

MEMORANDUM

To: City of the Village of Douglas City Council
Date: December 23, 2024
From: Tricia Anderson, AICP
RE: **Council Consideration of the Distribution of the Draft Master Plan Update**

Background. The City Council is likely aware that the Planning Commission has been working over the past year to update the 2016 Master Plan. The Michigan Planning Enabling Act (MPEA, Act 33 of 2008, as amended) requires the Planning Commission to review the Master Plan every five years and determine if any updates are warranted. The Planning Commission made this determination and got to work with updating the 2016 Plan in the following ways:

1. Population demographics and existing conditions.
2. Additional maps not previously included in the plan:
 - a. Existing utilities and storm infrastructure.
 - b. Sidewalk inventory and future sidewalk areas.
 - c. Existing road infrastructure and future road connections.
 - d. Current map of short-term rentals.
 - e. Shoreline features, including delineation of high-risk erosion and critical dune areas.
3. A sub-area plan for the 200 Blue Star Highway parcel.
4. Revised Goals and Objectives to address issues that emerged following the adoption of the 2016 Plan or were not covered in the 2016 Plan:
 - a. Housing availability and affordability.
 - b. Short-term rental control.
 - c. Sustainability, resiliency, and the preservation of natural features.
5. Revised Future Land Use chapter to include the following:
 - a. Added future land use designations to ensure the unique desired development trends specific to certain geographic areas.
 - b. Revisions to the Future Land Use map to ensure residential growth in appropriate areas and desired housing forms to maintain character yet increase affordability.
 - c. Revisions to the Future Land Use map to ensure preservation of sensitive lands.
6. Revised Zoning Plan that recommends necessary Zoning Ordinance amendments for implementation of the Master Plan Update.
7. Action plan that outlines tasks to be implemented, the responsible agency, body or individual, and the timeline for such action (short-term, mid-term, long-term, or ongoing).

Requirements of MPEA. The Michigan Planning Enabling Act (MPEA – Act 33 of 2008, as amended) outlines the requirements of a master plan. It should be noted that the last item shown in red, is a recent revision. The Planning Commission has done a great job of ensuring this new provision is included in the Master Plan Update. As noted above, the Update also includes all the other elements listed in part (d), many of which were not included in the 2016 Plan.

125.3807 Master plan; adoption, amendment, and implementation by local government; purpose.

Sec. 7.

- 1) *A local unit of government may adopt, amend, and implement a master plan as provided in this act.*
- 2) *The general purpose of a master plan is to guide and accomplish, in the planning jurisdiction and its environs, development that satisfies all of the following criteria:*
 - (a) *Is coordinated, adjusted, harmonious, efficient, and economical.*
 - (b) *Considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.*
 - (c) *Will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare.*
 - (d) *Includes, among other things, promotion of or adequate provision for 1 or more of the following:*
 - (i) *A system of transportation to lessen congestion on streets and provide for safe and efficient movement of people and goods by motor vehicles, bicycles, pedestrians, and other legal users.*
 - (ii) *Safety from fire and other dangers.*
 - (iii) *Light and air.*
 - (iv) *Healthful and convenient distribution of population.*
 - (v) *Good civic design and arrangement and wise and efficient expenditure of public funds.*
 - (vi) *Public utilities such as sewage disposal and water supply and other public improvements.*
 - (vii) *Recreation.*
 - (viii) *The use of resources in accordance with their character and adaptability.*
 - (ix) *A 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. (Recent amendment of MPEA – November, 2024)*

Procedures. At the upcoming meeting, the City Council will consider the approval of the distribution of the draft Master Plan Update, as well as adopt a resolution to assert its right to be the final approving authority on the Master Plan Update. Following City Council's approval of the distribution of the draft, the City will mail notices to adjacent communities, utilities, railroads, and regional planning commission (referred to as the "notice group"), notifying these agencies that there will be a 42-day review period, and that the document can be viewed on the City's website. The resolution that the Council must adopt to assert its right to be the final approving authority is a step that is outlined in the Michigan Planning Enabling Act (MPEA, Act 33 of 2008, as amended) if the legislative body has either historically been the final approving authority, or wishes to assert its right in this instance. It is our understanding that the City Council has historically been the final approving authority for the Master Plan and any updates.

Remaining Steps. The process to update the Master Plan includes only a few additional steps after the City Council to approves the distribution of the draft. The anticipated dates for the remaining steps are as follows:

- January 6, 2025 – Council considers approval of the distribution of the draft
- January 7, 2025 – Planning & Zoning Administrator to mail notices to notice group agencies and place Master Plan Update draft on the City website, marking the beginning of the 42-day review period
- February 20, 2025 – Planning Commission holds a special meeting (public hearing) to adopt a resolution recommending approval of the Master Plan Update to the City Council
- March 3, 2025 – City Council considers the final adoption of the Master Plan Update

During the 42-day review period and prior to the Planning Commission's public hearing, we anticipate one additional round of revisions to the document before the final adoption.

If there are any questions, please feel free to contact us.