

Planning Commission

# **ORIENTATION PACKET**

CITY OF  
**MOUNT CLEMENS** *Michigan*



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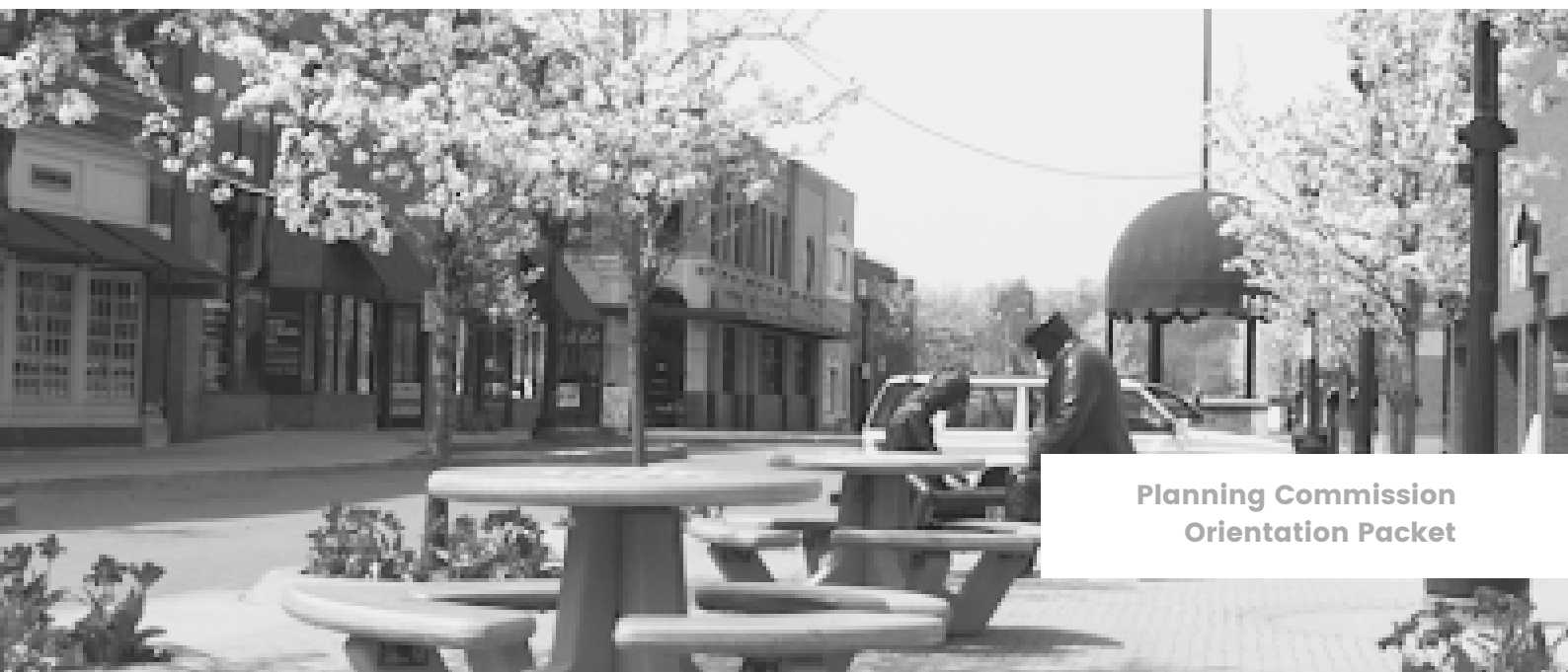
# INTRODUCTION

Congratulations on your appointment to the City of Mount Clemens Planning Commission!

Your demonstrated commitment to the city and its development is an asset to the Commission and the greater Mount Clemens community. The guidance and service you'll provide as a commission member will be vital for bringing about positive changes that will enhance the economic and social vitality of the city through thoughtful land use planning and development.

This packet provides a brief overview of the purpose of the Planning Commission and key documents you'll need to familiarize yourself with to get started. The packet also outlines goals and objectives specific to Mount Clemens, describes the responsibilities of the Planning Commission, and provides guidance for your role as a board member.

While we've included the basics, this guide is not exhaustive – nor could it be. However, by outlining key Planning Commission functions, this packet aims to give you a solid foundation upon which you can add your unique experiences and insights to help shape a city that is welcoming, accessible, and filled with opportunities for residents, businesses, and visitors alike.



# PURPOSE



The Planning Commission is a required body under the Michigan Planning Enabling Act (Act 33 of 2008, as amended).

Planning Commission members are tasked with preparing and adopting physical plans for the City and reviewing private and public development proposals. The Planning Commission also acts in an advisory capacity for related matters referred by the City Commission.

In addition to these responsibilities, the Planning Commission assists in the creation and adoption of the city's Master Plan and conducts the preliminary review of the city's annual 6-year Capital Improvement Plan.

***As a Planning Commission member, you will be tasked with preparing and adopting physical plans for the City and reviewing proposals for private and public developments.***

# OUR PLANNING COMMISSION

## Structure

The Planning Commission consists of 7 members, all appointed by the Mayor and confirmed by the City Commission. At least 6 members must be qualified electors of the City of Mount Clemens throughout their terms.

Appointees represent important social segments and professional experiences within the Mount Clemens community (e.g., economic, governmental, educational, etc.) and people with interests related to the City's development and planning goals (e.g., natural resources, public health, transportation, etc.). To the extent possible, membership also reflects the entire geography of the City to include voices and perspectives from every neighborhood.

All members are appointed for 3-year terms. All officer positions, such as Chairperson, are for terms of 1 year. Officers must be active members of the Planning Commission.

## Meetings

Regular meetings of the Planning Commission take place on the first Tuesday of every month at 7:00 PM in the Commission Chambers at City Hall (2nd Floor, 1 Crocker Blvd) unless otherwise noted. As a member, you'll be expected to attend to attend each meeting. Excessive absences may be cause for removal from the Planning Commission.

What can you expect in a Planning Commission meeting? Typically, regular meetings consist of development and site plan reviews for private or public projects. Other business may include reviewing the annual Capital Improvement Plan, discussing updates for the Master Plan, or hosting public hearings on proposed ordinances regarding land subdivisions.

Some months may have less official business to conduct than others. The Chairperson has the authority to cancel a regular meeting if there is nothing on the agenda; however, the Planning Commission must hold at least 4 regular meetings per year. Rather than canceling regular meetings due to sparse agendas, we encourage Planning Commissioners to use these quieter meetings to host training sessions on planning and development topics of interest. Be sure to check out the Training Guide for examples and resources!

# PRIMARY DOCUMENTS

There are several city and state laws, procedures, and documents that inform how the city handles land use planning and development issues. While they are all important and interrelated, some will be more relevant to your role as a member of the Planning Commission than others. This section identifies the primary documents you should familiarize yourself with as you begin your tenure and offers a quick summary of their contents and purpose. All documents listed here are included in the appendix.



## No. 01 – **Master Plan**

A long-term planning document that sets goals and establishes a vision for the City's development and guides future land use decisions. The Master Plan is a visionary document that provides a framework for future policy changes.



## No. 02 – **Zoning Ordinance**

A code of regulations for how property in specific, defined geographic areas in the City can be used. The Ordinance contains legally binding rules for building/lot characteristics like height, area, density, and parking access.



## No. 03 – **Guide to Development**

Provides a general overview of the City's development processes. An externally-facing document, the Guide is intended to help residents and developers better understand the review and approval processes.



## No. 04 – **Capital Improvement Plan**

The CIP is a multi-year planning instrument used to identify and prioritize needs and funding sources for capital project expenditures based on input from municipal departments.

# CONTACT INFORMATION

Your fellow Planning Commissioners are invaluable resources. Below is a list of current members and their contact information:

- **Richard Shoemaker** (Chairperson) - rshoemaker003@comcast.net
- **Roxanne Brown** - roxwrites2@gmail.com
- **Frank Cusimano** - frankcooz@yahoo.com
- **Steven Gay** - ssgay2@gmail.com
- **Robert Leslie** - bob@bluepostbox.net
- **John Walus** - jewalus@aol.com

*We thank you for your time and interest in  
shaping the future of Mount Clemens.*



## City Contact

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