



Orientation Agenda for New Planning Commission Members

Receive A Copy of:

- Planning Commission Bylaws
- Master Plan - https://www.ci.lapeer.mi.us/planning_and_development/index.php
- Training Policy
- Copy of PPT Basic Training Presentation from Joint Meetings
- Important Documents Online:
 - Zoning Ordinance & Zoning Map - https://www.ci.lapeer.mi.us/ordinances_and_city_charter/index.php
 - Location of Agenda & Minutes - https://www.ci.lapeer.mi.us/agendas_and_meetings/planning_commission.php

In-person Walk Through:

Before their first meeting the member will meet with the planner over the phone or in person to go over the material for the first meeting. Going over each item the planner will also explain:

- Who runs the meeting – Chairperson leads the meeting, if no chairperson, the vice chairperson
- Series of events
 - First Planner’s Report – General Overview, Outstanding Issues, Review Standards, & Staff Recommendation
 - Applicant Comments
 - Public Hearing (if applicable)
 - Commission Discussion (Ask questions and discuss concerns or comments)
 - Vote – 1. Person makes the motion, 2. someone seconds the motion, 3. Discussion on the motion, and 4. Vote on the motion

Explanation of Various processes (Show Flow Charts)

- Master List of Development
- Site Plan Review
- Special Land Use Review
- Rezoning
- Subdivision Plan & Site Condominium Review
- Conventional Condominium Review
- Master Plan Amendment
- Variance

Other Planning & Zoning Resources:

- Michigan Association of Planning: www.planningmi.org
- Michigan Municipal League: www.mml.org
- Michigan Economic Development Corporation - Community Development: www.miplace.org
- American Planning Association: www.planning.org
- Michigan Planning Enabling Act: https://www.canr.msu.edu/uploads/resources/pdfs/statute_1235.3801_mpea.pdf
- Michigan Zoning Enabling Act: [http://www.legislature.mi.gov/\(x3eqqx2ix0ez34nsk1zysl45\)/documents/mcl/pdf/mcl-Act-110-of-2006.pdf](http://www.legislature.mi.gov/(x3eqqx2ix0ez34nsk1zysl45)/documents/mcl/pdf/mcl-Act-110-of-2006.pdf)