

Oakland County's Coordinating Zoning Committee: Review Function for Cities and Villages

Established in 1982, the Coordinating Zoning Committee (CZC) is here to serve Oakland County's 62 local communities in the interest of exemplary planning. As of January 2022, the CZC consists of the following Oakland County Commissioners:

Commissioner Gwen Markham, CZC Chairperson, District 9

Commissioner Gary R. McGillivray, CZC Vice Chair, District 20

Commissioner Phil Weipert, CZC Member, District 8

Role of the CZC:

The responsibility of the CZC is to review and make recommendations on all city, village, and township master plans and select township rezoning cases.

The County is the only level of government charged with the responsibility of boundary coordination. Therefore, the review of land use and zoning activity at the municipal boundaries for rezoning requests or master plan changes is an important function of the CZC. However, recommendations that are included in a staff review and/or are made by the CZC on any township rezoning case or draft master plan are considered non-binding and remain to be instituted at the discretion of the municipality.

Rezoning Review:

This process is for the review of township rezoning cases only and is not applicable to cities and villages. However, cities and villages will be invited to any CZC meeting and sent a copy of our staff review when a rezoning case is adjacent to their borders. Please contact our office if you would like more information regarding township rezoning protocols for the CZC review process.

Master Plan Review:

Another role of the CZC is the review of all new, updated, or amended master plans. Changes to the Municipal Planning Act in 2003 required all communities (cities, villages, and townships) to send a copy of the draft master plan to the county and to all adjacent communities. Prior to this change, only townships sent their master plans to the CZC for review and these plans were sent after they were adopted. The state law (P.A. 33 of 2008, the Michigan Zoning Enabling Act) was updated in 2008 and is the current law in which this reviewing authority is granted.

- I. **Master Plan Review Process:** Changes to a master plan are sent to the county and adjacent communities before the community has adopted the plan. There are two (2) types of master plan changes that initiate a review by the CZC:
 - a. **Master Plan Update:** Oakland County has 63 days from the receipt of the draft master plan (or the date of the notification letter from the community) to conduct its review; adjacent communities and other jurisdictional authorities have the same timeline to provide comments on the plan. Plans are considered to be "updated" if extensive changes are proposed and/or the document is to be adopted under a new adoption date.
 - b. **Master Plan Amendments:** The review time is reduced to 42 days for all adjacent municipalities, Oakland County, and other jurisdictional authorities to conduct a review of the draft plan. The plan is considered to be "amended" if the existing master plan has a section(s) or minimal areas of information that is proposed to be added or changed. The document keeps its original adoption date and an amendment date is added to the plan once approved by the municipality.
- II. **Review Considerations:** A summary and analysis of the plan and the proposed changes are provided as part of our review. Future land use and zoning coordination at the border is a prime consideration in the reviewing and recommendation process for the draft master plan. These changes are usually reflected in the future land use plans within the master plan document, and recommendations are written to support transparency and coordination in these cases.

Under the Michigan Planning Enabling Act, following the review period, the elected board (township board, city, or village council) may choose to adopt the draft master plan. Recommendations and comments for any reviewing jurisdiction can be taken into consideration at that time in the process as deemed necessary by that municipality.

CZC Meetings:

CZC meetings are scheduled on an as-needed basis. Based on recent history, the CZC usually needs to meet about once a month. In scheduling meetings, the main concerns are meeting the 30, 42, or 63-day deadline, while providing enough time for the adjacent community to review and respond. At the discretion of the Chair, we schedule the CZC meetings before a regularly scheduled Economic Development & Infrastructure Committee meeting. Occasionally a special meeting may be scheduled in order to better accommodate a community's adoption process timeline and/or to adhere to state law requirements.

I serve as the planning staff to the Coordinating Zoning Committee. Please send all Master Plan updates and amendments to my office for review (address information is provided below). We have included a table of programs and services our department offers on the following page. If you have questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott E. Kree", is written over the word "Sincerely,".

Scott E. Kree | Senior Planner
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Program	Service / Mission
Brownfield Redevelopment Authority (OCBRA)	Provide assistance in the County's Brownfield initiative to clean-up and redevelop contaminated properties.
Environmental Stewardship	Provide information, plans and options to promote conservation of the natural environment while supporting sustainable economic growth, development, and redevelopment.
Historic Preservation Assistance	Support local efforts to maintain and enhance architectural and heritage resources through sustainable practices to enrich the quality of life for all.
Land Use & Zoning Services	Prepare and provide land use, zoning, and Master Plan reviews for communities to enhance coordination of land use decision-making.
Main Street Oakland County (MSOC)	Help local governments develop their downtowns as vibrant, successful districts that serve as the heart of their community.
Oakland County Household Hazardous Waste Program (NoHaz)	Help Oakland County residence to have an option for the proper disposal of household hazardous waste
Planning, Zoning and Development Training	Encourage communities to capitalize on their strengths and refine their economic development processes to implement their community vision.
Trail, Water & Land Alliance (TWLA)	Become an informed, coordinated, collaborative body that supports initiatives related to the County's Green Infrastructure Network