



Planning & Zoning Notes

Jackson County Planning Commission
Lenawee County Planning Commission
Staffed by the Region 2 Planning Commission



Municipal Master Plan Approval Process

1. Prior to preparing a Municipal Master Plan, send a notice to all of the following by first class mail explaining that the planning commission intends to prepare a municipal master plan and requesting their cooperation and comment:
 - The planning commission of each local government contiguous to (including located within) the municipality *or* municipal council or board if there is no planning commission), including those located in another county
 - The Jackson *or* Lenawee County Planning Commission
 - The Region 2 Planning Commission (*optional step, given that Jackson and Lenawee Counties have county planning commissions*)
 - Public utility and railroad companies, transit agencies operating in the municipality, *and* any other government entity registering its name with the local unit of government for this purpose
 - The Jackson County Department of Transportation *or* Lenawee County Road Commission *and* the Michigan Department of Transportation if a Master Street Plan is included
2. Develop the Municipal Master Plan.
3. Submit the proposed Municipal Master Plan to its municipal council *or* board for review and comment *as well as* approve its distribution for review and comment to all entities who received a notice under #1.
4. Those entities have 63 days after receiving the proposed document to submit comments back to the planning commission. Comments submitted by the county planning commission shall include the following statements:
 - If the commission considers the proposed Plan to be inconsistent with the plan of any local government contiguous to the municipality
 - If the commission considers the proposed Plan to be inconsistent with the county master plan

(Making the document available to the general public for review and comment is recommended by R2PC staff, as is the promotion of that opportunity.)
5. The planning commission can hold a public hearing after the 63-day period has expired. The date of the hearing must be noticed in a newspaper in general circulation within the municipality at least 15 days prior to the event.
6. Approval of the Municipal Master Plan by resolution of the planning commission. A 2/3 vote is required by city and village planning commissions but only a majority vote is required for township planning commissions.
7. Approval of the Master Plan by the municipal council or board (*optional step*).
8. Send the approved Master Plan to all entities who received a notice under #1.

State Requirements

Sections 39 (MCL 125.3839), 41 (MCL 125.3841), and 43 (MCL 125.3843) of the Michigan Planning Enabling Act (33 PA 2008) outline the process required for the Municipal Master Plan approval. Article III of the MPEA, which pertains to master plans, can be downloaded from the [Michigan Legislature](#) website. The approval process is also summarized to the left.

Submittal of Notice and Master Plan

A submittal may be made by personal or first-class mail delivery of a hard copy or by electronic mail. A commission may not make submittals by electronic mail unless it states that it intends to make such submittals by electronic mail in the notice *and* the entity receiving that notice does not respond by objecting to the use of electronic mail. Electronic mail may contain a link to a website on which the submittal is posted if the website is accessible to the public free of charge.

Municipal Council or Board Approval

This optional step is recommended by R2PC staff because it makes the Master Plan the policy of the entire municipality, not just the planning commission. The municipal council or board must assert this right by resolution.