outlined by state statute that opens the draft plan for a 63-day public review period. The draft will have already been shared with the public, but this action fulfills the required review period from the Michigan Planning Enabling Act.

If approved, the 63-day review period officially begins. A round of notifications will be sent out to alert the community that the plan is open for public review.

August – October (63-day review period): The planning team will continue to collect community input. The Planning Commission can continue to put the Comprehensive Plan on the regular meeting agenda and choose at that time to continue with the same structure from the April-May period.

October 21: The Planning Commission will hold a public hearing. Notices for a public hearing will be sent out. To approve the plan, the Planning Commission would pass a resolution with six affirmative votes.

November 17: City Council will approve or reject the Comprehensive Land Use Plan.

If you'd like any additional information, we are happy to provide it.