

∞ AGENDA ∞

MARQUETTE CITY PLANNING COMMISSION **Tuesday, November 11, 2025, at 6:00 p.m.** **Commission Chambers at City Hall – 300 W. Baraga Ave.**

MEETING CALLED TO ORDER

- 1) ROLL CALL
- 2) APPROVE AGENDA
- 3) APPROVE MINUTES: **Minutes of 10-07-25**
- 4) CONFLICT of INTEREST

1. PUBLIC HEARINGS
2. CITIZENS WISHING TO ADDRESS THE COMMISSION ON AGENDA ITEMS
3. OLD BUSINESS
4. NEW BUSINESS

A. 2026 Planning Commission Meeting Dates

B. Site Plan Review Update

5. CITIZENS WISHING TO ADDRESS THE COMMISSION ON NON-AGENDA ITEMS
6. CORRESPONDENCE, REPORTS, MINUTES OF OTHER BOARDS/COMMITTEES
7. TRAINING

A. *MAP Develops Transportation Land Use Guiding Principles* article, *Michigan Planner* magazine (Michigan Assoc. of Planning), July-Aug. 2025.

8. WORK SESSION ON REPORTS/PLANS/ORDINANCES

A. Community Master Plan Review

B. Land Development Code Amendments

9. COMMISSION AND STAFF COMMENTS
10. ADJOURNMENT

PUBLIC COMMENT

A member of the audience speaking during the public comment portion of the agenda shall limit his/her remarks to 3 minutes. Time does not need to be reserved for an item of business listed on the agenda, or otherwise addressed under Item #2, as time is provided for public comment for each item of business.

PUBLIC HEARINGS

The order of presentation for a public hearing shall be as follows:

- a. City Staff/Consultants
- b. Applicant
- c. Correspondence
- d. Public Testimony
- e. Commission Discussion (Commissioners must state any Ex-Parte contact or Conflicts of Interest prior to engaging in any discussions), if it occurred, prior to entering into discussion or voting on a case).

**OFFICIAL PROCEEDINGS
MARQUETTE CITY PLANNING COMMISSION**

October 07, 2025

A regular meeting of the Marquette City Planning Commission was duly called and held at 6:00p.m. on Tuesday, October 7, 2025, in the Commission Chambers at City Hall. This meeting is also available to view online at the City's website.

ROLL CALL

Planning Commission (PC) members present (7): K. Hunter, J. Fitkin, Chair Kevin Clegg, D. Fetter, S. Lawry, M. Rayner, Vice-Chair A. Wilkinson

PC Members absent (0): none

Staff present: City Planner and Zoning Administrator D. Stensaas.

AGENDA

It was moved by A. Wilkinson, seconded by M. Rayner, and carried 7-0 to approve the agenda with the addition of an item (6.A) to the agenda for the presentation of a pedestrian and bicycle traffic study on Presque Isle Ave. by Mr. Alex Berrones.

MINUTES

D. Stensaas noted that there were problems with the audio and video recording of the September 16th meeting, and that even though two different sources recorded the audio, there was difficulty hearing some of the audio content.

It was moved by J. Fitkin, seconded by S. Lawry, and carried 7-0 to approve the minutes of the September 16, 2025, meeting with changes to some portions of the minutes that were reported as "inaudible", as stated by J. Fitkin, K. Hunter, K. Clegg, and S. Lawry.

CITIZENS WISHING TO ADDRESS THE COMMISSION ON AGENDA ITEMS

Nobody wished to comment.

CITIZENS WISHING TO ADDRESS THE COMMISSION ON NON-AGENDA ITEMS

Nobody wished to comment.

CORRESPONDENCE, REPORTS, MINUTES of OTHER BOARDS/COMMITTEES

A. Report - Planning for the Future: A Case Study of Pedestrian and Cyclist Traffic Conditions on Presque Isle Ave. in Marquette, MI – by Alex Barrones, NMU student (capstone project)

Mr. Alex Berrones, of 522 High St., stated:

Hi, my name is Alex Berrones. I live at 522 High Street. I am a senior at NMU, and I want to share some research that I conducted last semester in Dr. Sarah Mittlefehldt's Human-Environment capstone course. With Sarah's help, I studied traffic safety for pedestrians and cyclists on a section of Presque Isle Avenue near NMU's campus—specifically the area from Waldo Street to Norwood Street (just in front of the Dome). Both the City and NMU have tried to promote walking and biking, and the access to campus

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in this area makes Presque Isle Avenue critical in those efforts. According to NMU's master plan, the university sees the future of Presque Isle Avenue as a "pedestrian-centric" entertainment corridor with new facilities and mixed-use developments, such as the apartments being built right now at the intersection of Fair Avenue. The results of my research demonstrate that traffic and infrastructure conditions on Presque Isle Avenue does not make people walking and biking feel safe—and this is despite the street being reconstructed a few years ago.

I know some of this may be outside the scope of the Planning Commission, but I think it's important for long-term planning of the Presque Isle Avenue area.

Over 2 weeks in late March, I stood out on the street, braving the wind and cold, and talked to over 30 people walking and biking about how comfortable they felt. Overall, people did not feel crossing the street was safe, and had an unusually hard time doing so; mainly because drivers in this area do not pay attention to people waiting to cross—whether they are on the sidewalk or have already stepped into the crosswalk—and ignore basic traffic laws. Drivers regularly run stop signs at Center and Summit Streets, where many students cross to get to the PEIF—many people I talked to felt they have to rush across the street because drivers do not yield to them. Several even recalled times when their friends had been hit by cars while walking or biking in this area. I also surveyed some businesses on the street, and they believe that making Presque Isle Avenue safer would be better for their customers and overall sales.

Again, I don't want to get too into the weeds with technical stuff, but when I talked with local law enforcement and engineers, it was clear that the actual street design may contribute to speeding and unsafe conditions for people walking and biking. Presque Isle Avenue is wider than most streets in Marquette, and the few street signs in this area may alert drivers that people may be out walking and biking—but there is no mechanism telling drivers that they must stop for people crossing the street.

Considering NMU's long-term development plans, the Presque Isle Avenue area could be a bustling, high-traffic corridor in the future. In its current form, the street fails to make pedestrians and cyclists feel safe and is not ready to serve a university entertainment area. I ask that the Planning Commission consider these implications and prioritize non-motorized transportation while planning this corridor. I learned so much just by talking with strangers and making their perceptions feel heard, and I hope the Planning Commission can use this information as well. Thank you.

S. Lawry said that he wants to commend Alex on the report, and as a civil engineer he knows that even though a formal traffic study would use some different procedures, this study captures the issues pretty well. He said that while he didn't get all the way through the report, what he got from it is driver behavior and, to a lesser degree, pedestrian behavior. He continued by saying that he doesn't dispute that there may be some infrastructure improvements that would help with safety there, but the problems are speeding, distracted drivers, failure to stop or yield, and (inaudible) based on the review of traffic accident reports. He related that this is harder to change, but too often the focus is on changing the environment rather than people's behavior, and you don't always accomplish your goal if you don't focus on changing behavior. He also said that he grew up in that area and crossed the street many times on his paper route, and that traffic counts were probably higher then because there were several now-defunct large employers on the north side of the city, namely the power plant, (inaudible), the railroad's maintenance shops, the ore dock, two sawmills on Hawley St., the Dow Chemical company facility, there were two grocery stores and a couple of party stores, and other businesses along that part of Presque Isle Ave., and that generated a lot of traffic. And he said that even going back to the 1960s, that street

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October 07, 2025

was fairly in disrepair, the sidewalks and curbs, and it took a long time to get it rebuilt (inaudible). He said that some of the changes that were made have actually increased some of the unsafe conditions there. He mentioned that the roundabout may encourage speeding, as people don't have to stop [at Fair Ave.] and can drive faster, making it harder to cross by eliminating gaps in the traffic. He also said that changes in traffic controls have to meet warrants before they are installed, with most of the standards developed by the American Association of State Highway Transportation Officials, and because most governments adopt those, they have to meet certain warrants and have that document on file in order to change a yield sign to a stop sign or put a flasher there. He also said the warrants were there to install a red flasher at one point and an enhanced crosswalk at Summit St., but conditions changed to the point that they had to be removed during reconstruction. He also mentioned that NMU's plans for Wildcat Way on Center St. may be better for Summit St. for a variety of reasons, including a wider right-of-way and better direct connectivity to their athletic facilities, and that if we have any influence on the future improvements to Presque Isle (inaudible).

K. Clegg asked if there were other comments. He thanked Mr. Berrones and said that it was very thorough, and it is evident that pedestrian travel has gone up over the years (inaudible).

J. Fitkin asked Mr. Berrones if he had any recommendations for how to improve safety on Presque Isle [Ave.]?

Mr. Berrones said that there should probably be more flashers or a HAWK signal. He said part of the problem is the street is so wide and people standing on the sidewalk have a long crossing and there are only two major crossing points – at Wright St. and the Fair Ave. roundabout. He also said people drive fast on the street and the law doesn't require them to stop for people waiting to cross, and the mentality is not to stop for people waiting, especially if there are a line of cars. So, reducing the crossing distance and time would be helpful, because it is equal to crossing four lanes of traffic with the travel lanes, turning lane, and shoulders. He said with more students going back and forth, the scope of what NMU plans to do with this area is not in line with the street looks like right now. So I think that we need to slow traffic down to help people cross the street (inaudible). He said that he'd love to see speed bumps on the street, but he expressed skepticism about their efficacy in that street. Mr. Berrones also said that every single cyclist that he saw was riding on the sidewalk, and there wasn't any snow on the street, but people didn't seem to want to bike in the street.

There were a few more minutes of discussion, but much of it was hard to decipher and transcribe.

TRAINING

A. Community Green article, Planning magazine (American Planning Assoc.), Fall 2025.

The Planning Commission briefly discussed the article.

COMMISSION and STAFF COMMENTS

J. Fitkin thanked Mr. Berrones for presenting his report.

A. Wilkinson thanked Mr. Berrones and complimented him for his study.

**OFFICIAL PROCEEDINGS
MARQUETTE CITY PLANNING COMMISSION**

October 07, 2025

K. Hunter thanked Mr. Berrones.

D. Fetter thanked Mr. Berrones for his study and report.

S. Lawry thanked Mr. Berrones.

D. Stensaas said that the next scheduled meeting, for 10/21, would be cancelled since no business needs to be conducted.

ADJOURNMENT

Chair K. Clegg adjourned the meeting at 6:35 pm

Prepared by D. Stensaas, City Planner and Zoning Administrator, Planning Commission Staff Liaison



CITY OF MARQUETTE
PLANNING AND ZONING
1100 WRIGHT ST.
MARQUETTE, MI 49855
(906) 228-0425

MEMORANDUM

TO: Planning Commission
FROM: Andrea Landers, Zoning Official
DATE: October 14, 2025
SUBJECT: Planning Commission Meeting Dates for 2026

The following are the pending dates of the Planning Commission regular meetings for 2026:

January 6, 2026	July 7, 2026
January 20, 2026	July 21, 2026
February 3, 2026	August 4, 2026
February 17, 2026	August 18, 2026
March 3, 2026	September 1, 2026
March 17, 2026	September 15, 2026
April 7, 2026	October 6, 2026
April 21, 2026	October 20, 2026
May 5, 2026	November 10, 2026 (<i>moved due to election</i>)
May 19, 2026	November 17, 2026
June 2, 2026	December 1, 2026
June 16, 2026	December 15, 2026

All meetings are scheduled for 6:00 p.m. in the Commission Chambers of City Hall, unless we have a scheduling conflict with the City Commission, etc.

RECOMMENDED ACTION:

The Planning Commission should review the above meeting dates and render a decision to approve (*with changes* or *as presented*).



CITY OF MARQUETTE
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MEMORANDUM

TO: Planning Commission
FROM: Dave Stensaas, City Planner and Zoning Administrator
DATE: November 6, 2025
SUBJECT: New Business – Site Plan Review Update

The following spreadsheet shows the 2025 calendar year Site Plan Review (SPR) cases that have been processed by staff, and those that the Planning Commission (PC) also reviewed. This is a practice to provide full transparency regarding the SPR cases that were approved by staff in accordance with section 54.1402(B) of the Land Development Code, and to inform the Planning Commission with an accounting of the cases for which both City Staff and the PC have been responsible for rendering a final decision upon.

2025 SITE PLAN REVIEW SUBMISSIONS

ADDRESS	#	TYPE	MO	DECISION	REQUEST	PC REVIEW	ADMIN REVIEW	COMMENTS
2025 W US HWY 41	01	SPR	01	APPROVED WITH COND	ADMIN REVIEW - New 24.5-ft high one-story 5,831 S.F. (footprint) building with a 4,821 S.F. basement for restaurant use, patio for outdoor alcoholic food and beverage service use, retaining wall, off-street parking lot, dumpster enclosure, sidewalk, drive-through use, landscaping, and lighting		1/31/2025	
375 RIVER PARK CIRCLE	02	SPR	01	APPROVED WITH COND	ADMIN REVIEW - new +/-4,700 S.F. building addition with a height of 34-ft, landscaping, parking lot restoration, sidewalk, grading, storm sewer		3/26/2025	
1210 S FRONT ST	03	SPR	03	APPROVED WITH COND	ADMIN REVIEW - Reconfiguring and regrading the off-street parking lot layout, new sidewalks, new landscaping, new lighting, new dumpster pad and enclosure, removing retaining walls, new retaining walls, and new mechanical equipment and screening		6/25/2025	
1101 W US HWY 41	04	SPR	05	PENDING	The proposed site plan is for the construction of a new commercial building, new parking lot, dumpster enclosure, landscaping, and site improvements. Requesting the following Permitted Principal Uses: Indoor Retail Business, Vehicle Repair and Service, and Light Vehicle/Equipment Sales and Display.	5/20/2025		PC Approved with Cond. Waiting on site plan meeting staff comments
MAGNETIC ST	05	SPR	06	APPROVED WITH COND	Veridea Group LLC is seeking Preliminary PUD Plan approval of a proposed Planned Unit Development (PUD) for a mixture of Townhome types (one-unit, duplex, triplex, and six-unit) for a total of 36 units to be located at the three existing parking lots on the south side of W. Magnetic Street between Lee Street and Fourth Street.	6/3/2025		01-PUD-03-25
101 S FRONT ST	06	SPR	07	PENDING	REVISED SITE PLAN - Demolition of retaining walls, commercial interior remodeling to change the use of the office building to a hotel use, new 21,361 S.F. five-story and basement building addition for hotel use, new site improvements including patio, sidewalks on private property, and landscaping			ADMIN REVIEW; - still waiting on plan to meet staff comments
MAGNETIC ST	07	SPR	09	PENDING	Final Site Plan review for Veridea PUD	9/2/2025		01-PUD-03-25; - still waiting on plan to meet staff comments
401 W WASHINGTON ST	08	SPR	08	APPROVED WITH COND	Proposed three-story building with basement and balconies (lower-level parking garage with storage units, mechanical room, elevator shaft, and stairwell; main floor with two commercial units and 1 residential unit with a lobby, stairwell, and elevator shaft; second floor with 5 residential units, stairwell, and elevator shaft; third floor with 5 residential units, stairwell, and elevator shaft), rooftop mechanical equipment, bicycle parking, off-street parking lot, dumpster enclosure, landscaping, and lighting		10/28/2025	Hold Harmless for canopy overhanging the Washington Street right-of-way (04-LR-10-25). BZA approved variance case 04-VAR-10-25 at a special meeting on 10-23-25. City Commission approved the license case 11-PRU-10-25 at a regular meeting on 10-27-25.
700 S LAKESHORE BLVD	09	SPR	09	APPROVED WITH COND	REVISED SITE PLAN FOR LANDSCAPING		9/11/2025	
480 RIVER PARK CIRCLE	10	SPR	10	PENDING	Self-storage Facility with 40 containers, off-street parking areas, lighting, dumpster enclosure, signage, landscaping			ADMIN REVIEW

In 2024 there were the following submissions:

5 PC Review
14 Admin Review
19 TOTAL



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MEMORANDUM

TO: Planning Commission
FROM: Dave Stensaas, City Planner and Zoning Administrator
DATE: November 06, 2025
SUBJECT: **Article - *MAP Develops Transportation Land Use Guiding Principles, Michigan Planner* magazine (Michigan Assoc. of Planning), July-Aug. 2025**

The one-page article that follows describes MAP's newly adopted Guiding Principles that community planners in Michigan can and should use and promote to strengthen connections between transportation and land use and create a more people-centered transportation network.

MAP Develops Transportation Land Use Guiding Principles

At the MAP Transportation Bonanza in February 2024, during the closing reception hosted by the APA Transportation Division, an idea emerged that had been brewing for several years: Establish a MAP Transportation Land Use Committee to increase awareness about better transportation planning policies and practices that would result in sustainable, efficient, safe, multi-modal transportation systems. Brad Strader, AICP and Jeromie Winsor, AICP, initiated the conversation, and agreed to co-chair a Leadership Task Force, and together with Andrea Brown, MAP's Executive Director, reached out to some of the best transportation planners in the business to populate it. A Leadership Task Force was established with a foundational objective of shifting the narrative from a car-centric system to one that embodies an approach that includes all modes of transportation and makes a stronger connection between transportation and land use.

Over 3 months, from July to September 2024, the Task Force collaborated to develop a set of simple and practical Guiding Principles that planners can use in their daily work. Vetted at the 2024 Annual Planning Michigan Conference, and presented at the 2025 Transportation Bonanza, this succinct document includes priority actions and concrete steps MAP can take to create a people centered transportation network.

The three guiding principles include the need for planners to:

1. Emphasize Public Health and Safety

People are unnecessarily dying on Michigan roadways. Michigan's roads should provide safe transportation for all users that leads to an improved quality of life for all people. To achieve this, a paradigm shift must occur among

planning professionals, public officials, and residents that will refocus conversations centered around neighborhood transportation networks built for the safe movement of people. Planners must work to build a culture and physical environment that places safety first in transportation investment decisions. Priority actions include developing guidance for effective traffic calming measures; use of project selection and design criteria that emphasize health and safety; and the establishment of partnerships with other organizations working in public health and social services.

2. Align Land Use with Transportation

Retaining and attracting people is foundational to our communities' and state's success. Communities that retain and attract people are those that have a strong sense of belonging and that promote well-being – where all residents have transportation choices available to them to meet their needs for housing, education, employment, medical services, fresh food, entertainment, and other goods and services that contribute to quality of life. This means aligning decisions about the placement and design of housing, businesses, parks, campuses, and other destinations with decisions regarding the transportation choices connecting them. Priority actions include planning for density and a mix of well-connected land uses; requiring developments that reduce traffic and parking needs by providing access and amenities for people walking, biking, and riding transit; and promoting infill development that utilizes existing transportation infrastructure.

3. Develop a People-Centered Transportation Network

Building an intentional, inclusive

transportation network is essential when creating vibrant places. Ensuring that viable transportation options are available and convenient for everyone fosters economic growth, enhances public health, and promotes social equity. Our communities should provide well-designed transportation networks connecting people to the places they live, work, and play. Priority actions include encouraging policies that make it easier to reduce capacity and restrict the addition of new roadway capacity; adopting design standards that give more flexibility for local priorities; and advocating for increased non-motorized and transit funding.

The Task Force is now a MAP Standing Committee that will continue to advise on how MAP can effectively educate its membership, partner with other organizations, and advocate in the state around these principles. Four subcommittees have been formed to focus on communications, policy, education, and legislative initiatives. Stay tuned for updates on this important work.

Jeromie Winsor, AICP is Co-Chair of MAP's Transportation Land Use Committee. He is a senior transportation planner who leads AECOM's transit and multimodal planning practice in the Midwest. He has worked with agency partners across the state of Michigan to envision and implement a safer and more balanced transportation system.

Brad Strader, AICP, PTP, is Co-Chair of MAP's Transportation Land Use Committee. He is the Planning Director at Cincar Consulting Group (C2G). He works on land use, zoning, transportation, transit and multimodal street design and with transit agencies and developers across 16 states, focusing on projects that impact cities and downtowns, corridor redesign, traffic flow and many other aspects.



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MEMORANDUM

TO: Planning Commission
FROM: Dave Stensaas, City Planner and Zoning Administrator
DATE: November 6, 2025
SUBJECT: **New Business – Community Master Plan Review**

The City of Marquette was recognized by the Michigan Economic Development Corporation (MEDC) in 2023 as a *Redevelopment Ready Community*, after having met several criteria and standards established by the MEDC for communities that sought the RRC designation. There are numerous standards for the RRC certification that require periodic approval by the MEDC to maintain the certification, and one that is applicable to the City is to review our Community Master Plan periodically. Since our RRC coordinator did not provide a specific standard of review, we will utilize the following checklist, published by the Michigan State University Extension Service. A list that has been reviewed by myself and annotated, covering the existing plans section, will be provided to the Planning Commission to consider during the work session. The minutes of this work session will serve as proof of the review by the Planning Commission, and no particular motion needs to be voted up in this regard.



Michigan State University Extension Land Use Series

Check List #1F: What should be in a Master Plan

Original version: December 23, 2010

Last revised: March 19, 2025

This fact sheet is designed to be a guide to planning commissions in determining what topics and information to include in a master plan developed under the new P.A. 33 of 2008, as amended, (the Michigan Planning Enabling Act, M.C.L. 125.3801 *et seq.*). The checklist is adapted from materials developed by the Michigan chapter of the American Planning Association.

The Michigan Planning Enabling Act is a new statute that changes how various planning procedures are done and provides new duties and powers to many planning commissions in the state. The entire purpose of this act was to create a single set of procedures to follow regardless of whether planning is being done by a city, village, township, or by a county. After September 1, 2008 (the effective date of the act) only the procedures in the Michigan Planning Enabling Act should be used as the act replaces the following statutes.

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*“Thirty seven million acres is
all the Michigan we will ever have”*
William G. Milliken

This is a checklist was developed by experts on the topic(s) covered within MSU Extension. Its intent and use is to assist Michigan communities making public policy decisions on these issues. This work refers to university-based peer reviewed research, when available and conclusive, and based on the parameters of the law as it relates to the topic(s) in Michigan. This document is written for use in Michigan and is based only on Michigan law and statute. One should not assume the concepts and rules for zoning or other regulation by Michigan municipalities and counties apply in other states. In most cases they do not. This is not original research or a study proposing new findings or conclusions.

Only for matters that took place before September 1, 2008 should these old statutes still be referenced:

- County Planning Act, being P.A. 282 of 1945, as amended, M.C.L. 125.101 *et seq.*
- Township Planning Act, being P.A. 168 of 1959, as amended, M.C.L. 125.321 *et seq.*
- Municipal Planning Act, being P.A. 285 of 1931, as amended, M.C.L. 125.31 *et seq.*

For any step of this process, the Michigan State University Extension members of the Land Use Area of Expertise team can assist with sample materials; coordinating efforts between the township, county, and the state; and providing guidelines.

The Michigan Planning Enabling Act requires the following to be included in the plan:

“Make careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions.” (§31(2)(a))

The above can be considered the data, or fact book. In addition the plan shall:

“A master plan shall address land use and infrastructure issues and may project 20 years or more into the future. A master plan shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission’s recommendations for the physical development of the planning jurisdiction.” (§33(1))

“A master plan shall also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction.” (§33(2))

1. A land use plan. (§33(2)(a))
2. Recommendations on infrastructure. (§33(2)(b))
3. Recommendations for redevelopment or rehabilitation of blighted areas. (§33(2)(c))
4. A county general plan, if the county has not adopted (and will not be adopting) a zoning ordinance. (§33(2)(a))
5. If there is zoning, then the plan shall include a zoning plan for the various zoning districts and an explanation of how the land use categories (on the future land use map) relate to the zoning district map. (§33(2)(d))
6. An assessment of the community’s existing and forecasted housing demands. (§33(2)(e))
7. Recommendations for implementing the above. (§33(2)(f))

The Planning Enabling Act allows communities great latitude in determining the contents of a master plan. The act refers to all types of plans as “master plan,” but many communities structure and name their plan according to the specific needs of their area. This list, of types of plans, can be presented as the following:¹

1. General plan – These items are most relevant for county planning commissions that do not administer a zoning ordinance.
2. Future land use plan – Should be used by counties and all jurisdictions with zoning ordinances and may be used by counties without a zoning ordinance.
3. Comprehensive plan – Includes options for more detailed analysis and recommendations related to a broad range of social, environmental and economic issues.
4. Growth management plan – Includes elements especially relevant for rapidly growing communities.
5. Common elements for all plans – Lists topics and information that could be included in any community’s plan or any type of plan.
6. Other plans – Lists plans that may exist in your community based on other enabling legislation. These may be referenced in the master plan.

Many communities organize their plans into two major sections – **the plan** that is the meat of the document including the goals, objectives and policies that guide the physical development of the community (§33); and the **background information, data book, or fact book** that provides data and analyses that support the plan (§31). Some communities have a third, optional, section which is an executive summary, or simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of the above. These two or three sections can be parts of one document or might be two or three separate documents. Communities may also include information and policies by reference to other plans or documents.

Another way to look at the organization of a plan is to look at a table of contents of a sample plan. In Appendix “A” of this pamphlet is a sample table of contents. It is very detailed, reflecting a very complete plan. Your community’s plan is likely to have less material in it. This is presented so that you have a complete list of what might be considered.

A note about the Internet: Planning commissions develop extensive printed fact books as a reference and to support master plan policies. With the growth of the Internet, much of this information is now available online and could be included in a plan by reference instead of reproducing in printed form. There are many excellent sources of accurate and relevant information on the web, but there are also other sites that contain inaccurate or out-of-date data. Planning commissions should use professional assistance and great care in identifying reliable Internet-based information sources.² Also, if the plan, or fact book,

¹ A best planning practice, as defined by the Michigan Association of Planning (MAP) Law Committee work on the Coordinated Planning Act (never adopted) and now considered by MAP as best planning practice.

² Visit these web sites to know how to select credible web pages:

Evaluating Web Pages --University of California Library:

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>

Web page evaluation checklist form: <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/EvalForm.pdf>

Evaluating Information Found on the Internet -- The Sheridan Libraries of The John Hopkins University:

<http://www.library.jhu.edu/researchhelp/general/evaluating/>

makes reference to material on the internet, great care should be used to make sure the web master, or web page editor, does not subsequently change the web site so it can no longer be found or otherwise cannot be recovered. Also, if the plan, or fact book, makes reference to material on the internet and adopts it as part of the plan be reference or bases long term conclusions on the web site's content, great care should be used to make sure the web master, or web page editor, does not subsequently change or update the content of the web site. The content and intent of a plan can easily be challenged when web site data it was relying on is inadvertently changed by someone else and no longer reflects what was adopted.

This checklist is not designed as a substitute for reading and understanding the Michigan Planning Enabling Act or for legal advice and professional planner services.

It is **important** to document each step of the process in planning and zoning a community by keeping detailed minutes, affidavits of publication and mailing, open meeting notices, letters of transmittal, and communications all on file so years from now they are still available.

This checklist is divided into seven columns. The first column lists potential plan content elements. The second column is used to indicate if the content element will be included in the plan. Columns three to seven indicate where in the plan that element should be located.

Minimum Plan Content Required by the Act

According to the Michigan Planning Enabling Act, at a minimum, the following elements are to be a part of a plan.

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
Resolution of Adoption or statement of the same located on the inside front cover, or inside of the back cover of The Plan and on the future land use map if a separate document (Sec. 43(2))	Shall be included					
A section addressing land use and infrastructure issues and may project 20 years or more into the future. (Sec. 33(1))	Shall be included					

For annotated descriptions of many other good guides to evaluating web pages, search the subject "Evaluating Quality on the Net" (<http://www.hopetillman.com/findqual.html>) in the Librarians' Index to the Internet: <http://www.lii.org>

Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
Maps, plats, charts, and descriptive, explanatory, and other related matter. (Sec. 33(1))	Shall be included					
A future land use map is required as a part of the land use plan element of the master plan. (Sec. 33(2)(d))	Shall be included					
Show the planning commission's recommendations for the physical development of the planning jurisdiction. (Sec. 33(1))	Shall be included					
Recommendations for implementing any of the master plan's proposals. (Sec. 33(2)(f)) Note: All jurisdictions should have a section detailing recommendations for implementation. (Sec. 33(2)(f))	Shall be included					
Documentation (or copies of) that the planning commission made careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions. (Sec. 31(2)(a))	Shall be included					
Documentation (or copies of) that the planning commission consulted with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided. (Sec. 31(2)(b))	Shall be included					

Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
Documentation (or copies of) that the planning commission cooperated with all departments of the state and federal governments and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and sought the maximum coordination of the local unit of government's programs with these agencies. (Sec. 31(2)(c))	Shall be included					
<i>A plan adopted, or amended, after December 2010</i> includes components of a transportation system including streets, public transit, bicycle, pedestrian, etc.: “complete streets”. (Sec. 7(d)(i), Sec. 33(b)(i))	Shall be included					
<i>A plan adopted, or amended, after April 1, 2025</i> An assessment of the community’s existing and forecasted housing demands, with strategies and policies for addressing those demands. (Sec. 33(2)(e).) Including information on the range of housing types, costs, affordability, attainability, ages, and other characteristics, including single and multiple-family dwellings, to serve the housing demands of a diverse population. (Sec. 7(2)(d)(ix))	Shall be included					

Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<i>A plan adopted, or amended, after 2008 for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks. (Sec. 33(2)(d))</i>	If there is zoning, then these elements shall be included					
<i>A plan adopted, or amended, after 2008 for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): the standards or criteria to be used to consider rezonings consistent with the master plan.</i>	If there is zoning, then these elements shall be included					
<i>A plan adopted, or amended, after 2008 for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): An explanation of how the land use categories on the future land use map relate to the districts on the zoning map. (Sec. 33(2)(d) (prerequisite to this requirement is (1) a description of each zoning district, and (2) a proposed zoning map.)</i>	If there is zoning, then these elements shall be included					

Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<i>A plan adopted, or amended, after 2008</i> for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A description of each of the zoning districts (including proposed new ones), the general purpose of each district, a general description of the class of uses to be permitted in each district, and the general locations for those types of districts. Use classes include single family residential, multiple family residential, commercial, office, industrial, agricultural, forestry, mining, etc.	If there is zoning, then these elements shall be included					
<i>A plan adopted, or amended, after 2008</i> for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed zoning map showing the location of proposed zoning districts. This could be accomplished by referring to the existing zoning map and then including a map with proposed district changes and the circumstances under which those changes should be made in a manner consistent with the master plan.	If there is zoning, then these elements shall be included					

Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<i>A plan adopted, or amended, after 2001 shall include an incorporation of an airport layout and approach plan if any part of the airport or airport approach includes any territory of the local unit of government (MCL 125.3203(2), 125.3203(3), and 125.323(4))</i>	If there is zoning, then these elements shall be included					
For a local unit of government that has adopted a zoning ordinance, explanation of studies for regulation of special provisions such as: parking requirements, sign regulations, application of planned unit developments, groundwater/wellhead protection, road access management, agriculture regulations, energy (solar and wind), marijuana, etc.						
<i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> For a county, documentation that the master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated territory or of the county as a whole. (Sec. 31(1)(a))						

Michigan State University Extension Land Use Series

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Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”: For a township that on the effective date of this act had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission’s judgment, are related to the planning of the municipality. (Sec. 31(1)(b))						

Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> A classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public transportation facilities (as of Dec. 23, 2010), public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. (If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702), a land use plan and program for the county may be a general plan with a generalized future land use map. (Sec. 33(2)(a)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.						

Michigan State University Extension Land Use Series

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
<i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> The general location, character, and extent of all components of a transportation system and their interconnectivity including streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, waterfront developments (complete streets); sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures. (Sec. 33(2)(b)). Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.						
<i>Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”:</i> Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities. (Sec. 33(2)(c) (Recommendations for redevelopment may or may not be included as pertinent, and a zoning plan.)						

1. Minimum Statutory Plan Content	2. Do we want to include this element in the Plan?	Where should this element be located in the plan: 3. The Plan	Where should this element be located in the plan: 4. The back-ground information or fact book	Where should this element be located in the plan: 5. An optional summary document (poster, flyer, executive summary)	Where should this element be located in the plan: 6. Reference to other plans	Where should this element be located in the plan: 7. Reference to other sources such as the Internet
Plans might also include, if “reasonably can be considered as pertinent to the future development of the planning jurisdiction”: If a master plan is or includes a master street plan, the means for implementing the master street plan in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality . (Sec. 33(3)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.						

This is the first of three ways to evaluate the content of your plan. The table above should be considered the legal minimum. Most plans should contain much more.

Best Planning Practice Plan Content

The following checklist is adapted from materials developed by the Michigan chapter of the American Planning Association, from their work toward a Coordinated Planning Act (never adopted). It provides a rather complete list of the analysis that should be a part of a plan and fact, or data, book.

Following this table, in Appendix A (page 10) , is a sample table of contents for a plan, data or fact book, and summary. It gives just one example of how information in a plan might be organized.

- Jason Ball, MSU Graduate Student
- Brad Neumann, AICP, Senior Educator, Government and Public Policy, MSU Extension;
- Kurt H. Schindler, FAICP, Distinguished Senior Educator Emeritus, Government and Public Policy, MSU Extension
- Lincoln Sweet, MSU Graduate Student

To find contact information for authors or other MSU Extension experts use this web page:
<https://www.canr.msu.edu/outreach/experts>.

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Appendix A - Sample Table of Contents of a Plan, Fact Book, and Summary

Executive Summary

A summary of the Plan, or simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of these.

- Executive summary, or
- A simply written and heavily illustrated presentation of the plan, or
- A chart, or poster presentation of the plan, or
- A web page, or
- A combination of these.

Sample Plan Table of Contents includes:

Inside front cover: resolution of adoption

Glossary

Introduction

Acknowledgments

About the Planning Commission (Subcommittees of the Plan Committee of the Planning Commission, Staff & Author, Legislative Body, Location Map

About This Plan

Legal Authority

Overall Plan

Community Wide Goals (Fundamental Principles, overall goals such as Smart Growth.)

Michigan State University Extension Land Use Series

Government Cooperation (Federal, State, Native American Tribes, Canada, County, Neighboring Municipalities and Counties)

Land Use Plan

Future Land Use Map

Industrial

Commercial

Office Service

Resort

Residential

Rural Residential

Agricultural-Forest Production

Special and Unique Areas

Transition Areas

Form-Based Zoning/New urbanism

Other

Zoning Plan Update (including height, area, bulk, density, location, and use of buildings and premises for current and future zoning districts; how future land use map relates to the zoning ordinance map; proposed regulations by zoning district; criteria used to consider rezoning consistent with the master plan. Might also include, explanation of studies for regulation of special provisions such as: parking requirements, sign regulations, application of planned unit developments, agriculture regulations, marijuana, etc., if applicable.)

Environment, Natural Resources Plan

Environmental Protection

Ground and Surface Water Protection

Recycling, Solid and Hazardous Waste

Energy (including wind and solar, etc.)

Economic Plan

Population Attraction

Economic Development

Tourism

Human Services and Housing Plan

Human Services

Housing (An assessment of the community's existing and forecasted housing demands, with strategies and policies for addressing those demands.)

Infrastructure Plan

Transportation (including airport)

Complete Streets (street design, public transit, bicycle, pedestrian, etc.)

Recreation

Water and Sewer

Changing climate impacts

Appendixes and Addendums

Plan Adoption Documentation (65 Day Comments by Governments, Public Hearing Comments, Adoption Documentation, Type of Plan This Plan Is.)

Associated Plans, Reports, Bibliography

About Addendums

Precedent & Interpretive Decisions

Sample Fact Book Table of Contents includes:

Introduction, Acknowledgments, Summary. (Maps: County or Municipality Location Map).

Glossary

Former Plans.

Geography: Geology; Location; Climate, changes of climate (Maps, Charts, and Graphs: Quaternary Geology, Topographic, Daily Temperatures Graph).

History: Narrative for a regional perspective and region-wide common points; historic sites list; Government Land Survey history; municipal size; list of first order control points (Maps, Charts, and Graphs: Historic Population Data Table; Political Boundaries Maps for 1800 to present)

Michigan Future Trend summary, Michigan Land Resource Project summary, Smart Growth information.

Land Use: Land Use/Cover Change (Agricultural; Forestry; Urban (Sprawl, Residential, Open Lands/Parks, Commercial, Transportation, Industrial, Extractive; urban growth area); Rangelands/Fields/Grassland; Water and Wetlands; Future Land Use; and areas of minor change. Maps, Charts, and Graphs: Land Use/Cover Table, Land Cover Circa 1800 (Pre-European Settlement Vegetation) Map, pre-1978 land use maps, Land Use/Cover Map 1978 (MiRIS), current Land Use/Cover Map, Land Use/Cover Change analysis maps, Farmland With State Preservation Agreements in Place “PA 116 Agreements.” Studies on parking requirements, sign regulations, application of planned unit developments, road access management, agriculture regulations, energy (solar and wind), marijuana, etc., if applicable.

Natural Resources: Surface Water, Surface Water Inventory, Groundwater; On Site Sewage Disposal (Restricted Areas for Septic and Drain Fields, New Technology, Soils With Limitations for Wastes & Industrial Development); Soils (summary of soil survey), detail of Soil Characteristics; Forestry (Old Growth); Agriculture; Mineral Resources. (Maps, Charts, and Graphs: Major Watersheds, Surface Water Features, Wetlands, Aquifer Vulnerability to Surface Contamination in Michigan, Soil With High Water Table Map (Aquifer Vulnerability to Surface Contamination), General Soil Types, Forest Production Potential Map (soil types), Old Growth Forests, Agricultural Production Potential Map (soil types), Limitations of Soils for Septic Systems, Slope Characteristics of Soil Types (Steep Slopes)).

Environment: Air and Water Pollution (Soil Erosion and Septic Discharge, Oil and Gas Exploration); Land/Water Margins; Solid Waste. (Maps, Charts, and Graphs: Land/Water Related Laws in Michigan Graphic, Oil and Gas Wells Map.)

Ecology, Habitat, Scenic Resources: Special Animals and Plants (Special Animals and Plants List for county and municipality); Landtype Associations; Conservancy, Soil Conservation District, Conservation Resource Alliance, WildLink; Special and Unique Areas (list). (Maps, Charts, and Graphs: Landtype Associations, Special and Unique Areas)

Population: Most recent Census Data Advance Final Counts; Population Distribution; Population Estimates (current year, Future Population Projections, Impact of Growth analysis; population attraction options. (Maps, Charts, and Graphs: Table of Population Estimates, Table of Population Projections, Population Density Map, Housing Density Map, Seasonal Population Estimates Table, Projected Resort Population Map, detailed Population Data.)

Human Services: Medical Health, (Health Indicators Data: Job Injuries/Illness, Cardiovascular Health, Substance Abuse, Dental, Child and Maternal Health); Mental Health; Education (School Performance Measures, Enrollment); Elderly Care; Community Social Health; Crime (Crime Data Per Year, Juvenile Crime Data, Risk Factors); Service/Civic Organizations and Social Life. (Maps, Charts, and Graphs: School Districts.)

Economics: Industrial; Retail and Service (Retail Sales, Retail and Service Data, Estimated Effective Household Buying Income); Government; Agriculture; Unemployment; Tourism; Jobs (Annual Employment Averages 1980-present, Occupation, Industry Statistics); Commuting; Hinterland; Income Level (Census Income, Poverty Status); Business Retention and Recruitment; Brownfield Redevelopment. (Maps, Charts, and Graphs: Largest Employers; Largest Tax Payers, Employment Trend, Number Unemployed, Unemployment Rate Graphs, Manufacturing Employment, Retail Employment, Services Employment Graphs, Construction & Mining Employment, Government Employment, Transportation-Communications-Utilities Employment Graphs, Economic Hinterland Map(s))

Housing: Housing Stock (Housing Affordability for Owner Occupied Housing; housing demand; housing types [e.g., single-, multi-family, missing middle, etc.], costs, attainability; housing age; other housing characteristics); Homeless; Housing for Disabled; Contractors, Inspectors (Zoning Permits and Actions, Construction Code Permits, New Construction Data); State Programs. (Maps, Charts, and Graphs: Housing Data.)

Infrastructure: Transportation (Railroad, Trails, Airport (airport approach and layout plan), Public Transit, Roads (Road Types and Status, Road Surface Conditions Summary, Surface Condition Mileage by Municipality), complete streets including design, bicycles, and sidewalks); County Drains; Public Water (List of Public Water Systems, Source of Water and Sewage Disposal); Public Sewer (List of Sewer Systems); Government Facilities/Buildings; Recreation/Parks (Recreational Planning Organization, Inventory of Recreation Facilities); Private/Regulated Utilities (Electricity, Telephone, Natural Gas, Cable Television, Internet providers); Post Office; Emergency Services. (Maps, Charts, and Graphs: Transportation: Road Surface Map, Transportation, Traffic Count Data, Average Daily Traffic (ADT) Count by Municipality, County Drains, Areas Served By Municipal Water, Sewer Service Districts from 1975 Facilities Plan Map, Areas Served by Municipal Sewer Map, Outdoor Recreational Facilities, Indoor Recreational Facilities, Recreation Action Plan Map, Electric Utility Service Areas Map, Local Phone Exchanges Map, Communication Towers Map, Areas Served by Natural Gas Map, Local Zip Code Map, Fire Districts Map, EMS Districts Map.)

Land Ownership: Public Land Ownership; Private Land Ownership; Subdivided Land; [Native American] Foreign Policy (Historical Context, Jurisdiction-Generally, Jurisdiction-Zoning, Jurisdiction-Taxes, Jurisdiction-In a particular county/geography; Specifically, Indian Sovereignty, Municipal Concerns, Successful Coordination Elsewhere. (Maps, Charts, and Graphs, Public Land Ownership Chart Detail, Public and Private Land Ownership Chart Summary, Public Land Ownership Map, Parcelization Map, Recorded Subdivisions Map.)

Existing Zoning: Composite Zoning Map; Buildout and Other Analysis; Analysis of Existing Zoning (Planning, (What is “Good Planning?”)), Review of Zoning Text, Zoning for Coordination and Streamlining; Neo-Traditional Zoning (Traditional Neighborhood Development Checklist). (Maps, Charts, and Graphs: Estimated Areas of Current Zoning Districts, Composite Zoning Map, detailed Buildout table).

Other (Appendices): Other Applicable Statutes; Bibliography; Other Selected Reports, Studies; Land Owner Opinion Survey (Background, Interviewing and the Sample, The Findings, Demographic Characteristics of the Sample; minority reports.)

Appendix B - Glossary

The following terms are used in this publication, and have the following specific meanings.

§ means the section number of Public Act 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 *et. seq.*),

Chief administrative official means the manager or other highest nonelected administrative official of a city or village.

Chief elected official means the mayor of a city, president of a village, supervisor of a township, or chair of a county board of commissioners.

Ex officio member means a member of a planning commission, with full voting rights unless otherwise specified by city or village charter, by virtue of holding another office.

Legislative Body means the county board of commissioners of a county, the board of trustees of a township, the council of a city or village, or other similar duly elected representative body of a county, township, city, or village.

Local Unit of Government means a county, township, city, or village.

Municipality means a city, village or township.

Plan means any plan adopted under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning Commission means the local unit of government planning commission created under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled. In a few communities it may still be a “zoning board” (townships) or “zoning commission” (city and villages). Has used here, the use of the term “planning commission” includes all of these terms.

Zoning jurisdiction means the area encompassed by one of the following:

- legal boundaries of a city or village for a city or village respectively;
- legal boundaries of a township outside the limits of a city(ies) and village(s) for a township;

- legal boundaries of a county outside the limits of a city(ies) and village(s); or the county including any city(ies) and village(s) which has adopted the county plan (See §209, M.C.L. 125.3209).

Appendix C – Related Publications

There are also separate procedural checklists for performing other planning and zoning functions. They are:

- *Land Use Series*: “Check List #1A; To Create a Planning Commission or Amend an Existing Planning Commission Ordinance.”
- *Land Use Series*: “#1B; Sample Ordinance to create a planning commission”
- *Land Use Series*: “#1C; Summary of changes between new Michigan Planning Enabling Act and the three old planning acts: Municipal Planning Act, County Planning Act, and Township Planning Act.”
- *Land Use Series*: “Checklist #1D; Steps to Transition an Existing Planning Commission to Comply with the Michigan Planning Enabling Act”
- *Land Use Series*: “#1E; Sample Bylaws for a planning commission.”
- *Land Use Series*: “Checklist #1F; What Should be in a Master Plan”
- *Land Use Series*: “Checklist #1G; For Adoption of a Plan in Michigan”
- *Land Use Series*: “Checklist #1H; The Five Year Plan Review.”
- *Land Use Series*: “Checklist #1I; For Adoption of an Amendment to a Plan”
- *Land Use Series*: “Checklist #1J; Adopting and Updating a Capital Improvement Program”
- *Land Use Series*: “Checklist #1K; Review of Infrastructure and Public Capital Expenditure”
- *Land Use Series*: “Checklist #1L; Adoption or Amendment of Subdivision Rules”
- *Land Use Series*: “#1M; How Governments Make Submissions on a Neighbor’s or County’s Proposed Plan”
- *Land Use Series*: “#1N; How a Planning Commission Should Respond to Submissions”
- *Land Use Series*: #1O; Sample joint Planning Commission Ordinance and Agreement”
- *Land Use Series*, “Checklist #2; for Adoption of a Zoning Ordinance in Michigan.”
- *Land Use Series*, “Checklist #3; for Adoption of an Interim Zoning Ordinance in Michigan.”
- *Land Use Series*, “Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including PUD) in Michigan”
- *Land Use Series*, “Checklist #5: for Processing a Special Use Permit (Including PUD) Application in Michigan.”
- *Land Use Series*, “Checklist #6: for Processing a Zoning Appeal and Variance in Michigan.”
- *Land Use Series*, “#7: Sample Zoning Board of Appeals Rules of Procedure”
- *Land Use Series*, “#8: Sample Planning Commission and Zoning Board of Appeals Code of Conduct”

All of these are available at <https://www.canr.msu.edu/planning>.



CITY OF MARQUETTE
PLANNING AND ZONING
1100 Wright Street
MARQUETTE, MI 49855
(906) 228-0425
www.marquettetmi.gov

MEMORANDUM

TO: Planning Commission
FROM: Dave Stensaas, City Planner and Zoning Administrator
DATE: November 11, 2025
SUBJECT: Work Session – Land Development Code Amendments for 2026

Staff and the Planning Commission will begin work on potential amendments to the Land Development Code. This effort will continue for the next few months until all known issues that need to be addressed have been addressed. The following document is a list of simple issues that staff is prepared to discuss at this time.

Land Development Code language for Discussion at the November 11, 2025, Planning Commission meeting

The proposed draft amendments to the **Land Development Code** are formatted in the following way:

1. New subsections and/or language is shown underlined and highlighted, as the example below indicates:

Example) **H. Light Manufacturing**

2. A subsection or language that is to be eliminated is indicated by strikethrough lines in the font, as the example below indicates:

Example) ~~F. Dwelling units must be located above the first floor.~~

Other text that is neither highlighted or lined-through is included for context.

Some text is highlighted in blue to explain features of the amended text.

Fix this language

(129) Lot Types: Lot Types are as follows (See [Figure 4. Lot Types](#))

(a) Lot, Corner: A lot where the interior angle of two adjacent sides at the intersection of two streets is less than one hundred and thirty-five (135) degrees. A lot abutting upon a curved street or streets shall be considered a corner lot for the purposes of the ordinance, if the arc is of less radius than one hundred fifty (150) feet and the tangents to the curve, at the two points where the lot lines meet the curve or the straight street line extended, form an interior angle of less than one hundred thirty-five (135) degrees.

(b) Lot, Flag: A pre-existing nonconforming lot that uses a narrow, unbuildable strip of land that does not meet the frontage requirements of the district in which ~~is it~~ **is** located, which provides access to, or legal frontage on, a public or private street.

(c) Lot, Interior: A lot other than a corner lot with only one (1) frontage on a street or road.

(d) Lot, Through or Double-Frontage: An interior lot having frontage on two more or less parallel streets as distinguished from a corner lot. All sides of said lots adjacent to streets shall be considered frontage, and front yards shall be provided as required. Properties that share a property line with a city street on one side and limited access highway on the other side are not "Through Lots." The frontage facing the limited access highway is either a side or rear yard depending on the lot layout.

(271) Yard, Side: An open space extending the distance between the front yard and the rear yard, the depth of which is the horizontal distance between the side lot line and the nearest vertical ~~plan~~ **plane**/exterior foundation of the main structure. If no front or rear yard is required, the side yard area must extend the full depth of the lot. Side yards on through lots must run the full length of the lot between street right-of-way lines. (See [Figure 6. Yard Terms](#) and [Figure 7. Yards of a Corner Lot](#))

Fix this language

Section 54.312 CBD, Central Business District

(E) Requirements for Uses in the CBD	
(1)	There shall be not no outdoor storage.
(2)	Outdoor vehicular sales, and service areas are prohibited.

Add this to the list

(112) **Indoor Recreation:** Indoor commercial or non-commercial amusement services such as bowling alleys, skating rinks, billiard halls, stadium and sports arenas, movie theaters (excluding drive-in theaters), dance halls, event venues, reception halls, recreation assembly uses, archery ranges, and other indoor recreational facilities. "Indoor Recreation" excludes "Adult Entertainment Uses."

Section 54.321 Marquette Downtown Waterfront District Form-Based Code

(K) Definitions

(2) Defined Terms

- (ww) **USE, RETAIL:** RETAIL uses shall be considered to encompass all of the following (see [Article 6](#) for applicable standards for specific uses):
- (i) **RETAIL SERVICE:** Establishments providing services, as opposed to products, to the general public, including restaurants, hotels and motels, hostels, **indoor recreation**, finance, real estate and insurance, travel agencies, health, and educational services, galleries, and temporary storage of recreational equipment, provided that the temporary storage is ancillary to the primary retail service.
 - (ii) **RETAIL SPECIALTY:** Include, but are not limited to the sale of gifts, antiques, flowers, books, jewelry, wearing apparel or craft shops making articles exclusively for sale at retail on the premises.
 - (iii) **RETAIL TRADE:** Establishments engaged in selling new goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods

Fix this language to clarify the full RBL means both street frontages

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(D) Marquette Waterfront – General 3	
(12) Corner Lots (General 3)	
	Corner lots shall satisfy the MDW District requirements for the full RBL length (which is the total of the two STREET FRONTAGES) – unless otherwise specified in this Section.

(E) Marquette Waterfront – General 5
(6) Corner Lots (General 5)
Corner lots shall satisfy the MDW District requirements for the full RBL length (which is the total of the two STREET FRONTAGES) – unless otherwise specified in this Section.

(F) Marquette Waterfront – North Lakeshore Frontages
(10) Corner Lots (North Lakeshore)
Corner lots shall satisfy the MDW District requirements for the full RBL length (which is the total of the two STREET FRONTAGES) – unless otherwise specified in this Section.

(I) Marquette Waterfront - Founders 5
(6) Corner Lots (Founders 5)
Corner lots shall satisfy the MDW District requirements for the full RBL length (which is the total of the two STREET FRONTAGES) – unless otherwise specified in this Section.

Fix this by adding MDR in the title

Section 54.403 Footnotes to Schedule of Regulations

- (E) Minimum Lot Area and Width for Three Family and Four Family Dwellings in the **MDR**, M-U, TSC, and MFR Districts.**
- (1)** In the MDR, M-U, TSC, and the MFR District, the minimum lot area for a three-family and four family dwellings is 9,000 sq. feet.
 - (2)** In the MDR, M-U, TSC, and the MFR District, the minimum lot width for a three-family and four family dwellings is 75 feet.

Fix this as B was changed to be only for 5 or more units, since we changed the code to allow triplex and quadplex in LDR and MDR, we missed that MFR needed to be added to this.

Section 54.624 Homestays and Vacation Home Rentals

- (A) Homestays and Vacation Home Rentals in the Low Density Residential (LDR) District, Medium Density Residential (MDR) District, **Multiple Family Residential (MFR) District**, the Third Street Corridor (TSC) District, and Mixed-Use (M-U) District.** In the LDR, MDR, TSC, and M-U zoning districts, the following regulations shall apply to single-family, duplex, triplex, and quadplex structures that are Homestays and Vacation Home Rentals:

- (1) Location Requirements.** Registered Short-Term Rentals (Homestays and

Vacation Home Rentals) shall be limited in proximity to one another by the following standards:

- (a) **Separation Distance Between Short-Term Rentals (Homestays and Vacation Homes).** A parcel with one (1) or more registered Homestay(s) and/or registered Vacation Home Rental(s) may be permitted (by application) per street segment or block face between intersections, except where the street segment or block face exceeds 500 linear feet in length, in which case one (1) additional parcel for Short-Term Rental of each type is allowed for each exceedance of 500 linear feet of the street segment/block face between intersections. Corner houses are assigned to the block face/street segment that corresponds to the property street address; the Zoning Administrator shall keep a map of the registered and approved parcels for short-term rentals for purposes of verifying their location and reviewing applications for short-term rentals.
 - (b) **Parcel or Right-of-Way Separation.** Registered Short-Term Rentals (Vacation Home or Homestay) parcels must be separated from one another by a minimum of one parcel of developable property not registered or intended for use as a Vacation Home or Homestay, and/or by a public street corridor (right-of-way).
 - (c) **Maximum Number of Vacation Home Rental Units Per Parcel.** If in compliance with this Section ([Section 54.624](#)) and other Zoning Ordinance requirements, up to three (3) dwelling units on one (1) parcel may be registered as vacation home rentals.
 - (d) **Use of a Vacation Home Rental as a Homestay.** A Vacation Home Rental that is in compliance with this Section ([Section 54.624](#)) and other Zoning Ordinance requirements may also be a Homestay if it meets the Homestay requirements and is approved by the Zoning and Fire Departments as both a Vacation Home Rental and a Homestay. In this case, the proximity standards specified in this Section ([Section 54.624](#)) will be applied only as a Vacation Home Rental to such a property, not as both a Vacation Home and a Homestay.
- (B) **Short-Term Rentals in the Multiple Family Residential (MFR) District, Third Street Corridor (TSC) District, and Mixed-Use (M-U) District.** In the MFR, TSC, and M-U zoning districts, the following regulations shall apply to multi-family structures that have 5 or more units and that are Homestays and Vacation Home Rentals:
- (1) **Subletting Prohibited.** Short-term rental is limited to property owners, and subletting is not allowed (tenants may not rent to other parties).
 - (2) **Maximum Number Per Housing Structure/Complex.** A maximum of four (4) units may be rented for a short-term basis in housing structures/complexes that have up to forty-nine (49) units, and a maximum of ten (10) percent of units may be rented for a short-term basis in housing structures/complexes that have fifty (50) or

more units.

- (C) **Compliance with City Codes and Ordinances.** All Short-Term Rentals, Homestays, and Vacation Home Rentals must comply with the City of Marquette Rental Fire Code and all other related City codes and ordinances.

Fix this

54.908 Bicycle Parking Requirements and Parking Space Reduction/Substitution for Bicycle Parking

- (A) **Intent.** To provide convenient and dignified parking places for bicyclists to store bicycles securely and to support non-motorized travel and travelers within the city.
- (B) **Application.** – new/proposed or remodeled buildings (where the likely cost of remodeling will exceed fifty/50 percent of the assessed value of the existing structure at time of application).
- (C) **Standards.** Bicycle parking is required to meet the following standards and regulations:
- (1) The required amount of bicycle parking shall meet the amount/use schedule for specific land uses, according to [Figure 57](#). Bicycle parking types and options are as shown in [Figure 58](#).
 - (2) Required short-term bicycle parking facilities shall be located in a convenient and visible area, within fifty (50) feet of a principal entrance. If this location standard cannot be met, the Planning Commission or Zoning Administrator may approve alternative locations. At the time of application, if there are no parking/storage locations on private property that meet the requirements of this section, the installation requirement will be non-binding.
 - (3) Bicycle parking spaces should be located on paved or pervious surfaces and shall be a minimum of two (2) feet by six (6) feet. The installation of parking racks shall follow the manufacturer's specifications or other best practices, ensuring that comfortable access space around bicycle racks is provided, parked bicycles do not obstruct walkways, and the spaces are accessible without requiring the movement of another bicycle.
 - (4) All bike racks must permit the locking of the bicycle frame and one (1) wheel to the rack while supporting a bicycle in a stable position. Racks shall accommodate cable locks and "U" locks.
 - (5) For multi-building development, bicycle parking shall be provided for each building occupied by a dwelling or a work station.
 - (6) Bicycle parking not meeting dimensional or access aisle requirements may be installed, but shall not count towards a minimum bicycle parking requirement.
- (D) **Motor Vehicle Parking Space Reduction by Bicycle Parking Substitution**
- (1) For every four (4) bicycle parking spaces added above the minimum number

required, one (1) vehicle parking space may be removed from the required amount. Maximum substitution amount of three (3) vehicle spaces. The minimum number of vehicle parking spaces required after substitution is two (2).

- (2) Bicycle parking substituted for *motor vehicle/car and truck* parking may be horizontal or vertical, as long as dimensional requirements are met as described in Section 54.908(A)(5)(C)(3).

Fix this language to match

Section 54.1401 Zoning Permits and Zoning Compliance Review

- (D) **Zoning Compliance Review Procedure.** Upon receipt of any Zoning Compliance application and plan, the Zoning Administrator or designated official shall review to determine whether it is in proper form, contains all of the required information and shows compliance with the ordinance. The Zoning Administrator or designated review official shall, within fifteen (15) business days, grant approval in writing or deny approval in writing, setting forth in detail the reasons which shall be limited to any defect in form or required information, any violation of any provision of this Ordinance, and any changes which would make the plan acceptable. The Zoning Administrator or designated official may extend this ~~ten (10)~~ fifteen (15) business day period if additional time is required to determine compliance and/or obtain additional information necessary to determine compliance. In determining compliance with this Ordinance, the Zoning Administrator or designated official shall take into consideration all applicable standards of this Ordinance, such as setbacks, height, parking, landscaping, etc. If non-compliance with any standard of this Ordinance is demonstrated, the Zoning Administrator or designated official shall deny approval of the plan. The applicant may appeal any denial to the Board of Zoning Appeals.

Land Development Code Staff Interpretation – Does the PC want to change the LDC language?

SUBJECT: Temporary Retail Sales – where no parking is “Required”

BACKGROUND: Staff received several inquiries from the DDA and a property owner (“they”) regarding closing off an off-street parking lot and having 3 to 4 tents with tables selling item on Friday nights, calling it “Friday Night Market Event”, at 505 N. Third Street.

PROBLEM: Anyone applying for a *Group Transient Merchandise License* is exempt from a Zoning Permit. However, per LDC section 54.639(C) they would have to meet the parking requirements of subsection (A) during the license review (see below).

There are six existing parking spaces on the site, so 25% is two spaces (rounded up from 1.5), and not cut off access to any parking spaces. If they must keep two parking spaces open and are not allowed to put tents in a maneuvering lane, the remaining spaces would not be sufficient

for 3-4 tents, which is necessary for the Group transient merchant license (more than 3 vendors).

RESEARCH:

Per the LDC, Section 54.639 Outdoor Temporary Retail Sales

(A) Temporary retail sales areas, for approved commercial land uses, may be permitted to occupy not more than twenty-five percent (25%) of the **existing or required** parking spaces on the site, for a total of not more than 90 days in any 12-month period. The location of sales merchandise and/or temporary structures shall not interfere with pedestrian accessibility, traffic patterns, or access to remaining parking spaces. Prior to placement of merchandise or erection of temporary structures, the Zoning Administrator must be notified of the date of removal. The location and construction of all temporary structures (including tents) erected in association with the temporary sale of merchandise shall require the approval of the Zoning Administrator and the Fire Administrator. It is the responsibility of the business owner to contact the Building Code Administrator to determine if a building permit is required.

(C) Temporary sales areas that require a person to obtain a license from the City Clerk's Office are exempt from obtaining a Zoning Compliance Permit, but must meet the requirements of Section 54.638(A).

DECISION:

Where no parking is required, existing spaces should not be construed as required. There is no required parking for the land use, per the Third Street Corridor District form-based code of the LDC. Their *existing* parking spaces are private, but if the business owner wants to allow temporary sales in their lot - especially outside of daytime business hours – we should not stand in their way due to a word of code if there is no compelling reason to. In this case, the DDA was in support of their request, and the DDA would also be concerned about too much demand for on-street parking spaces. This issue should be discussed with the PC as a possible LDC change of the terms “**existing or required**”.