

AGENDA
CHOCOLAY TOWNSHIP BOARD
Joint Meeting
Township Fire Hall
February 10, 2025 – 5:30 PM

I. MEETING CALLED TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL: Dave Lynch (Supervisor), Max Engle (Clerk), Ben Zyburt (Treasurer), Richard Bohjanen, Jon LeGalley, Donald Rhein, Mark Stonerock (Trustees).

IV. APPROVAL OF AGENDA – Additions / Deletions.

V. PUBLIC COMMENT

VI. CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Regular Meeting January 13, 2025, Special Meetings January 8, and 16, 2025.
- B. Approve Revenues and Expenditure Reports – December 2024 (Unaudited)
- C. Approve Revenues and Expenditure Reports – January 2025.
- D. Approve Bills Payable, 2024 Check Register Reports – January 9, 16, and 24, 2025.
- E. Approve Bills Payable, 2025 Check Register Reports – January 2, 9, 16, 24, and 30, 2025.
- F. Approve Bills Payable, Tax Check Register Reports – January 16, and 24, 2025.
- G. Approve Regular Payroll – January 2, 16, and 30, 2025.

VII. SUPERVISOR REPORT

VIII. CLERK’S REPORT

IX. TREASURER’S REPORT

X. PUBLIC HEARING

XI. PRESENTATIONS

XII. UNFINISHED BUSINESS

XIII. NEW BUSINESS

- A. Consider Surveying Contract for Kawbawgam Pocket Park.
- B. Consider Application for MDNR Funding for Pocket Park Improvement.
- C. Consider Addition to 2025 Boards and Commissions.
- D. Consider Disposal of Township Surplus Inventory
- E. Consider Purchase of Two Plow Trucks.
- F. Joint Meeting with the Planning Commission
 - 1. Motion by Planning Commission to Join Meeting
 - 2. Public Comment Planning Commission
 - 3. 2024 Planning Commission Annual Report
 - 4. Joint Discussion for Planning Commission Questions
 - 5. Master plan – zoning ordinance project update
 - 6. Public Comment Planning Commission
 - 7. Motion by Planning Commission to Close Planning Commission Meeting

XIV. BOARD MEMBER'S COMMENTS

XIV. PUBLIC COMMENT

XVI. CORRESPONDENCE, MEETING MINUTES AND INFORMATION.

- A. Minutes – Chocolay Township Planning Commission – Regular Meeting of January 20, 2025, Draft.
- B. Minutes – Marquette County Solid Waste Management Authority – Regular Meeting of January 15, 2025, Draft.
- C. Minutes – US-41 Corridor Advisory Group – Regular Meeting of January 14, 2025.3
- D. Information – Flash Vote Mater Plan Survey Results – January 2025

XVII. ADJOURNMENT

January 13, 2025

The Regular Meeting of the Chocolay Township Board was held on Monday, January 13, 2025, in the Chocolay Township Fire Hall. Supervisor Lynch called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: David Lynch (Supervisor), Max Engle (Clerk), Ben Zybert (Treasurer), Richard Bohjanen, Don Rhein, Jon LeGalley, Mark Stonerock (Trustees)

STAFF PRESENT: Suzanne Sundell, Dale Throenle, Tony Carrick, Brad Johnson

APPROVAL OF AGENDA.

Rhein moved, Zybert supported to approve the agenda as amended (addition of Budget Amendment XIV.B.3, CF #1).

MOTION CARRIED

PUBLIC COMMENT – NONE.

CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Regular Meeting of December 9, 2024, and Special Meetings of December 11 & 12, 2024.
- B. Approve Revenue and Expenditure Reports – December 2024 (Unaudited)
- C. Approve Bills Payable, Check Register Reports – December 11, 2024 (Check #'s 27279 – 27297, in the amount of \$14,926.75), December 19, 2024 (Check #'s 27298 – 27310, in the amount of \$8,392.58), and December 31, 2024 (Check #'s 27311 – 27330, in the amount of \$52,337.87).
- D. Approve Bills Payable, Tax Check Register Reports – December 19, 2024 (Check #'s 5109 – 5114, in the amount of \$23,996.28), December 26, 2024 (Check #'s 5115 – 5119, in the amount of \$374,151.16), and December 31, 2024 (Check #'s 5120 – 5128, in the amount of \$12,384.56).
- E. Approve Bills Payable – Longevity Payroll of December 4, 2024 (Check #'s DD4725 – DD4733, Federal, State, and MERS in the amount of \$4,647.17), Regular Payroll of December 5, 2024 (Check #'s DD4734 – DD4768 and Check #'s 11645 – 11652, Federal, State, and MERS in the amount of \$48,475.10), Regular Payroll of December 19, 2024 (Check #'s DD4769 – DD4800 and Check #'s 11653 – 11660, Federal, State, and MERS in the amount of \$55,860.52), and PTO Payout – B. DeGroot of December 19, 2024 (Check # DD4801, Federal, State and MERS in the amount of \$9,558.25).

Rhein moved, Engle supported to approve the consent agenda as presented.
MOTION CARRIED

SUPERVISOR’S REPORT

Supervisor Lynch stated he had a call with Chet Janik and Daniel Sabolsky on Friday (Jan 10) and discussed the housing stipend being offered. Sabolsky is looking for something reasonable.

CLERK’S REPORT - NONE

TREASURER’S REPORT – Two \$250,000 agency bonds were called during the past quarter. They had interest rates of 5.10% and 5.00%. With these funds, a U.S. Treasury note was purchased for \$500,000 at 3.25%. There was also a Federal Home Loan bank for \$250,000 that matured at 0.58% and was reinvested with a U.S. Treasury note at 3.75%.

PUBLIC HEARING – NONE.

PRESENTATIONS – NONE.

CONSIDER REIMBURSEMENT OF SEWER OVERPAYMENT

Zybert moved, Rhein supported that the Chocolay Township Board approves staff recommendation and reimburse the \$1,200 accidental payment to the sewer account back to the resident.

MOTION CARRIED

CONSIDER FY 2024 BUDGET AMENDMENTS

**1. Capital Fund Budget Amendments
CF #11**

Rhein moved, Stonerock supported to approve the following Budget Amendment CF #11 as presented.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Zybert, Engle, Lynch

NAYS: None

MOTION CARRIED

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Fund expenditures of the Township on December 11, 2023 for fiscal year 2024; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to

modify the aforesaid budget,

Now Therefore, Be It Hereby Resolved, that the FY2024 budget be modified as follows:

	Current Budget	Change	Amended Budget
Revenue			
KBIC 2% Funds	\$ 175,000.00	\$ -	\$ 175,000.00
CPE Funds	\$ 152,500.00	\$ 5,000.00	\$ 157,500.00
Expenditures			
Police Training - CPE	\$ 2,500.00	\$ 5,000.00	\$ 7,500.00
Vehicles	\$ -	\$ 32,500.00	\$ 32,500.00
Capital Outlay	\$ 122,000.00	\$ 40,000.00	\$ 162,000.00
Land Improvements	\$ 31,500.00	\$ 17,500.00	\$ 49,000.00

2. General Fund Budget Amendment GF #5

Rhein moved, Bohjanen supported to approve the following Budget Amendment GF #5 as presented.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Zyburt, Engle, Lynch

NAYS: None

MOTION CARRIED

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated General Fund expenditures of the Township on December 11, 2023 for fiscal year 2024; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget,

Now Therefore, Be It Hereby Resolved, that the FY2024 budget be modified as follows:

	Current Budget	Change	Amended Budget
Revenue			
State Election Reimb	\$ 21,126.80	\$ 3,348.75	\$ 24,475.55
Dust Control Reimb	\$ -	\$ 2,013.76	\$ -
Expenditures			
Overtime	9,792.72	1,237.50	11,030.22
Early Voting Pay	48,139.75	2,111.25	50,251.00
Streets - Miscellaneous	1,500.00	2,013.76	3,513.76

3. Capital Fund Budget Amendments CF #1

Rhein moved, Engle supported to approve the following Budget Amendment CF #1 as presented.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Rhein, Bohjanen, Zyburt, Engle, Lynch

NAYS: None

MOTION CARRIED

Whereas, a budget was adopted by the Chocolay Township Board to govern the anticipated Capital Fund expenditures of the Township on December 9, 2024 for fiscal year 2025; and

Whereas, as a result of unanticipated changes in revenues and / or expenditures, it is necessary to modify the aforesaid budget,

Now Therefore, Be It Hereby Resolved, that the FY2025 budget be modified as follows:

	Current Budget	Change	Amended Budget
Police - Vehicles	\$ -	\$ 12,000.00	\$ 12,000.00
Capital Fund Outlay	\$ 813,280.00	\$ (12,000.00)	\$ 801,280.00

CONSIDER RECREATION RENTAL AGREEMENT WORDING CHANGE

Zyburt moved, Rhein supported that the Chocloy Township Board approves staff recommendation and adopt the language change on the recreation user agreement form to read, "All individuals, leagues, workshops or similar groups who wish to reserve any recreational facility shall pay a nonrefundable fee to the Township in the amount indicated above prior to the use of the facility".

MOTION CARRIED

PREPARATION REVIEW FOR JOINT MEETING IN FEBRUARY

The subject was brought up by Supervisor Lynch, and Board members were asked to forward any subjects they wished to have reviewed to Supervisor Lynch before the February meeting.

DISCUSS MANAGER POSITION

Supervisor Lynch will be contacting Daniel Sabolsky to see where he stands on finding housing. There may be a need to call a Special Meeting later this week to get the contract approved.

Trustee Bohjanen asked about the possibility of extra payment to any personnel that are doing the manager jobs (such as Supervisor Lynch). This may also include other staff. He feels it would be reasonable for anything that has to be done above and beyond be reimbursed at \$25 / hr. Trustee Rhein felt this may be opening a can of worms, especially since this was just a discussion with Clerk Engle. Trustee Stonerock felt this should be evaluated on a case-by-case basis. Supervisor Lynch feels that the extra hours will be reduced once a manager is on board.

Bohjanen moved, Zyburt supported that extra hours required for managerial duties by the supervisor during the time period that the Township is without a manager be paid at \$25.00 per hour.

(Supervisor Lynch abstained)

MOTION CARRIED

BOARD MEMBER COMMENTS

Mark Stonerock – None

Jon LeGalley – None

Don Rhein – Great work on trying to get the manager position filled

Richard Bohjanen – None

Ben Zyburt – None

Max Engle – None

David Lynch – None

PUBLIC COMMENT – None.

Zyburt moved, Stonerock supported that the meeting be adjourned.
MOTION CARRIED

The meeting was adjourned at 5:47 p.m.

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of December 16, Draft.
- B. Minutes – Marquette County Solid Waste Management Authority; Regular Meeting of December 18, 2024, Draft.
- C. Information – Marquette County Solid Waste Management Authority 2025 Meeting Schedule.
- D. Information – Marquette Area Wastewater Treatment Facility Advisory Board 2025 Meeting Schedule.
- E. Information – Superior Watershed Partnership Summary of Annual Services 2024.
- F. Information – MMRMA Distribution of Excess Net Asses from State Pool Retention Fund - \$1,883.00.
- G. Information – MMRMA Distribution of Excess Net Assets General - \$3,874.00.
- H. Information – Toys for Tots Certificate of Appreciation.
- I. Information – Township Newsletter – November and December 2024.
- J. Correspondence – D. Mulcahey, 633 Lakewood Lane.

Max Engle, Clerk

David Lynch, Supervisor

January 8, 2025

A Special Meeting of the Chocolay Township Board was held on Wednesday, January 8, 2025, in the Chocolay Township Fire Hall. Supervisor Lynch called the meeting to order at 5:30 p.m. The Special Meeting was called to discuss the Township Manager position.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: David Lynch (Supervisor), Richard Bohjanen, Don Rhein, Jon LeGalley, Mark Stonerock (Trustees)

ABSENT: Max Engle (Clerk), Ben Zyburt (Treasurer)

STAFF PRESENT: Suzanne Sundell, Dale Throenle, Lisa Perry, Joe Neumann, Lee Gould, Tony Carrick, Linda Poole

OTHERS PRESENT (via ZOOM): Chet Janik, Michigan Leadership Institute

APPROVAL OF AGENDA.

Rhein moved, Bohjanen supported to approve the agenda as presented.

MOTION CARRIED

DISCUSS MANAGER POSITION

Supervisor Lynch indicated that Daniel Sabolsky has indicated he is not able to proceed with accepting the position due to housing issues. Supervisor Lynch had asked Chet Janik to reach out to the second person - James Shockey who also declined citing housing issues.

Supervisor Lynch stated that we could hire an interim manager, but this would be expensive. Lynch felt that if the Township would be able to provide housing, we may be able to get Sabolsky on board. This is not uncommon in the current housing market. Lynch feels that Sabolsky is sincere in wanting the position. The contract would need to be rewritten to include housing – the Board felt there needs to be a time frame, such as 6 months, to protect the Township. It was felt there should also be a cap on the per month amount.

Chet Janik feels this would be a good addition to the contract. He feels that Sabolsky is sincere.

Rhein moved, Stonerock supported to authorize the Supervisor to enter into negotiations with Daniel Sabolsky to provide a housing stipend.

ROLL CALL VOTE

AYES: Stonerock, LeGalley, Bohjanen, Rhein, Lynch

NAYS: None

ABSENT: Zyburt, Engle
MOTION CARRIED

BOARD MEMBER COMMENTS

Mark Stonerock – good job on coming up with possible solution

Jon LeGalley – None.

Don Rhein – None.

Richard Bohjanen – may know of a couple people with housing available – will contact and bring information back to Board.

Ben Zyburt – Absent

Max Engle – apologized for being late

Dave Lynch – feels it's important to have a solution and appreciates the Board working on it

PUBLIC COMMENT

Tony Carrick, Silver Creek Road – Feels that there are two really good candidates, and glad the Board is going this route.

Engle moved, Rhein supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 5:47 p.m.

Max Engle, Clerk

David Lynch, Supervisor

January 16, 2025

A Special Meeting of the Chocolay Township Board was held on Wednesday, January 16, 2025, in the Chocolay Township Fire Hall. Supervisor Lynch called the meeting to order at 5:30 p.m. The Special Meeting was called to discuss the Township Manager position.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: David Lynch (Supervisor), Max Engle (Clerk), Ben Zyburt (Treasurer) Richard Bohjanen, Don Rhein, Jon LeGalley, (Trustees)

ABSENT: Mark Stonerock (excused)

STAFF PRESENT: Suzanne Sundell, Dale Throenle, Lisa Perry, Lee Gould, Tony Carrick, Nick Carter

OTHERS PRESENT (via ZOOM): Chet Janik, Michigan Leadership Institute

APPROVAL OF AGENDA.

Rhein moved, Zyburt supported to approve the agenda as presented.

MOTION CARRIED

CLERK

Clerk Engle reported he had just received the list of jurisdictions to be audited from the November General Election, and Chocolay was not on it.

DISCUSS MANAGER POSITION

Chet Janik went over the history of the Township Manager hiring process. The challenge is finding housing in Marquette. A stipend had been offered, but finding something suitable proved unsuccessful. Sabolsky had withdrawn from the manager position as of the morning of Tuesday, January 14th.

Janik has gone over his notes – there were 31 candidates initially, with 12 being found acceptable, and 5 went to Board for interviews. He feels there are still some viable candidates in the remaining 7.

After discussion, it was felt that Janik should contact:

1. Steven Mulka
2. Eric Paupore
3. Richard Lock
4. Randy Scholz

Trustee Bohjanen questioned why a couple of initial candidates were not included. Police Chief Carrick asked to speak and based on information that he knew, he would not be comfortable with one of the candidates being manager.

For candidates that are interested, interviews will be conducted on either Tuesday, January 21 or Wednesday, January 22.

BOARD MEMBER COMMENTS

Mark Stonerock – Absent

Jon LeGalley – None.

Don Rhein – None.

Richard Bohjanen – None.

Ben Zyburt – None.

Max Engle – None.

Dave Lynch – None.

PUBLIC COMMENT

Tony Carrick, Silver Creek Road (Police Chief) - Asked to be able to review the applications of the next four candidates.

Zyburt moved, LeGalley supported that the meeting be adjourned.

MOTION CARRIED

The meeting was adjourned at 5:47 p.m.

Max Engle, Clerk

David Lynch, Supervisor

REVENUE AND EXPENDITURE REPORT FOR CHOCOLAY TOWNSHIP
 PERIOD ENDING 12/31/2024
 % Fiscal Year Completed: 100.00

ACCOUNT DESCRIPTION	2024		YTD BALANCE 12/31/2024	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2024 AMENDED BUDGET			
Fund 101 - GENERAL FUND					
000.000	2,707,924.00	2,739,348.98	1,043,361.57	1,695,987.41	38.09
TOTAL REVENUES	<u>2,707,924.00</u>	<u>2,739,348.98</u>	<u>1,043,361.57</u>	<u>1,695,987.41</u>	<u>38.09</u>
103.000 - TOWNSHIP BOARD	200,601.00	200,601.00	198,375.71	2,225.29	98.89
172.000 - TOWNSHIP MANAGER	0.00	0.00	4,587.56	(4,587.56)	100.00
175.000 - TOWNSHIP SUPERVISOR	17,012.00	17,012.00	13,629.16	3,382.84	80.11
190.000 - ELECTION DEPARTMENT	77,493.00	101,149.39	58,750.56	42,398.83	58.08
202.000 - ASSESSOR	75,975.00	75,975.00	66,539.09	9,435.91	87.58
215.000 - CLERK	151,968.00	151,968.00	147,538.81	4,429.19	97.09
247.000 - BOARD OF REVIEW	2,828.00	2,828.00	1,138.56	1,689.44	40.26
253.000 - TREASURER	82,273.00	82,273.00	73,580.29	8,692.71	89.43
258.000 - TECHNOLOGY	103,575.00	103,575.00	67,013.86	36,561.14	64.70
265.000 - TOWNSHIP HALL & GROUNDS	128,675.00	128,675.00	40,541.34	88,133.66	31.51
285.000 - OTHER GENERAL GOVERNMENT	515,888.00	515,888.00	441,163.76	74,724.24	85.52
305.000 - POLICE DEPARTMENT	589,149.00	589,659.72	539,444.29	50,215.43	91.48
340.000 - FIRE DEPARTMENT	279,304.00	294,239.67	107,261.59	186,978.08	36.45
440.000 - STREETS	23,400.00	25,413.76	24,006.26	1,407.50	94.46
526.000 - SANITARY LANDFILL	36,400.00	36,400.00	20,279.16	16,120.84	55.71
756.000 - RECREATION AND PROPERTIES	305,885.00	306,228.44	236,222.10	70,006.34	77.14
800.000 - ZONING	128,339.00	128,339.00	126,966.49	1,372.51	98.93
805.000 - ZONING/PLANNING COMMISSION	13,919.00	13,919.00	7,435.84	6,483.16	53.42
815.000 - ZONING/APPEALS BOARD	4,713.00	4,713.00	2,659.06	2,053.94	56.42
TOTAL EXPENDITURES	<u>2,737,397.00</u>	<u>2,778,856.98</u>	<u>2,177,133.49</u>	<u>601,723.49</u>	<u>78.35</u>
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	<u>2,707,924.00</u>	<u>2,739,348.98</u>	<u>1,043,361.57</u>	<u>1,695,987.41</u>	<u>38.09</u>
TOTAL EXPENDITURES	<u>2,737,397.00</u>	<u>2,778,856.98</u>	<u>2,177,133.49</u>	<u>601,723.49</u>	<u>78.35</u>
NET OF REVENUES & EXPENDITURES	(29,473.00)	(39,508.00)	(1,133,771.92)	1,094,263.92	2,869.73

REVENUE AND EXPENDITURE REPORT FOR CHOCOLAY TOWNSHIP
 PERIOD ENDING 01/31/2025
 % Fiscal Year Completed: 8.49

ACCOUNT DESCRIPTION	2025		YTD BALANCE 01/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2025 AMENDED BUDGET			
Fund 101 - GENERAL FUND					
000.000	3,739,091.00	3,739,091.00	21,424.05	3,717,666.95	0.57
TOTAL REVENUES	<u>3,739,091.00</u>	<u>3,739,091.00</u>	<u>21,424.05</u>	<u>3,717,666.95</u>	<u>0.57</u>
103.000 - TOWNSHIP BOARD	264,276.00	264,276.00	5,005.72	259,270.28	1.89
172.000 - TOWNSHIP MANAGER	0.00	0.00	4,688.61	(4,688.61)	100.00
175.000 - TOWNSHIP SUPERVISOR	17,301.00	17,301.00	1,158.48	16,142.52	6.70
190.000 - ELECTION DEPARTMENT	35,183.00	35,183.00	394.95	34,788.05	1.12
202.000 - ASSESSOR	91,112.00	91,112.00	7,218.31	83,893.69	7.92
215.000 - CLERK	167,405.00	167,405.00	15,731.33	151,673.67	9.40
247.000 - BOARD OF REVIEW	3,606.00	3,606.00	0.00	3,606.00	0.00
253.000 - TREASURER	84,760.00	84,760.00	6,236.55	78,523.45	7.36
258.000 - TECHNOLOGY	167,300.00	167,300.00	26,769.57	140,530.43	16.00
265.000 - TOWNSHIP HALL & GROUNDS	105,750.00	105,750.00	3,320.00	102,430.00	3.14
285.000 - OTHER GENERAL GOVERNMENT	550,430.00	550,430.00	72,145.36	478,284.64	13.11
305.000 - POLICE DEPARTMENT	593,956.00	593,956.00	61,092.44	532,863.56	10.29
340.000 - FIRE DEPARTMENT	183,350.00	183,350.00	3,539.99	179,810.01	1.93
440.000 - STREETS	24,150.00	24,150.00	1,269.13	22,880.87	5.26
526.000 - SANITARY LANDFILL	29,400.00	29,400.00	439.93	28,960.07	1.50
756.000 - RECREATION AND PROPERTIES	189,209.00	189,209.00	16,541.79	172,667.21	8.74
800.000 - ZONING	83,369.00	83,369.00	15,012.78	68,356.22	18.01
805.000 - ZONING/PLANNING COMMISSION	13,546.00	13,546.00	695.63	12,850.37	5.14
815.000 - ZONING/APPEALS BOARD	4,763.00	4,763.00	0.00	4,763.00	0.00
TOTAL EXPENDITURES	<u>2,608,866.00</u>	<u>2,608,866.00</u>	<u>241,260.57</u>	<u>2,367,605.43</u>	<u>9.25</u>
Fund 101 - GENERAL FUND:					
TOTAL REVENUES	<u>3,739,091.00</u>	<u>3,739,091.00</u>	<u>21,424.05</u>	<u>3,717,666.95</u>	<u>0.57</u>
TOTAL EXPENDITURES	<u>2,608,866.00</u>	<u>2,608,866.00</u>	<u>241,260.57</u>	<u>2,367,605.43</u>	<u>9.25</u>
NET OF REVENUES & EXPENDITURES	<u>1,130,225.00</u>	<u>1,130,225.00</u>	<u>(219,836.52)</u>	<u>1,350,061.52</u>	<u>19.45</u>

01/09/2025

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK NUMBERS 27349 - 27362 **2024 CHECKS**

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
01/09/2025	GEN	27349	AMAZON CAPITAL SERVICES	750.89
01/09/2025	GEN	27350	BENSINGER, COTANT, & MENKES,PC	888.00
01/09/2025	GEN	27351	CONWAY SHIELDS	1,048.00
01/09/2025	GEN	27352	EL COM SYSTEMS	438.59
01/09/2025	GEN	27353	IMPERIAL DADE	130.65
01/09/2025	GEN	27354	LOYALTEES CUSTOM APPAREL	30.00
01/09/2025	GEN	27355	MENARDS	21.83
01/09/2025	GEN	27356	MIDAMERICA ADMINISTRATIVE &	1,960.31
01/09/2025	GEN	27357	POMP'S TIRE SERVICE, INC.	82.21
01/09/2025	GEN	27358	PRINTING SYSTEMS	258.23
01/09/2025	GEN	27359	QUALITY CAR CARE CENTER	315.83
01/09/2025	GEN	27360	SUPERIOR COLLISION	250.00
01/09/2025	GEN	27361	VERIZON	289.66
01/09/2025	GEN	27362	WEX BANK	2,067.02

GEN TOTALS:

Total of 14 Checks:	8,531.22
Less 0 Void Checks:	0.00
Total of 14 Disbursements:	8,531.22

GENERAL FUND	\$ 7,947.39
CAPITAL FUND	\$ 35.94
SEWER FUND	\$ 547.89
	\$ 8,531.22

01/16/2025

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 01/16/2025 - 01/16/2025 (2024 Checks)

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
01/16/2025	GEN	27367	ALGER-DELTA CO-OPERATIVE	2,617.18
01/16/2025	GEN	27368	AMAZON CAPITAL SERVICES	25.52
01/16/2025	GEN	27369	CHOCOLAY TOWNSHIP	918.17
01/16/2025	GEN	27370	CITY OF MARQUETTE	4,489.54
01/16/2025	GEN	27371	CONWAY SHIELDS	1,108.42
01/16/2025	GEN	27372	ELAN FINANCIAL SERVICES	352.06
01/16/2025	GEN	27373	PETER WHITE PUBLIC LIBRARY	120,238.37
01/16/2025	GEN	27374	VERIZON	41.11

GEN TOTALS:

Total of 8 Checks:	129,790.37
Less 0 Void Checks:	0.00
Total of 8 Disbursements:	129,790.37

GENERAL FUND	\$ 3,027.29
LIBRARY FUND	\$ 120,238.37
SEWER FUND	\$ 6,524.71
	\$ 129,790.37

01/24/2025

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK NUMBERS 27385 - 27387 **(2024 Checks)**

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
01/24/2025	GEN	27385	LADOLCE VIDEO & DESIGN	320.84
01/24/2025	GEN	27386	MARES-Z-DOATS FEED	938.37
01/24/2025	GEN	27387	VERIZON	<u>243.66</u>

GEN TOTALS:

Total of 3 Checks:	1,502.87
Less 0 Void Checks:	<u>0.00</u>
Total of 3 Disbursements:	1,502.87

GENERAL FUND \$ 1,502.87

\$ 1,502.87

01/02/2025 CHECK REGISTER FOR CHOCOLAY TOWNSHIP
 CHECK DATE FROM 01/02/2025 - 01/02/2025

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
01/02/2025	GEN	27331	ACCIDENT FUND INSURANCE CO OF AMER	2,489.50
01/02/2025	GEN	27332	BARAGA TELEPHONE COMPANY	2.30
01/02/2025	GEN	27333	CYBER 74, LLC	3,750.00
01/02/2025	GEN	27334	DELTA DENTAL	779.71
01/02/2025	GEN	27335	LASCO DEVELOPMENT CORPORATION	835.22
01/02/2025	GEN	27336	MARQUETTE COUNTY EQUALIZATION DEPT	6,670.00
01/02/2025	GEN	27337	MEDICAL AIR SERVICES ASSOCIATION	156.00
01/02/2025	GEN	27338	MICHIGAN ASSOC. OF CHIEFS OF POLICE	1,295.00
01/02/2025	GEN	27339	MICHIGAN MUNICIPAL RISK	29,116.50
01/02/2025	GEN	27340	MICHIGAN STATE FIREMEN'S ASSOC	100.00
01/02/2025	GEN	27341	MICHIGAN STATE POLICE	1,000.00
01/02/2025	GEN	27342	MICHIGAN TOWNSHIPS ASSOCIATION	432.00
01/02/2025	GEN	27343	MISS DIG 811	1,055.72
01/02/2025	GEN	27344	NORTHSTAR EMPLOYEE ASSISTANCE	270.00
01/02/2025	GEN	27345	SBAM PLAN	12,637.87
01/02/2025	GEN	27346	STANDARD INSURANCE COMPANY	860.20
01/02/2025	GEN	27347	VSP-VISION SERVICE PLAN	609.85
01/02/2025	GEN	27348	ZOHO CORPORATION	3,312.50

GEN TOTALS:

Total of 18 Checks:	65,372.37
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	<u>65,372.37</u>

GENERAL FUND	\$ 63,433.91
SEWER FUND	\$ 1,938.46
	\$ 65,372.37

01/09/2025

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK NUMBERS 27363 - 27366 **2025 CHECKS**

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
01/09/2025	GEN	27363	EMERGENCY SERVICE MKTG CORP	314.00
01/09/2025	GEN	27364	JON LEGALLEY	154.10
01/09/2025	GEN	27365	MICHIGAN MUNICIPAL RISK	914.00
01/09/2025	GEN	27366	PENINSULA FIBER NETWORK LLC	<u>509.05</u>

GEN TOTALS:

Total of 4 Checks:				1,891.15
Less 0 Void Checks:				<u>0.00</u>
Total of 4 Disbursements:				1,891.15

GENERAL FUND \$ 1,891.15

\$ 1,891.15

01/16/2025

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK NUMBERS 27375 - 27384 **2025 Checks**

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
01/16/2025	GEN	27375	ACE HARDWARE	18.24
01/16/2025	GEN	27376	ADVENTURE CENTRE	100.78
01/16/2025	GEN	27377	AMAZON CAPITAL SERVICES	31.87
01/16/2025	GEN	27378	JANET SEPPA	1,200.00
01/16/2025	GEN	27379	MEDICAL AIR SERVICES ASSOCIATION	156.00
01/16/2025	GEN	27380	MENARDS	18.29
01/16/2025	GEN	27381	MICHIGAN ASSOC OF MUNICIPAL CLERKS	300.00
01/16/2025	GEN	27382	O'REILLY AUTOMOTIVE INC.	121.26
01/16/2025	GEN	27383	POMP'S TIRE SERVICE, INC.	1,015.61
01/16/2025	GEN	27384	WASTE MANAGEMENT OF WI-MN	289.93

GEN TOTALS:

Total of 10 Checks:	3,251.98
Less 0 Void Checks:	0.00
Total of 10 Disbursements:	<u>3,251.98</u>

GENERAL FUND	\$ 2,051.98
SEWER FUND	\$ 1,200.00
	\$ 3,251.98

01/24/2025

CHECK REGISTER FOR CHOCOLAY TOWNSHIP
 CHECK NUMBERS 27388 - 27405 **(2025 Checks)**

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
01/24/2025	GEN	27388	ADVENTURE CENTRE	13,243.45
01/24/2025	GEN	27389	ADVENTURE CENTRE	162.95
01/24/2025	GEN	27390	CDW-G GOVERNMENT	2,896.82
01/24/2025	GEN	27391	DELTA DENTAL	908.11
01/24/2025	GEN	27392	DLP MQT PHYSICIAN PRACTICES, INC	339.00
01/24/2025	GEN	27393	DOUG MCMAHON	139.15
01/24/2025	GEN	27394	LAKE SUPERIOR COMMUNITY PARTNERSHIP	3,500.00
01/24/2025	GEN	27395	MASON MITCHELL	46.59
01/24/2025	GEN	27396	MICHIGAN TOWNSHIPS ASSOCIATION	252.00
01/24/2025	GEN	27397	MINING JOURNAL	428.40
01/24/2025	GEN	27398	NORTHERN MI ASSN CHIEFS OF POLICE	75.00
01/24/2025	GEN	27399	O'REILLY AUTOMOTIVE INC.	25.12
01/24/2025	GEN	27400	RINGCENTRAL INC	716.64
01/24/2025	GEN	27401	SBAM PLAN	13,923.69
01/24/2025	GEN	27402	SEMCO ENERGY GAS COMPANY	1,836.46
01/24/2025	GEN	27403	SHERWIN WILLIAMS	32.45
01/24/2025	GEN	27404	VSP-VISION SERVICE PLAN	534.75
01/24/2025	GEN	27405	WASTE MANAGEMENT OF WI-MN	150.00

GEN TOTALS:

Total of 18 Checks:	39,210.58
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	<u>39,210.58</u>

GENERAL FUND	\$ 24,897.33
CAPITAL FUND	\$ 13,243.45
SEWER FUND	\$ 1,069.80
	\$ 39,210.58

01/30/2025 CHECK REGISTER FOR CHOCOLAY TOWNSHIP
 CHECK DATE FROM 01/30/2025 - 01/30/2025

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL CHECKING				
01/30/2025	GEN	27406	ACE HARDWARE	3.99
01/30/2025	GEN	27407	ACE HARDWARE	19.99
01/30/2025	GEN	27408	ADVENTURE CENTRE	319.54
01/30/2025	GEN	27409	AMAZON CAPITAL SERVICES	29.95
01/30/2025	GEN	27410	AMAZON CAPITAL SERVICES	143.99
01/30/2025	GEN	27411	AMAZON CAPITAL SERVICES	84.90
01/30/2025	GEN	27412	AMAZON CAPITAL SERVICES	44.98
01/30/2025	GEN	27413	AMAZON CAPITAL SERVICES	65.97
01/30/2025	GEN	27414	AMAZON CAPITAL SERVICES	172.40
01/30/2025	GEN	27415	BS&A SOFTWARE	7,010.00
01/30/2025	GEN	27416	ELECTION SOURCE	394.95
01/30/2025	GEN	27417	GENESEE INTERMEDIATE SCHOOL DISTRIC	2,916.00
01/30/2025	GEN	27418	HERITAGE MOTORS	391.02
01/30/2025	GEN	27419	LASCO DEVELOPMENT CORPORATION	1,067.04
01/30/2025	GEN	27420	LERMA, INC.	75.00
01/30/2025	GEN	27421	MARQUETTE BD OF LIGHT & POWER	4,461.30
01/30/2025	GEN	27422	MENARDS	48.97
01/30/2025	GEN	27423	MENARDS	64.57
01/30/2025	GEN	27424	MENARDS	42.23
01/30/2025	GEN	27425	MICHIGAN TOWNSHIPS ASSOCIATION	400.00
01/30/2025	GEN	27426	NMPSA	260.00
01/30/2025	GEN	27427	O'REILLY AUTOMOTIVE INC.	8.99
01/30/2025	GEN	27428	ODP BUSINESS SOLUTIONS LLC	51.51
01/30/2025	GEN	27429	ODP BUSINESS SOLUTIONS LLC	102.73
01/30/2025	GEN	27430	PETER WHITE PUBLIC LIBRARY	18,156.77
01/30/2025	GEN	27431	POMP'S TIRE SERVICE, INC.	555.42
01/30/2025	GEN	27432	POMP'S TIRE SERVICE, INC.	69.08
01/30/2025	GEN	27433	STANDARD INSURANCE COMPANY	962.24
01/30/2025	GEN	27434	WOLVERINE DOOR SERVICE	65.00

GEN TOTALS:	
Total of 29 Checks:	37,988.53
Less 0 Void Checks:	0.00
Total of 29 Disbursements:	37,988.53

GENERAL FUND	\$ 18,058.44
LIBRARY FUND	\$ 18,156.77
SEWER FUND	\$ 1,773.32
	\$ 37,988.53

01/16/2025 CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 01/16/2025 - 01/16/2025

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
01/16/2025	TAXC	5129	CHOCOLAY TOWNSHIP	774,899.56
01/16/2025	TAXC	5130	IRON ORE HERITAGE TRAIL AUTHORITY	24,244.60
01/16/2025	TAXC	5131	MARESA	1,401.91
01/16/2025	TAXC	5132	MARQUETTE AREA PUBLIC SCHOOLS	437,693.98
01/16/2025	TAXC	5133	MARQUETTE COUNTY TREASURER	<u>289,835.74</u>

TAXC TOTALS:

Total of 5 Checks:	1,528,075.79
Less 0 Void Checks:	<u>0.00</u>
Total of 5 Disbursements:	1,528,075.79

TAX FUND \$ 1,528,075.79

\$ 1,528,075.79

01/24/2025 CHECK REGISTER FOR CHOCOLAY TOWNSHIP
CHECK DATE FROM 01/24/2025 - 01/24/2025

Check Date	Bank	Check	Vendor Name	Amount
Bank TAXC TAX COLLECTION - CHECKING				
01/24/2025	TAXC	5134	CHOCOLAY TOWNSHIP	117,578.20
01/24/2025	TAXC	5135	GUTZMAN BARBARA	562.31
01/24/2025	TAXC	5136	IRON ORE HERITAGE TRAIL AUTHORITY	3,675.34
01/24/2025	TAXC	5137	MARESA	1,635.32
01/24/2025	TAXC	5138	MARQUETTE AREA PUBLIC SCHOOLS	88,431.26
01/24/2025	TAXC	5139	MARQUETTE COUNTY TREASURER	<u>48,603.95</u>

TAXC TOTALS:			
Total of 6 Checks:			260,486.38
Less 0 Void Checks:			<u>0.00</u>
Total of 6 Disbursements:			260,486.38

TAX FUND **\$ 260,486.38**

\$ 260,486.38



Issue Brief:

Meeting: Discussion February Board Meeting

Date: 2/5/2025

Issue Summary:

Should the Township Board sign a contract with North Country Surveying, PLLC to survey the Kawbawgam pocket park?

Background:

The Township does not have a legal survey for the property for the Kawbawgam pocket park. Not having a legal survey disqualifies us for any grant opportunities that may come up. With the expansion of the Iron Ore Heritage trail extending east to Lakenenland, we would like to use the Kawbawgam pocket park as a trail head. The current parking area and restroom are inadequate for this type of usage so staff would like to explore grant possibilities for improvements.

The survey will also allow us to verify if we have or have not encroached on neighboring properties.

Last year a request was made to KBIC for 2% money to have the Kawbawgam pocket park surveyed. In November. The KBIC approved the request, and staff would like to move forward with the survey.

Analysis:

Staff released an RFP in January to have the property surveyed. We sent the RFP to several surveying companies, posted it on our website and with the Marquette Builders exchange.

We received one bid back which is well below what is allocated for the work.

Recommendation:

It is the staff's recommendation to sign the contract with North Country Surveying, PLLC to have Township owned property surveyed off Kawbawgam Road.

Author: Brad Johnson

Date: 2/5/2025



Suggested Resolution:

Meeting: February Board Meeting

Date: 2/5/2025

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board approves the expenditure of not more than \$6,450.00 to be paid out of the recreation capital improvement fund and award a contract to North Country Surveying, PLLC for the property survey.

Vote:



Issue Brief: Request to Authorize Kawbawgam Pocket Park Improvement Funds

Meeting: Discussion February Board Meeting

Date: February 10th, 2025

Issue Summary:

Should the Board Authorize Staff to apply for an MDNR Recreation Passport Grant to improve Kawbawgam Pocket Park?

Background:

This project will request funds from the MDNR Recreation Passport grant program to offset the cost of replacing the existing vault toilet at Kawbawgam Pocket Park. The current restroom has been in service to the Township more than 20 years and was used by the State of Michigan prior to that. Structurally, the building has been repaired numerous times and has outlived its useful functioning life. MDNR funds would help replace this structure with a low maintenance model designed to last for decades. Additional items to be included in this project include park signage, an aggregate walkway and other requirements specific to this grant opportunity.

A similar model vault toilet was installed at Lion's Field Park in 2016 and has proven a sound investment. Not only does it offer an appealing design and minimal odor, but it is ADA accessible, providing ease of access to a wide range of users. This structure has been trouble-free for the past 9 years, and future problems outside of regular maintenance are not expected.

The DNR Recreation Passport Grant is the most likely source to fund the majority of this project, given its average 30% award rate. This DNR grant is open until April 1st of each year, with awards announced in December.

Analysis:

If awarded a DNR Recreation Passport Grant, the Township will be reimbursed for eligible funds spent over the course of this project, with a minimum 25%, \$23,800 local match requirement. A total commitment of \$95,200 will be budgeted from the existing Board approved Recreation Capital Outlay budget in 2026. Should this grant not be awarded, construction activities and timing will be reevaluated.

Recommendation:

Consider directing staff to apply for the 2025 MDNR Recreation Passport Grant providing funds to remove the current vault toilet and install a new model at Kawbawgam Pocket Park.



Charter Township of Chocolay

5010 US 41 South
Marquette, MI 49855
Phone: 906-249-1448 Fax: 906-249-1313
Chocolay.gov

RECREATION PASSPORT GRANT PROGRAM

RESOLUTION OF AUTHORIZATION- LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS

WHEREAS, The Chocolay Township Board supports the submission of an application titled, "Kawbawgam Pocket Park Improvements" to the Recreation Passport Grant Program for development of improved access and amenities at Kawbawgam Pocket Park; and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan OR Current Annual Capital Improvement Plan; and,

WHEREAS, Chocolay Township is hereby making a financial commitment to the project in the amount of \$23,800 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that The Chocolay Township Board hereby authorizes submission of a Recreation Passport Grant Program Application for \$95,200 and further resolves to make available its financial obligation amount of \$23,800 (25%) of a total of \$95,200 project cost during the 2026 fiscal year.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by of _____ at their regular meeting held on February 10th, 2025 at 5:30 p.m. in the Chocolay Township Fire Hall, with a quorum present.

Clerk

Dated:



Issue Brief: Appointment to Iron Ore Heritage Trail Board

Meeting: Discussion February Board Meeting

Date: February 10th, 2025

Issue Summary:

Should the Township Board appoint Joe Neumann as the Chocolay Representative on the Board of Directors of the Iron Ore Heritage Trail Recreation Authority?

Background:

As a municipality whose voters support the Iron Ore Heritage Trail, Chocolay Township is responsible for appointing a representative. Don Britton has filled this role since the trail was authorized in 2006. Don will be retiring from the position in April of 2025, necessitating a new Township appointee.

Analysis:

Township Grants Planner Joe Neumann is a Chocolay resident and avid trail user. His professional and personal experiences and interests would lend well to this position. He and Don Britton have discussed the role and agree it would be a good fit.

Recommendation:

Consider appointing Joe Neumann as the Chocolay Representative of the Iron Ore Heritage Trail Recreation Authority.

Author: David Lynch

Date: 2-3-2025



**Motion: To adopt additional appointment made by Supervisor Lynch for the
“Boards, Committees, and Commissions – 2025”**

Meeting: February Board Meeting

Date: February 10, 2025

Proposed Motion:

_____ moved _____ supported to approve the additional appointment by Supervisor Lynch, of Joe Neumann to the Iron Ore Heritage Trail Recreation Authority, to complete the term (01-01-2025 through 04-01-27) of Don Britton due to his retirement in April 2025.

Majority Vote

Author: David Lynch

Date: 02/03/2025



Issue Brief: Surplus Inventory

Meeting: February Board Meeting

Date: February 10, 2025

Issue Summary

Disposal of Township surplus inventory

Background

Staff has gathered equipment and supplies that are no longer useable for use in the Township. The equipment and supplies includes older technology equipment that has been in storage.

Staff wishes to dispose of the equipment through donations, recycling or staff removal.

Analysis

Staff has put together a surplus inventory list that details the items considered surplus.

Desktops and laptops on the list will have the hard drives removed prior to disposal to ensure Township data is not compromised. The hard drives will be given to the Police Department for final disposal.

No items on the list are considered to have a resale value.

Recommendation

Staff recommends that:

- 1) The Township Board review the attached surplus list to determine if the items on the list should be considered surplus.
- 2) The Township Board review the attached surplus list to determine if the disposal of the items considered surplus is accurate.
- 3) The Township Board consider if items can be given to Township employees if there is a desire for items on the list.

Author: Dale Throenle

Date: January 27, 2025

Attachment

1. *Surplus Inventory*



Suggested Motion for Surplus Inventory

Meeting: February Board Meeting

Date: February 10, 2025

Suggested Motion

_____ moved, and _____ seconded

to permit disposal of items on the *Surplus Inventory* as [presented / revised], and to [allow / not allow] staff to obtain items on the list.

Vote:

**Chocolay Township
Surplus Inventory**

XIII.D.3

Number	Manufacturer	Item	Quantity	Color	Status	Serial Number	Comments	Disposition
1	unknown	inboxes	4	black	used	none	plastic letter size	donate
2	unknown	inboxes	2	black	used	none	plastic large size	donate
3	Umbra	mini trash can	1	black	used	none	plastic - desktop size	donate
4	unknown	desktop organizer	1	grey	used	none	plastic three drawer	donate
5	Tripp-Lite	UPS - Series AGPS5487	1	black	used	9926ELCPS719000002	needs battery	recycle
6	Premium	toner cartridge	1	green	new	none	for HP P4014 / P4015N / P4015X	donate
7	Premium	Laser toner cartridge PTCF2212A	1	yellow	new	none	for HP LaserJet Pro 200 color	donate
8	Lenovo	keyboard	1	black	used	1138973	wired	donate
9	APC	Back-UPS CS 500	1	black	used	4B1624P11909	needs battery	donate
10	SuppliesOutlet.com	Laser toner cartridge	1	yellow	new	S0HCF212A	for HP LaserJet Pro 200 color	donate
11	SuppliesOutlet.com	Laser toner cartridge	1	black	new	S0HCF210X	for HP LaserJet Pro 200 color	donate
12	SuppliesOutlet.com	Laser toner cartridge	1	red	new	S0HFC213A	for HP LaserJet Pro 200 color	donate
13	CompuCarriers	Laptop bag	1	black	used	none	for 14" or smaller laptop	donate
14	Sony	Cybershot	1	black	used	568273	with power supply - lense damaged	recycle
15	Sony	Handycam DCR-HC96	1	silver	used	336516	with power supply and cables	donate
16	Epson	TM-T2011 model M267D	1	black	used	TC7Y010199	with power supply	donate
17	Panasonic	FZ-VSC551W smart card reader	1	black	new	1KTSA80037	for Panasonic equipment	donate
18	HP	HSTNN-502X docking station	1	black	used	08007BB3E247	with power supply	donate
19	Magtek	license scanner	1	black	used	none	with USB cable	donate
20	Wolfcom	3rd Eye	1	black	used	G48261	missing camera	police recycle
21	Dell	Optiplex 3020 tower	1	black	used	36212308418	operational 4 GB memory, 455 GB hard drive	recycle
22	Dell	Optiplex 3020 tower	1	black	used	36126882578	operational 4 GB memory, 455 GB hard drive	recycle
23	Dell	Optiplex 3020 tower	1	black	used	28711236637	operational 12 GB memory, 455 GB hard drive	recycle
24	Dell	Optiplex 3020 tower	1	black	used	36145263746	operational 4 GB memory, 455 GB hard drive	recycle
25	Dell	Optiplex 3020 tower	1	black	used	36194019266	operational 4 GB memory, 455 GB hard drive	recycle
26	Dell	Optiplex 3020 tower	1	black	used	36194019266	operational 4 GB memory, 455 GB hard drive	recycle

**Chocolay Township
Surplus Inventory**

Number	Manufacturer	Item	Quantity	Color	Status	Serial Number	Comments	Disposition
27	Dell	Optiplex 7010 desktop	1	black	used	406040290	operational 4 GB memory, 231 GB hard drive	recycle
28	HP	Pro 3500 Series MT tower	1	black	used	MXL3401KQ1	operational 2 GB memory, 450 GB hard drive	recycle
29	ACER	V213HL monitor	1	black	used	15106640485	operational VGA, DVI-D	recycle
30	LG	Flatron W2246T-BF monitor	1	black	used	108NDYg0H898	operational VGA, DVI-D	recycle
31	ACER	V206HQL LCD monitor	1	black	used	35001672642	operational VGA, DVI-D	recycle
32	Dell	1908FPt monitor	1	silver	used	CN-0FP182-71618-7A6-RL3Z	operational VGA, DVI-D	recycle
33	Dell	P2012Ht monitor	1	black	used	CN-08VVND-74445-25L-AEUB	operational VGA, DVI-D	recycle
34	Dell	P2014Ht monitor	1	black	used	CN-0J6HFT-74445-58P-AHQL	operational VGA, DVI-D, DVI	recycle
35	Dell	P2014Ht monitor	1	black	used	CN-0J6HFT-74445-3AI-A8FL	operational VGA, DVI-D, DVI	recycle
36	Dell	P2014Ht monitor	1	black	used	CN-0J6HFT-74445-3AI-A8GL	operational VGA, DVI-D, DVI	recycle
37	Dell	P2014Ht monitor	1	black	used	CN-0J6HFT-74445-3AI-A8EL	operational VGA, DVI-D, DVI	recycle
38	APC	Smart 1500	1	black	used	AS2301331880	needs battery	recycle
39	Lenovo	ThinkCentre	1	black	used	MJ09A06R	not operational - no hard drive	recycle
40	Lenovo	ThinkCentre	1	black	used	MJ09A17M	operational 8 GB memory, 237 GB hard drive	recycle
41	Lenovo	ThinkCentre	1	black	used	MJ09A0009	operational 8 GB memory, 237 GB hard drive	recycle
42	Fortem	seat and back rest	1	black	used	none	cushion material	donate
43	Greenbox	GB-HP-CF281X-1B printer cartridge	1	green	new	none	HP LaserJet Enterprise M630H	donate
44	unknown	6 in 2 to Surface Pro 9/X	1	black	new	none	tablet docking station	donate
45	unknown	6 in 2 to Surface Pro 9/X	1	black	new	none	tablet docking station	donate
46	Belkin	laptop fan	1	black	used	none	laptop cooling fan	donate
47	Dell	Optiplex 3050 mini tower	1	black	used	15032107838	not operational - no hard drive	recycle
48	Dell	Optiplex 3050 mini tower	1	black	used	15810316922	not operational - no hard drive	recycle

**Chocolay Township
Surplus Inventory**

Number	Manufacturer	Item	Quantity	Color	Status	Serial Number	Comments	Disposition
49	HP	Compaq nx6310	1	black	used	CNU6321NMC	operational 2 GB memory, 49 GB hard drive	recycle
50	HP	EliteBook 8570P	1	silver	used	5CB24210DW	operational 4 GB memory, 443 GB hard drive	recycle
51	HP	EliteBook 8570P	1	silver	used	5CB24210FL	operational 4 GB memory, 443 GB hard drive	recycle
52	HP	ProBook 4535s	1	silver	used	CNU202064H	operational 10 GB memory, 464 GB hard drive	recycle
53	HP	ProBook 4535s	1	silver	used	CNU202058F	operational 10 GB memory, 464 GB hard drive	recycle
54	HP	ProBook 450 G5	1	silver	used	5CD7492G4Q	not operational - hard drive failure	recycle
55	HP	ProBook 450 G5	1	silver	used	5CD7492G3P	operational 12 GB memory, 446 GB hard drive	recycle
56	HP	ProBook 450 G5	1	silver	used	5CD7492G3P	operational 8 GB memory, 446 GB hard drive	recycle
57	HP	ProBook 450 G5	1	silver	used	5CD7492FYQ	operational, keyboard issues 1G GB memory, 446 GB hard drive	recycle
58	HP	ProBook 450 G1	1	silver	used	2CE3491SQR	operational 8 GB memory, 464 GB hard drive	recycle
59	Magtek	license scanner	1	black	used	none	with USB cable	donate
60	RCA	tablet	1	black	new	TEFH9Z0145H2	operational 2 GB memory, 28 GB hard drive keyboard case pen	
61	RCA	tablet	1	black	new	TFFHDZ1152H5	operational 2 GB memory, 28 GB hard drive keyboard case pen	recycle
62	RCA	tablet	1	black	new	GCFHDZ0783D6	operational 2 GB memory, 28 GB hard drive keyboard case pen	recycle
63	RCA	tablet	1	black	new	TFFHDZ3128H2	operational 2 GB memory, 28 GB hard drive keyboard case pen	recycle
64	RCA	tablet	1	black	new	RRGH1Z0046D8	operational 2 GB memory, 28 GB hard drive keyboard case pen	recycle
65	RCA	tablet	1	black	new	TDFHDZ3988H8	operational 2 GB memory, 28 GB hard drive keyboard case pen	recycle
66	RCA	tablet	1	black	used	TDFHDZ0637H6	not operational	recycle
67	RCA	tablet	1	black	used	TFFHDZ0722H1	not operational	recycle
68	Easy Reader	clipboard	1	yellow	used	none	for document entry	donate
69	unknown	tablet case	4	black	used	none	for general tablet protection	donate
70	Lenovo	ThinkCentre	1	black	used	MJ09BRSK	not operational - no hard drive	recycle

**Chocolay Township
Surplus Inventory**

Number	Manufacturer	Item	Quantity	Color	Status	Serial Number	Comments	Disposition
71	EOTech	Law Enforcement	1	black	used	none	gun sight	police recycle
72	EOTech	Law Enforcement	1	black	used	none	gun sight	police recycle
73	Panasonic	DMC-F27 Camera	1	silver	used	none	camera, lense hood, no battery	donate
74	HP	ProBook 450 G5	1	silver	used	5CD7492GSV	not operational	recycle



Issue Brief:

Meeting: Discussion February Board Meeting

Date: 2/6/2025

Issue Summary:

Should the Township Board purchase two new ¾ ton plow trucks?

Background:

We have two vehicles that need to be replaced, the 2014 Chevrolet ¾ ton plow truck and the 2010 GMC Terrain. The plan is to move the current white ½ ton Chevrolet for the Township staff fleet vehicle and purchase 2 new plow trucks.

Last year we asked the KBIC for 2% money to replace the DPW plow truck and budgeted \$55,000.00 in the recreation capital improvement fund to replace the Terrain. We received the KBIC disbursement check in November, and they ended up giving us half of what we requested. They gave us \$32,500 to replace the truck, \$17,500 for a property survey.

Staff released RFPs for the vehicle purchases and the property survey. The survey came in well below what was allocated, leaving \$11,050 left over.

Analysis:

With the \$32,500.00, the \$55,000.00 budgeted and \$11,050.00 left over from the property survey, there is enough to cover the cost of 2 plow trucks completely set up.

Recommendation:

Staff suggest to the Township Board to declare the 2010 GMC Terrain and the 2014 Chevrolet Pickup as surplus and use for trade ins and authorize the expenditure of \$92,099.00 out of recreation capital improvement fund to purchase two new trucks and have the Township logos installed.

Author: Brad Johnson

Date: 2/6/2025



Suggested Resolution:

Meeting: February Board Meeting

Date: 2/6/2025

Suggested Motion:

_____ Moved; _____ Supported that the Chocolay Township Board approves Staff recommendation to declare the 2014 Chevrolet ¾ ton and 2010 as surplus and to use them as a trade in towards the purchase of two new trucks along with the expenditure of no more than \$92,100.00 to purchase the quoted trucks from LaFontaine CDJR- Lansing and to have the decals put on by Signs Unlimited.

Vote:

Brad Johnson

From: Signs Unlimited [REDACTED] >
Sent: Wednesday, January 29, 2025 12:46 PM
To: Brad Johnson
Subject: Re: door stickers

Hey Brad,

The cost for the vehicle lettering installed will be \$185.00. Let me know if you have any questions. We are wide open next week if you'd like to drop it off for a day.

Thanks, Greg

-----Original Message-----

From: "Brad Johnson" [REDACTED]
To: "Signs Unlimited" [REDACTED] >
Date: 01/29/25 11:44
Subject: door stickers

Good morning Greg,

Can I get an estimate to decal a new truck please? I will want a replica of the sign you made for us in 2023, the one with the year established on it and under that our website address on it www.chocolay.gov We will also need 2025 on the front quarter panel like you did with our other trucks.

Thank you,

Brad Johnson
Chocolay Township Public Works Superintendent
5010 U.S. 41 South
Marquette, Mi. 49855

[REDACTED]
Office (906) 249-1448
[REDACTED]



Suggested Motion for the 2024 Planning Commission Annual Report

Meeting: February Board Meeting

Date: February 10, 2025

Suggested Motion

_____ moved, and _____ seconded
to accept the *2024 Planning Commission Annual Report* from the Planning Commission as
[presented / revised].

Vote:



Issue Brief: 2024 Planning Commission Annual Report

Meeting: February Board Meeting

Date: February 10, 2025

Issue Summary

Each year, the Planning Commission must submit an annual report to the Township Board as directed by Section 125.3819 in the Michigan Planning Enabling Act 33 of 2008 and by Section IX in the Planning Commission Bylaws and Procedures.

Background

Language in Section IX in the *Planning Commission Bylaws and Procedures* for the Township Planning Commission states:

“The Chocolay Township Planning Commission shall issue an annual report and such other reports as it deems desirable, of its progress and recommendations to the Township Board, and upon request of the Township Board, shall make such other reports as the Township Board may require.”

To meet this requirement, staff prepared a draft *2024 Planning Commission Annual Report* for Commissioner review. The report contained several sections:

1) Planning Commission Actions

This section detailed the Planning Commission actions and decisions for 2024.

2) Planning Director Activities

This section detailed the Planning Director activities throughout 2024.

3) Planning Commission Conditional Use Permits

This section detailed conditional use permits that the Planning Commission reviewed during 2024.

4) Planning Commission Site Plan Reviews

This section detailed site plans that the Planning Commission reviewed during 2024.

5) Township Plans and Ordinances

This section detailed changes that were made to the Township plans and the Township zoning ordinance during 2024.

6) Zoning Permits

This section presented a table showing the number of permits issued during 2024. This section was designed as a reference for the Planning Commission and the Township Board regarding building activity in the Township during 2024.

The Planning Commission reviewed the document at the January 2025 meeting and voted to send the document to the Board for consideration.

Recommendation

Staff recommends that the Township Board review the attached annual report from the Planning Commission to determine if the report is acceptable.

Author: Dale Throenle

Date: January 27, 2025

Attachments

1. *Michigan Planning Enabling Act 33 of 2008*
2. *Planning Commission Bylaws and Procedures*
3. *2024 Planning Commission Annual Report*

MICHIGAN PLANNING ENABLING ACT
Act 33 of 2008

AN ACT to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

History: 2008, Act 33, Eff. Sept. 1, 2008.

The People of the State of Michigan enact:

ARTICLE I.
GENERAL PROVISIONS

125.3801 Short title.

Sec. 1. This act shall be known and may be cited as the "Michigan planning enabling act".

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3803 Definitions.

Sec. 3. As used in this act:

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

(b) "Chief elected official" means the mayor of a city, the president of a village, the supervisor of a township, or, subject to section 5, the chairperson of the county board of commissioners of a county.

(c) "County board of commissioners", subject to section 5, means the elected county board of commissioners, except that, as used in sections 39 and 41, county board of commissioners means 1 of the following:

(i) A committee of the county board of commissioners, if the county board of commissioners delegates its powers and duties under this act to the committee.

(ii) The regional planning commission for the region in which the county is located, if the county board of commissioners delegates its powers and duties under this act to the regional planning commission.

(d) "Ex officio member", in reference to a planning commission, means a member, with full voting rights unless otherwise provided by charter, who serves on the planning commission by virtue of holding another office, for the term of that other office.

(e) "Legislative body" means the county board of commissioners of a county, the board of trustees of a township, or the council or other elected governing body of a city or village.

(f) "Local unit of government" or "local unit" means a county or municipality.

(g) "Master plan" means either of the following:

(i) As provided in section 81(1), any plan adopted or amended before September 1, 2008 under a planning act repealed under section 85.

(ii) Any plan adopted or amended under this act. This includes, but is not limited to, a plan prepared by a planning commission authorized by this act and used to satisfy the requirement of section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term.

(h) "Municipality" or "municipal" means or refers to a city, village, or township.

(i) "Planning commission" means either of the following, as applicable:

(i) A planning commission created pursuant to section 11(1).

(ii) A planning commission retained pursuant to section 81(2) or (3), subject to the limitations on the application of this act provided in section 81(2) and (3).

(j) "Planning jurisdiction" for a county, city, or village refers to the areas encompassed by the legal boundaries of that county, city, or village, subject to section 31(1). Planning jurisdiction for a township refers to the areas encompassed by the legal boundaries of that township outside of the areas of incorporated villages and cities, subject to section 31(1).

(k) "Population" means the population according to the most recent federal decennial census or according to a special census conducted under section 7 of the Glenn Steil state revenue sharing act of 1971, 1971 PA 140, MCL 141.907, whichever is the more recent.

(l) "Public transportation agency" means a governmental entity that operates or is authorized to operate

intercity or local commuter passenger rail service in this state or a public transit authority created under 1 of the following acts:

- (i) The metropolitan transportation authorities act of 1967, 1967 PA 204, MCL 124.401 to 124.426.
- (ii) The public transportation authority act, 1986 PA 196, MCL 124.451 to 124.479.
- (iii) 1963 PA 55, MCL 124.351 to 124.359.
- (iv) The home rule city act, 1909 PA 279, MCL 117.1 to 117.38.
- (v) The revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140.
- (vi) The charter township act, 1947 PA 359, MCL 42.1 to 42.34.
- (vii) The urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (m) "Public transportation facility" means that term as defined in section 2 of the metropolitan transportation authorities act of 1967, 1967 PA 204, MCL 124.402.
- (n) "Street" means a street, avenue, boulevard, highway, road, lane, alley, viaduct, or other public way intended for use by motor vehicles, bicycles, pedestrians, and other legal users.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3805 Assignment of power or duty to county officer or body.

Sec. 5. The assignment of a power or duty under this act to a county officer or body is subject to 1966 PA 293, MCL 45.501 to 45.521, or 1973 PA 139, MCL 45.551 to 45.573, in a county organized under 1 of those acts.

History: 2008, Act 33, Eff. Sept. 1, 2008.

***** 125.3807 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3807.amended *****

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.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010.

***** 125.3807.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3807.amended 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.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2024, Act 153, Eff. (sine die).

ARTICLE II.

PLANNING COMMISSION CREATION AND ADMINISTRATION

125.3811 Planning commission; creation; adoption of ordinance by local unit of government; notice required; exception; adoption of charter provision by city or home rule village; effect of repeal of planning act; continued exercise or transfer of powers and duties of zoning board or zoning commission.

Sec. 11. (1) A local unit of government may adopt an ordinance creating a planning commission with powers and duties provided in this act. The planning commission of a local unit of government shall be officially called "the planning commission", even if a charter, ordinance, or resolution uses a different name such as "plan board" or "planning board".

(2) Within 14 days after a local unit of government adopts an ordinance under subsection (1) creating a planning commission, the clerk of the local unit shall transmit notice of the adoption to the planning commission of the county where the local unit is located. However, if there is not a county planning commission or if the local unit adopting the ordinance is a county, notice shall be transmitted to the regional planning commission engaged in planning for the region within which the local unit is located. Notice under this subsection is not required when a planning commission created before the effective date of this act continues in existence under this act, but is required when an ordinance governing or creating a planning commission is amended or superseded under section 81(2)(b) or (3)(b).

(3) If, after the effective date of this act, a city or home rule village adopts a charter provision providing for a planning commission, the charter provision shall be implemented by an ordinance that conforms to this act. Section 81(2) provides for the continuation of a planning commission created by a charter provision adopted before the effective date of this act.

(4) Section 81(3) provides for the continuation of a planning commission created under a planning act repealed under section 85.

(5) Section 83 provides for the continued exercise by a planning commission, or the transfer to a planning commission, of the powers and duties of a zoning board or zoning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3813 Planning commission; effect of township ordinance; number of days; petition requesting submission of ordinance to electors; filing; petition subject to Michigan election law; violation.

Sec. 13. (1) Subject to subsection (2), a township ordinance creating a planning commission under this act shall take effect 63 days after the ordinance is published by the township board in a newspaper having general circulation in the township.

(2) Subject to subsection (3), before a township ordinance creating a planning commission takes effect, a petition may be filed with the township clerk requesting the submission of the ordinance to the electors residing in the unincorporated portion of the township for their approval or rejection. The petition shall be signed by a number of qualified and registered electors residing in the unincorporated portion of the township equal to not less than 8% of the total vote cast for all candidates for governor, at the last preceding general

election at which a governor was elected. If such a petition is filed, the ordinance shall not take effect until approved by a majority of the electors residing in the unincorporated portion of the township voting thereon at the next regular or special election that allows reasonable time for proper notices and printing of ballots or at any special election called for that purpose, as determined by the township board. The township board shall specify the language of the ballot question.

(3) Subsection (2) does not apply if the planning commission created by the ordinance is the successor to an existing zoning commission or zoning board as provided for under section 301 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3301.

(4) If a township board does not on its own initiative adopt an ordinance under this act creating a planning commission, a petition may be filed with the township clerk requesting the township board to adopt such an ordinance. The petition shall be signed by a number of qualified and registered electors as provided in subsection (2). If such a petition is filed, the township board, at its first meeting following the filing shall submit the question to the electors of the township in the same manner as provided under subsection (2).

(5) A petition under this section, including the circulation and signing of the petition, is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. A person who violates a provision of the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, applicable to a petition described in this section is subject to the penalties prescribed for that violation in the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

History: 2008, Act 33, Eff. Sept. 1, 2008.

***** 125.3815 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3815.amended *****

125.3815 Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until his or her successor is appointed.

(3) The membership of a planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests as they exist in the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission shall be qualified electors of the local unit of government, except that the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in local units of government other than those described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission, as ex officio members. In any other township, 1 member of the legislative body shall be appointed to the planning commission, as an ex officio member. In a city, village, or county, the chief administrative official or a person designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission, as ex officio members, unless prohibited by charter. However, in a city, village, or

county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission shall be as follows:

(a) The term of a chief elected official shall correspond to his or her term as chief elected official.

(b) The term of a chief administrative official shall expire with the term of the chief elected official that appointed him or her as chief administrative official.

(c) The term of a member of the legislative body shall expire with his or her term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The requirements of this subsection apply whenever an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under 1975 PA 197, MCL 125.1651 to 125.1681, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) A board created under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010.

***** 125.3815.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3815.amended Planning commission; membership; appointment; terms; vacancy; representation; qualifications; ex-officio members; board serving as planning commission; removal of member; conditions; conflict of interest; additional requirements.

Sec. 15. (1) In a municipality, the chief elected official shall appoint members of the planning commission, subject to approval by a majority vote of the members of the legislative body elected and serving. In a county, the county board of commissioners shall determine the method of appointment of members of the planning commission by resolution of a majority of the full membership of the county board.

(2) A city, village, or township planning commission shall consist of 5, 7, or 9 members. A county planning commission shall consist of 5, 7, 9, or 11 members. Members of a planning commission other than ex officio members under subsection (5) shall be appointed for 3-year terms. However, of the members of the planning commission, other than ex officio members, first appointed, a number shall be appointed to 1-year or 2-year terms such that, as nearly as possible, the terms of 1/3 of all the planning commission members will expire each year. If a vacancy occurs on a planning commission, the vacancy must be filled for the unexpired term in the same manner as provided for an original appointment. A member shall hold office until a successor is appointed.

(3) The membership of a planning commission must be representative of important segments of the community, such as the economic, governmental, educational, and social development of the local unit of government, in accordance with the major interests of the local unit of government, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, housing, and

commerce. The membership must also be representative of the entire territory of the local unit of government to the extent practicable.

(4) Members of a planning commission must be qualified electors of the local unit of government. However, the following number of planning commission members may be individuals who are not qualified electors of the local unit of government but are qualified electors of another local unit of government:

(a) 3, in a city that on September 1, 2008 had a population of more than 2,700 but less than 2,800.

(b) 2, in a city or village that has, or on September 1, 2008 had, a population of less than 5,000, except as provided in subdivision (a).

(c) 1, in a local unit of government not described in subdivision (a) or (b).

(5) In a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, 1 member of the legislative body or the chief elected official, or both, may be appointed to the planning commission as ex officio members. In any other township, 1 member of the legislative body must be appointed to the planning commission as an ex officio member. In a city, village, or county, the chief administrative official or an individual designated by the chief administrative official, if any, the chief elected official, 1 or more members of the legislative body, or any combination thereof, may be appointed to the planning commission as ex officio members, unless prohibited by charter. However, in a city, village, or county, not more than 1/3 of the members of the planning commission may be ex officio members. Except as provided in this subsection, an elected officer or employee of the local unit of government is not eligible to be a member of the planning commission. The term of an ex officio member of a planning commission is as follows:

(a) The term of a chief elected official must correspond to the individual's term as chief elected official.

(b) The term of a chief administrative official expires with the term of the chief elected official that appointed the chief administrative official.

(c) The term of a member of the legislative body expires with the member's term on the legislative body.

(6) For a county planning commission, the county shall make every reasonable effort to ensure that the membership of the county planning commission includes a member of a public school board or an administrative employee of a school district located, in whole or in part, within the county's boundaries. This subsection applies each time an appointment is to be made to the planning commission, unless an incumbent is being reappointed or an ex officio member is being appointed under subsection (5).

(7) Subject to subsection (8), a city or village that has a population of less than 5,000, and that has not created a planning commission by charter, may by an ordinance adopted under section 11(1) provide that 1 of the following boards serve as its planning commission:

(a) The board of directors of the economic development corporation of the city or village created under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The board of a downtown development authority created under part 2 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4201 to 125.4230, if the boundaries of the downtown district are the same as the boundaries of the city or village.

(c) The board of a tax increment finance authority under part 3 of the recodified tax increment financing act, 2018 PA 57, MCL 125.4301 to 125.4329, if the boundaries of the authority district are the same as the boundaries of the city or village.

(8) Subsections (1) to (5) do not apply to a planning commission established under subsection (7). All other provisions of this act apply to a planning commission established under subsection (7).

(9) The legislative body may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office on written charges and after a public hearing. Before casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. The member is disqualified from voting on the matter if so provided by the bylaws or by a majority vote of the remaining members of the planning commission. Failure of a member to disclose a potential conflict of interest as required by this subsection constitutes malfeasance in office. Unless the legislative body, by ordinance, defines conflict of interest for the purposes of this subsection, the planning commission shall do so in its bylaws.

(10) An ordinance creating a planning commission may impose additional requirements relevant to the subject matter of, but not inconsistent with, this section.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 105, Imd. Eff. June 29, 2010;—Am. 2024, Act 153, Eff. (sine die).

125.3817 Chairperson, secretary, and other offices; election; terms; appointment of advisory committees.

Sec. 17. (1) A planning commission shall elect a chairperson and secretary from its members and create and fill other offices as it considers advisable. An ex officio member of the planning commission is not

eligible to serve as chairperson. The term of each officer shall be 1 year, with opportunity for reelection as specified in bylaws adopted under section 19.

(2) A planning commission may appoint advisory committees whose members are not members of the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3819 Bylaws; adoption; public record requirements; annual report by planning commission.

Sec. 19. (1) A planning commission shall adopt bylaws for the transaction of business, and shall keep a public record of its resolutions, transactions, findings, and determinations.

(2) A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3821 Meetings; frequency; time; place; special meeting; notice; compliance with open meetings act; availability of writings to public.

Sec. 21. (1) A planning commission shall hold not less than 4 regular meetings each year, and by resolution shall determine the time and place of the meetings. Unless the bylaws provide otherwise, a special meeting of the planning commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws provide otherwise, the secretary shall send written notice of a special meeting to planning commission members not less than 48 hours before the meeting.

(2) The business that a planning commission may perform shall be conducted at a public meeting of the planning commission held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by that act.

(3) A writing prepared, owned, used, in the possession of, or retained by a planning commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3823 Compensation; expenses; preparation of budget; acceptance of gifts.

Sec. 23. (1) Members of a planning commission may be compensated for their services as provided by the legislative body. A planning commission may adopt bylaws relative to compensation and expenses of its members and employees for travel when engaged in the performance of activities authorized by the legislative body, including, but not limited to, attendance at conferences, workshops, educational and training programs, and meetings.

(2) After preparing the annual report required under section 19, a planning commission may prepare a detailed budget and submit the budget to the legislative body for approval or disapproval. The legislative body annually may appropriate funds for carrying out the purposes and functions permitted under this act, and may match local government funds with federal, state, county, or other local government or private grants, contributions, or endowments.

(3) A planning commission may accept gifts for the exercise of its functions. However, in a township, other than a township that on the effective date of this act had a planning commission created under former 1931 PA 285, only the township board may accept such gifts, on behalf of the planning commission. A gift of money so accepted in either case shall be deposited with the treasurer of the local unit of government in a special nonreverting planning commission fund for expenditure by the planning commission for the purpose designated by the donor. The treasurer shall draw a warrant against the special nonreverting fund only upon receipt of a voucher signed by the chairperson and secretary of the planning commission and an order drawn by the clerk of the local unit of government. The expenditures of a planning commission, exclusive of gifts and grants, shall be within the amounts appropriated by the legislative body.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3825 Employment of planning director and other personnel; contract for services; use of information and advice provided by public officials, departments, and agencies.

Sec. 25. (1) A local unit of government may employ a planning director and other personnel as it considers necessary, contract for the services of planning and other technicians, and incur other expenses, within a budget authorized by the legislative body. This authority shall be exercised by the legislative body, unless a

charter provision or ordinance delegates this authority to the planning commission or another body or official. The appointment of employees is subject to the same provisions of law as govern other corresponding civil employees of the local unit of government.

(2) For the purposes of this act, a planning commission may make use of maps, data, and other information and expert advice provided by appropriate federal, state, regional, county, and municipal officials, departments, and agencies. All public officials, departments, and agencies shall make available public information for the use of planning commissions and furnish such other technical assistance and advice as they may have for planning purposes.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE III. PREPARATION AND ADOPTION OF MASTER PLAN

125.3831 Master plan; preparation by planning commission; meetings with other governmental planning commissions or agency staff; powers.

Sec. 31. (1) A planning commission shall make and approve a master plan as a guide for development within the planning jurisdiction subject to section 81 and the following:

(a) For a county, 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 area or of the county as a whole.

(b) For a township that on September 1, 2008 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.

(2) In the preparation of a master plan, a planning commission shall do all of the following, as applicable:

(a) 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.

(b) Consult with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided.

(c) Cooperate with all departments of the state and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

(3) In the preparation of the master plan, the planning commission may meet with other governmental planning commissions or agency staff to deliberate.

(4) In general, a planning commission has such lawful powers as may be necessary to enable it to promote local planning and otherwise carry out the purposes of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

***** 125.3833 THIS SECTION IS AMENDED EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE: See 125.3833.amended *****

125.3833 Master plan; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.

Sec. 33. (1) 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.

(2) 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:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, 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.

(b) The general location, character, and extent of all of the following:

(i) All components of a transportation system and their interconnectivity including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.

(ii) Waterways and waterfront developments.

(iii) Sanitary sewers and water supply systems.

(iv) Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.

(v) Public utilities and structures.

(c) 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.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

(e) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements 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.

(4) This section is subject to section 81(1).

(5) The reference to public transportation facilities in subsection (2)(a) only applies to a master plan that is adopted or substantively amended more than 90 days after the effective date of the amendatory act that added this subsection.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

***** 125.3833.amended THIS AMENDED SECTION IS EFFECTIVE 91 DAYS AFTER ADJOURNMENT OF THE 2024 REGULAR SESSION SINE DIE *****

125.3833.amended Master plan; land use and infrastructure issues; inclusion of maps, plats, charts, and other related matter; recommendations for physical development; additional subjects; implementation of master street plan or certain elements; specifications; section subject to MCL 125.3881(1); public transportation facilities.

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

(2) A master plan must also include those of the following subjects that reasonably can be considered as pertinent to the future development of the planning jurisdiction:

(a) A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, subject to subsection (5), public transportation facilities, 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.

(b) The general location, character, and extent of all of the following:

(i) All components of a transportation system and their interconnectivity, including streets and bridges, public transit including public transportation facilities and routes, bicycle facilities, pedestrian ways, freight facilities and routes, port facilities, railroad facilities, and airports, to provide for the safe and efficient movement of people and goods in a manner that is appropriate to the context of the community and, as applicable, considers all legal users of the public right-of-way.

(ii) Waterways and waterfront developments.

(iii) Sanitary sewers and water supply systems.

(iv) Facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels.

(v) Public utilities and structures.

(c) 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.

(d) For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan must include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map.

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

(f) Recommendations for implementing any of the master plan's proposals.

(3) If a master plan is or includes a master street plan or 1 or more elements described in subsection (2)(b)(i), the means for implementing the master street plan or elements in cooperation with the county road commission and the state transportation department must 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.

(4) This section is subject to section 81(1).

(5) The reference to public transportation facilities in subsection (2)(a) only applies to a master plan that is adopted or substantively amended after March 17, 2011.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 134, Imd. Eff. Aug. 2, 2010;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010;—Am. 2024, Act 153, Eff. (sine die).

125.3835 Subplan; adoption.

Sec. 35. A planning commission may, by a majority vote of the members, adopt a subplan for a geographic area less than the entire planning jurisdiction, if, because of the unique physical characteristics of that area, more intensive planning is necessary for the purposes set forth in section 7.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3837 Metropolitan county planning commission; designation; powers.

Sec. 37. (1) A county board of commissioners may designate the county planning commission as the metropolitan county planning commission. A county planning commission so designated shall perform metropolitan and regional planning whenever necessary or desirable. The metropolitan county planning commission may engage in comprehensive planning, including, but not limited to, the following:

(a) Preparation, as a guide for long-range development, of general physical plans with respect to the pattern and intensity of land use and the provision of public facilities, together with long-range fiscal plans for such development.

(b) Programming of capital improvements based on relative urgency, together with definitive financing plans for the improvements to be constructed in the earlier years of the program.

(c) Coordination of all related plans of local governmental agencies within the metropolitan area or region.

(d) Intergovernmental coordination of all related planning activities among the state and local governmental agencies within the metropolitan area or region.

(2) In addition to the powers conferred by other provisions of this act, a metropolitan county planning commission may apply for, receive, and accept grants from any local, regional, state, or federal governmental agency and agree to and comply with the terms and conditions of such grants. A metropolitan county planning commission may do any and all things necessary or desirable to secure the financial aid or cooperation of a regional, state, or federal governmental agency in carrying out its functions, when approved by a 2/3 vote of the county board of commissioners.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3839 Master plan; adoption; procedures; notice; submittals; use of electronic mail.

Sec. 39. (1) A master plan shall be adopted under the procedures set forth in this section and sections 41 and 43. A master plan may be adopted as a whole or by successive parts corresponding with major geographical areas of the planning jurisdiction or with functional subject matter areas of the master plan.

(2) Before preparing a master plan, a planning commission shall send to all of the following, by first-class mail or personal delivery, a notice explaining that the planning commission intends to prepare a master plan and requesting the recipient's cooperation and comment:

(a) For any local unit of government undertaking a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county undertaking a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality undertaking a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that municipality is located. If there is a county planning commission, the municipal planning commission may consult with the regional planning commission but is not required to do so.

(e) For a municipality undertaking a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located.

(f) For any local unit of government undertaking a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and mailing address for this purpose with the planning commission.

(g) If the master plan will include a master street plan, the county road commission and the state transportation department.

(3) A submittal under section 41 or 43 by or to an entity described in subsection (2) may be made by personal or first-class mail delivery of a hard copy or by electronic mail. However, the planning commission preparing the plan shall not make such submittals by electronic mail unless, in the notice described in subsection (2), the planning commission states that it intends to make such submittals by electronic mail 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.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3841 Preparation of proposed master plan; submission to legislative body for review and comment; approval required; notice; submission of comments; statements as advisory.

Sec. 41. (1) After preparing a proposed master plan, a planning commission shall submit the proposed master plan to the legislative body for review and comment. The process of adopting a master plan shall not proceed further unless the legislative body approves the distribution of the proposed master plan.

(2) If the legislative body approves the distribution of the proposed master plan, it shall notify the secretary of the planning commission, and the secretary of the planning commission shall submit, in the manner provided in section 39(3), a copy of the proposed master plan, for review and comment, to all of the following:

(a) For any local unit of government proposing a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county proposing a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality proposing a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that local unit of government is located. If there is a county planning commission, the secretary of the municipal planning commission may submit a copy of the proposed master plan to the regional planning commission but is not required to do so.

(e) For a municipality proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located. The secretary of the municipal planning commission shall concurrently submit to the county planning commission, in the manner provided in section 39(3), a statement that the requirements of subdivision (a) have been met or, if there is no county planning commission, shall submit to the county board of commissioners, in the manner provided in section 39(3), a statement that the requirements of subdivisions (a) and (d) have been met. The statement shall be signed by the secretary and shall include the name and address of each planning commission or legislative body to which a copy of the proposed master plan was submitted under subdivision (a) or (d), as applicable, and the date of submittal.

(f) For any local unit of government proposing a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public

transportation system within the local unit of government, and any government entity that registers its name and address for this purpose with the secretary of the planning commission. An entity described in this subdivision that receives a copy of a proposed master plan, or of a final master plan as provided in section 43(5), shall reimburse the local unit of government for any copying and postage costs thereby incurred.

(g) If the proposed master plan is or includes a proposed master street plan, the county road commission and the state transportation department.

(3) An entity described in subsection (2) may submit comments on the proposed master plan to the planning commission in the manner provided in section 39(3) within 63 days after the proposed master plan was submitted to that entity under subsection (2). If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable:

(a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d).

(b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan.

(4) The statements provided for in subsection (3)(a) and (b) are advisory only.

History: 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

125.3843 Proposed master plan; public hearing; notice; approval by resolution of planning commission; statement; submission of copy of master plan to legislative body; approval or rejection by legislative body; procedures; submission of adopted master plan to certain entities.

Sec. 43. (1) Before approving a proposed master plan, a planning commission shall hold not less than 1 public hearing on the proposed master plan. The hearing shall be held after the expiration of the deadline for comment under section 41(3). The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The planning commission shall also submit notice of the public hearing in the manner provided in section 39(3) to each entity described in section 39(2). This notice may accompany the proposed master plan submitted under section 41.

(2) The approval of the proposed master plan shall be by resolution of the planning commission carried by the affirmative votes of not less than 2/3 of the members of a city or village planning commission or not less than a majority of the members of a township or county planning commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the master plan. A statement recording the planning commission's approval of the master plan, signed by the chairperson or secretary of the planning commission, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map. Following approval of the proposed master plan by the planning commission, the secretary of the planning commission shall submit a copy of the master plan to the legislative body.

(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

(4) If the legislative body rejects the proposed master plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed master plan. The planning commission shall consider the legislative body's objections and revise the proposed master plan so as to address those objections. The procedures provided in subsections (1) to (3) and this subsection shall be repeated until the legislative body approves the proposed master plan.

(5) Upon final adoption of the master plan, the secretary of the planning commission shall submit, in the manner provided in section 39(3), copies of the adopted master plan to the same entities to which copies of the proposed master plan were required to be submitted under section 41(2).

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3845 Extension, addition, revision, or other amendment to master plan; adoption; procedures; review and findings.

Sec. 45. (1) An extension, addition, revision, or other amendment to a master plan shall be adopted by following the procedure under sections 39, 41, and 43, subject to all of the following:

(a) Any of the following amendments to a master plan may be made without following the procedure under sections 39, 41, and 43:

(i) A grammatical, typographical, or similar editorial change.

(ii) A title change.

(iii) A change to conform to an adopted plat.

(b) Subject to subdivision (a), the review period provided for in section 41(3) shall be 42 days instead of 63 days.

(c) When a planning commission sends notice to an entity under section 39(2) that it intends to prepare a subplan, the notice may indicate that the local unit of government intends not to provide that entity with further notices of or copies of proposed or final subplans otherwise required to be submitted to that entity under section 39, 41, or 43. Unless the entity responds that it chooses to receive notice of subplans, the local unit of government is not required to provide further notice of subplans to that entity.

(2) At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3847 Part of county master plan covering incorporated area; adoption by appropriate city or village required; exception.

Sec. 47. (1) Subject to subsection (2), a part of a county master plan covering an incorporated area within the county shall not be recognized as the official master plan or part of the official master plan for that area unless adopted by the appropriate city or village in the manner prescribed by this act.

(2) Subsection (1) does not apply if the incorporated area is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3849 City or village planning department; authority to submit proposed master plan, or proposed extension, addition, revision, or other amendment.

Sec. 49. (1) This act does not alter the authority of a planning department of a city or village created by charter to submit a proposed master plan, or a proposed extension, addition, revision, or other amendment to a master plan, to the planning commission, whether directly or indirectly as provided by charter.

(2) Subsection (1) notwithstanding, a planning commission described in subsection (1) shall comply with the requirements of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3851 Public interest and understanding; promotion.

Sec. 51. (1) To promote public interest in and understanding of the master plan, a planning commission may publish and distribute copies of the master plan or of any report, and employ other means of publicity and education.

(2) A planning commission shall consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens concerning the promotion or implementation of the master plan.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE IV.

SPECIAL PROVISIONS, INCLUDING CAPITAL IMPROVEMENTS AND SUBDIVISION REVIEW

125.3861 Construction of certain projects in area covered by municipal master plan; approval; initiation of work on project; requirements; report and advice.

Sec. 61. (1) A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body or other body having jurisdiction

over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission by a vote of not less than 2/3 of its entire membership for a township that on the enactment date of this act had a planning commission created under former 1931 PA 285, or for a city or village, or by a vote of not less than a majority of its membership for any other township. If the planning commission fails to act within 35 days after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.

(2) Following adoption of the county plan or any part of a county plan and the certification by the county planning commission to the county board of commissioners of a copy of the plan, work shall not be initiated on any project involving the expenditure of money by a county board, department, or agency for the acquisition of land, the erection of structures, or the extension, construction, or improvement of any physical facility by any county board, department, or agency unless a full description of the project, including, but not limited to, its proposed location and extent, has been submitted to the county planning commission and the report and advice of the planning commission on the proposal have been received by the county board of commissioners and by the county board, department, or agency submitting the proposal. However, work on the project may proceed if the planning commission fails to provide in writing its report and advice upon the proposal within 35 days after the proposal is filed with the planning commission. The planning commission shall provide copies of the report and advice to the county board, department, or agency sponsoring the proposal.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3863 Approval of construction project before effective date of act; rescission of authorization; failure of planning commission to act within certain period of time.

Sec. 63. If the opening, widening, or extension of a street, or the acquisition or enlargement of any square, park, playground, or other open space has been approved by a township planning commission that was created before the effective date of this act under former 1931 PA 285 or by a city or village planning commission and authorized by the legislative body as provided under section 61, the legislative body shall not rescind its authorization unless the matter has been resubmitted to the planning commission and the rescission has been approved by the planning commission. The planning commission shall hold a public hearing on the matter. The planning commission shall submit its reasons for approval or disapproval of the rescission to the legislative body. If the planning commission disapproves the rescission, the legislative body may overrule the planning commission by a vote of not less than 2/3 of its entire membership. If the planning commission fails to act within 63 days after submission of the proposed rescission to the planning commission, the proposed rescission shall be considered to be approved by the planning commission.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3867 Programs for public structures and improvements; recommendations.

Sec. 67. A planning commission may recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof, regardless of whether the planning commission is exempted from the requirement to prepare a capital improvements program under section 65.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3869 Copy of zoning ordinance and amendments; request by county planning commission for submission by municipal planning commission.

Sec. 69. If a municipal planning commission has zoning duties pursuant to section 83 and the municipality has adopted a zoning ordinance, the county planning commission, if any, may, by first-class mail or personal delivery, request the municipal planning commission to submit to the county planning commission a copy of the zoning ordinance and any amendments. The municipal planning commission shall submit the requested documents to the county planning commission within 63 days after the request is received and shall submit any future amendments to the zoning ordinance within 63 days after the amendments are adopted. The municipal planning commission may submit a zoning ordinance or amendment under this subsection electronically.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3871 Recommendations for ordinances or rules governing subdivision of land; public hearing; notice; action on proposed plat; approval, approval with conditions, or disapproval by planning commission; approval of plat as amendment to master plan.

Sec. 71. (1) A planning commission may recommend to the legislative body provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105. If a township is subject to county zoning consistent with section 209 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3209, or a city or village is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, the county planning commission may recommend to the legislative body of the municipality provisions of an ordinance or rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105. A planning commission may proceed under this subsection on its own initiative or upon request of the appropriate legislative body.

(2) Recommendations for a subdivision ordinance or rule may address plat design, including the proper arrangement of streets in relation to other existing or planned streets and to the master plan; adequate and convenient open spaces for traffic, utilities, access of firefighting apparatus, recreation, light, and air; and the avoidance of congestion of population, including minimum width and area of lots. The recommendations may also address the extent to which streets shall be graded and improved and to which water and sewer and other utility mains, piping, or other facilities shall be installed as a condition precedent to the approval of a plat.

(3) Before recommending an ordinance or rule described in subsection (1), the planning commission shall hold a public hearing on the proposed ordinance or rule. The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government.

(4) If a municipality has adopted a master plan or master street plan, the planning commission of that municipality shall review and make recommendations on plats before action thereon by the legislative body under section 112 of the land division act, 1967 PA 288, MCL 560.112. If a township is subject to county zoning consistent with section 209 of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3209, or a city or village is subject to county zoning pursuant to the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, and a contract under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, and the municipality has adopted a master plan or master street plan, the county planning commission shall also review and make recommendations on plats before action thereon by the legislative body of the municipality under section 112 of the land division act, 1967 PA 288, MCL 560.112.

(5) A planning commission shall not take action on a proposed plat without affording an opportunity for a public hearing thereon. A plat submitted to the planning commission shall contain the name and address of the proprietor or other person to whom notice of a hearing shall be sent. Not less than 15 days before the date of the hearing, notice of the date, time, and place of the hearing shall be sent to that person at that address by mail and shall be published in a newspaper of general circulation in the municipality. Similar notice shall be mailed to the owners of land immediately adjoining the proposed platted land.

(6) A planning commission shall recommend approval, approval with conditions, or disapproval of a plat within 63 days after the plat is submitted to the planning commission. If applicable standards under the land

division act, 1967 PA 288, MCL 560.101 to 560.293, and an ordinance or published rules governing the subdivision of land authorized under section 105 of that act, MCL 560.105, are met, the planning commission shall recommend approval of the plat. If the planning commission fails to act within the required period, the plat shall be considered to have been recommended for approval, and a certificate to that effect shall be issued by the planning commission upon request of the proprietor. However, the proprietor may waive this requirement and consent to an extension of the 63-day period. The grounds for any recommendation of disapproval of a plat shall be stated upon the records of the planning commission.

(7) A plat approved by a municipality and recorded under section 172 of the land division act, 1967 PA 288, MCL 560.172, shall be considered to be an amendment to the master plan and a part thereof. Approval of a plat by a municipality does not constitute or effect an acceptance by the public of any street or other open space shown upon the plat.

History: 2008, Act 33, Eff. Sept. 1, 2008.

ARTICLE V.

TRANSITIONAL PROVISIONS AND REPEALER

125.3881 Plan adopted or amended under planning act repealed under MCL 125.3885; effect; city or home rule village charter provision creating planning commission or ordinance implementing provision before effective date of act; ordinance creating planning commission under former law; ordinance or rules governing subdivision of land.

Sec. 81. (1) Unless rescinded by the local unit of government, any plan adopted or amended under a planning act repealed under section 85 need not be readopted under this act but continues in effect as a master plan under this act, regardless of whether it is entitled a master plan, basic plan, county plan, development plan, guide plan, land use plan, municipal plan, township plan, plan, or any other term. This includes, but is not limited to, a plan prepared by a planning commission and adopted before the effective date of this act to satisfy the requirements of section 1 of the former city and village zoning act, 1921 PA 207, section 3 of the former township zoning act, 1943 PA 184, section 3 of the former county zoning act, 1943 PA 183, or section 203(1) of the Michigan zoning enabling act, 2006 PA 110, MCL 125.3203. The master plan is subject to the requirements of this act, including, but not limited to, the requirement for periodic review under section 45(2) and the amendment procedures set forth in this act. However, the master plan is not subject to the requirements of section 33 until it is first amended under this act.

(2) Unless repealed, a city or home rule village charter provision creating a planning commission before the effective date of this act and any ordinance adopted before the effective date of this act implementing that charter provision continues in effect under this act, and the planning commission need not be newly created by an ordinance adopted under this act. However, both of the following apply:

(a) The legislative body may by ordinance increase the powers and duties of the planning commission to correspond with the powers and duties of a planning commission created under this act. Provisions of this act regarding planning commission powers and duties do not otherwise apply to a planning commission created by charter before the effective date of this act and provisions of this act regarding planning commission membership, appointment, and organization do not apply to such a planning commission. All other provisions of this act, including, but not limited to, provisions regarding planning commission selection of officers, meetings, rules, records, appointment of employees, contracts for services, and expenditures, do apply to such a planning commission.

(b) The legislative body shall amend any ordinance adopted before the effective date of this act to implement the charter provision, or repeal the ordinance and adopt a new ordinance, to fully conform to the requirements of this act made applicable by subdivision (a), by the earlier of the following dates:

- (i) The date when an amendatory or new ordinance is first adopted under this act for any purpose.
- (ii) July 1, 2011.

(3) Unless repealed, an ordinance creating a planning commission under former 1931 PA 285 or former 1945 PA 282 or a resolution creating a planning commission under former 1959 PA 168 continues in effect under this act, and the planning commission need not be newly created by an ordinance adopted under this act. However, all of the following apply:

(a) Beginning on the effective date of this act, the duties of the planning commission are subject to the requirements of this act.

(b) The legislative body shall amend the ordinance, or repeal the ordinance or resolution and adopt a new ordinance, to fully conform to the requirements of this act by the earlier of the following dates:

- (i) The date when an amendatory or new ordinance is first adopted under this act for any purpose.
- (ii) July 1, 2011.

(c) An ordinance adopted under subdivision (b) is not subject to referendum.

(4) Unless repealed or rescinded by the legislative body, an ordinance or published rules governing the subdivision of land authorized under section 105 of the land division act, 1967 PA 288, MCL 560.105, need not be readopted under this act or amended to comply with this act but continue in effect under this act. However, if amended, the ordinance or published rules shall be amended under the procedures of this act.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3883 Transfer of powers, duties, and records.

Sec. 83. (1) If, on the effective date of this act, a planning commission had the powers and duties of a zoning board or zoning commission under the former city and village zoning act, 1921 PA 207, the former county zoning act, 1943 PA 183, or the former township zoning act, 1943 PA 184, and under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702, the planning commission may continue to exercise those powers and duties without amendment of the ordinance, resolution, or charter provision that created the planning commission.

(2) If, on the effective date of this act, a local unit of government had a planning commission without zoning authority created under former 1931 PA 285, former 1945 PA 282, or former 1959 PA 168, the legislative body may by amendment to the ordinance creating the planning commission, or, if the planning commission was created by resolution, may by resolution, transfer to the planning commission all the powers and duties provided to a zoning board or zoning commission created under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702. If an existing zoning board or zoning commission in the local unit of government is nearing the completion of its draft zoning ordinance, the legislative body shall postpone the transfer of the zoning board's or zoning commission's powers, duties, and records until the completion of the draft zoning ordinance, but is not required to postpone the transfer more than 1 year.

(3) If, on or after the effective date of this act, a planning commission is created in a local unit of government that has had a zoning board or zoning commission since before the effective date of this act, the legislative body shall transfer all the powers, duties, and records of the zoning board or zoning commission to the planning commission before July 1, 2011. If the existing zoning board or zoning commission is nearing the completion of its draft zoning ordinance, the legislative body may, by resolution, postpone the transfer of the zoning board's or zoning commission's powers, duties, and records until the completion of the draft zoning ordinance, but not later than until 1 year after creation of the planning commission or July 1, 2011, whichever comes first.

History: 2008, Act 33, Eff. Sept. 1, 2008.

125.3885 Repeal of certain acts.

Sec. 85. (1) The following acts are repealed:

- (a) 1931 PA 285, MCL 125.31 to 125.45.
- (b) 1945 PA 282, MCL 125.101 to 125.115.
- (c) 1959 PA 168, MCL 125.321 to 125.333.

(2) Any plan adopted or amended under an act repealed under subsection (1) is subject to section 81(1).

History: 2008, Act 33, Eff. Sept. 1, 2008.



**CHARTER TOWNSHIP OF CHOCOLAY
PLANNING COMMISSION**

PLANNING COMMISSION BYLAWS AND PROCEDURES

Article I Name and Area Served

- Section 1. This Planning Commission shall be known as the Chocolay Township Planning Commission.
- Section 2. The area served by the Chocolay Township Planning Commission shall be the entire Charter Township of Chocolay.

Article II Purpose

As an appointed body, the Planning Commission shares responsibility for local land use and infrastructure planning with the elected officials on the Township Board of Trustees. The Planning Commission is an independent advisory body that reviews and provides recommendations to the Township Board on applications for conditional use permits, planned unit developments, private road applications, rezoning requests, site plan reviews, and zoning ordinance amendments.

The Commission, along with Township staff, develops and maintains a master plan for Township Board approval, and makes sure that Commission decisions are consistent with the master plan.

The Commission also serves as a liaison with the public and other units of government. The Commission provides important leadership when involving community stakeholders in decision making, so the Board can take more efficient and effective action. The Commission represents and works on behalf of the entire community.

Article III Membership

The members in the Township Planning Commission shall be appointed by the Township Supervisor with approval of a majority of the Township Board. Membership shall be maintained at seven members appointed from all geographical areas and occupations of the Township.

The member representing the Township Board shall maintain liaison with the Board and may not hold an office on the Planning Commission.

Members other than the Board representative are appointed for three year terms.



Article IV Township Planning Commission Meetings

- Section 1. The Planning Commission shall meet in accordance with the Michigan Open Meetings Act and all other State and local laws.
- Section 2. Special meetings will be held at the call of the Chair.
- Section 3. Chocoday Township Planning Commission meetings shall be open to the public.
- Section 4. A quorum at any regular or special meeting shall consist of four (4) official members of the Planning Commission
- Section 5. For meetings of the Township Planning Commission, the rules of parliamentary practice comprised in *Robert's Rules of Order Newly Revised* shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Township Planning Commission and not contrary to any laws of the State of Michigan.
- Section 6. Interaction with the public will be guided by the Planning Commission *Public Participation Policy*.
- Section 7. A member who misses three (3) consecutive regular meetings, or a total of four (4) regular meetings in any 6-month period may be subject to replacement at the discretion of the Township Supervisor.
- Section 8. Voting
- Every member who is present when a question is last stated by the Chair shall vote for or against the motion unless:
- (1) Excused by unanimous consent of the Planning Commission members present or
 - (2) The member is financially or personally vested in the question as detailed in *Article XI*.

Article V Officers and Executive Committee

- Section 1. The officers of the Chocoday Township Planning Commission shall consist of the Chair, Vice-Chair, Secretary, and Vice-Secretary.
- Section 2. The Executive Committee shall consist of the Chair, Vice-Chair, Secretary and Vice-Secretary.
- Section 3. Officers shall be elected by the Township Planning Commission from among its members at the January meeting and shall serve for a period of one year.

Article VI Duties of the Executive Committee

- Section 1. The Executive Committee or their designee shall prepare the agenda for monthly and special Planning Commission meetings and make necessary arrangements for accommodations for the meetings.
- Section 2. The Executive Committee shall oversee work of standing committees.

Articles VII Duties of Officers

Section 1. Chair

- A. The Chair shall be an executive officer of the Township Planning Commission and shall preside at its meetings and meetings of the Executive Committee.
- B. The Chair shall appoint, with the consent of the Planning Commission, all committees or advisory committees or councils established by the Planning Commission.
- C. The Chair shall be an ex-officio member of all committees.
- D. The Chair shall have a vote upon all resolutions as a Planning Commission member or as a member of the Executive Committee.

Section 2. Vice-Chair

- A. The Vice-Chair shall serve as Chair if the Chair is absent from a meeting or if the Chair is unable to perform the duties of the Chair.
- B. In the event the office of Chair shall become vacant by resignation or otherwise, the Vice-Chair shall become Chair for the unexpired term of the Chair's office.

Section 3. Secretary

- A. The Secretary shall attend all meetings of the Planning Commission and the Executive Committee and record the minutes of such meetings.
- B. The Secretary shall keep a public record of the Planning Commissions resolutions, transactions, findings, and determinations.
- C. The Township Clerk shall have custody of the official record (minute) books of the Planning Commission and Executive Committee.

Section 4. Vice-Secretary

- A. The Vice-Secretary shall serve as Secretary if the Secretary is absent from a meeting or if the Secretary is unable to perform the duties of Secretary.
- B. In the event the office of Secretary shall become vacant by resignation or otherwise, the Vice-Secretary shall become the Secretary for the unexpired term of the Secretary's office.

Article VIII Fiscal

Section 1. The fiscal year of the Chocolay Township Planning Commission shall be January 1 to December 31 of each year.

Section 2. The Planning Commission shall prepare an annual Capital Improvement Program (CIP) of public structures and improvements to be presented to the Township Board for their approval. This plan will be presented to the Board prior to the Board meeting in July for budget consideration.

Article IX Reports

The Chocolay Township Planning Commission shall issue an annual report, and such other reports as it deems desirable, of its progress and recommendations to the Township Board, and upon request of the Township Board, shall make other such reports as the Township Board may require.

Article X Training

Section 1. Appointed members of the Commission must attend educational programs designed for training members of Michigan planning commissions if the adopted Township Board budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for the training.

Section 2. Training programs for the Commissioners must include the following:

- *Citizen Planner* through MSU Extension.

Section 3. Training programs for the Commissioners should include the following:

- Site plan review
- Topics related to statewide and local issues, updates and law changes

Section 4. If training funding is available, appointed members that do not attend training during their first year of appointment are not eligible to be reappointed to another term.

Article XI Conflict of Interest

Section 1. Before casting a vote on a matter on which a Planning Commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission. Failure of a member to disclose a potential conflict of interest as required by this ordinance constitutes malfeasance in office.

Section 2. A Planning Commissioner shall declare a conflict of interest when:

1. An immediate family member is involved in any request for which the Planning Commission is asked to make a decision.
 - a. "Immediate family member" is defined as an individual's father, mother, son, daughter, brother, sister, and spouse or a relative of any degree residing in the same household as that individual.
2. The Commissioner has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association;
3. The Commissioner owns or has a financial interest in neighboring property.
 - a. For purposes of this section, a neighboring property shall include any property falling within the notification radius for the application or

proposed development, as required by the zoning ordinance or other applicable ordinance.

Section 3. The remaining Commissioners will determine if there is a conflict of interest by majority vote.

Section 4. If a conflict of interest is determined, the Commissioner found to be in conflict must refrain from discussion on the topic and will not be permitted to vote on the topic.

Article XII Amendments to By-Laws

These bylaws, in whole or in part, may be altered, amended, added to or repealed by a majority of the Planning Commission members at any regular or special meeting.

Article XIII Information

The Township Planning Commission is authorized to make use of the expert advice and information which may be furnished by the appropriate Federal, State, County and Township officials, departments and agencies having information, maps and data pertinent to Township planning.

Article XIV Agenda and Packet

Materials to be included on the agenda or in the packet for Planning Commission consideration will be accepted from the public until 12 PM on the Wednesday preceding the regular or special meeting of the Commission.

Correspondence will be accepted from the public until 12 PM on the Wednesday preceding the regular or special meeting of the Commission. Submitted correspondence must contain the name and address of the submitter to be included in the packet.



CHARTER TOWNSHIP OF CHOCOLAY

PLANNING COMMISSION

2024 PLANNING COMMISSION ANNUAL REPORT

PLANNING COMMISSION ACTIONS

January

The Planning Commissioners participated in a regular meeting on January 22 in the Township Fire Hall.

There was one unfinished business item and five new business items on the agenda; the Commissioners decided to do new business prior to unfinished business.

New Business

- 1) Conditional Use Permit CU 24-01 – Proposed School 1510 M-28 East

Commissioners discussed and approved a conditional use permit for a change of use from a church to a school at 1510 M-28 East. The new school will be operated by the Marquette-Alger Regional Educational Service Agency (MARESA) for students that need additional assistance to complete their instruction at their local school.

- 2) Election of Planning Commission Officers

Commissioners elected the officers for the 2024 calendar year. Elected officers are:

Ryan Soucy – Chair

George Meister – Vice Chair

Donna Mullen-Campbell – Secretary

Rebecca Sloan – Vice Secretary

- 3) Planning Commission Bylaws and Procedures Review

Commissioners reviewed the bylaws and procedures that the Commissioners use for Planning Commission responsibilities. The Commissioners added the Pledge of Allegiance to the document; the Pledge of Allegiance will be part of the agenda at each future Planning Commission meeting.

- 4) 2023 Planning Commission Annual Report

The Commissioners reviewed the annual report that outlined Planning Commission accomplishments during 2023. The Commissioners approved the report and forwarded it to the Board for consideration.

- 5) Joint Meeting Discussion

The Commissioners proposed items that they would discuss with the Township Board at the joint meeting with the Board in February.



Unfinished Business

- 1) Proposed Zoning Ordinance Map for the Agriculture / Forestry (AF) Zoning District (34-23-02)

Commissioners discussed the proposed zoning ordinance map for the proposed AG 1, AG 2, and AG 3 zoning districts. Commissioners made minor changes to the map and recommended the language and the map be put forward at a public hearing at the March meeting.

February

The Planning Commissioners participated in two meetings on February 12 in the Township Fire Hall.

The first meeting was a joint meeting between the Township Board and the Planning Commission.

Commissioners discussed with the Board the priorities for the next several months. Those priorities included finishing the rezoning classifications for the AF zoning district, determining zoning classifications for State lands and discussion of accessory dwelling units and housing issues throughout the Township.

The second meeting was the regular monthly meeting. There were three items on the agenda (one was added at the meeting); all were considered new business.

- 1) Site Plan Review SP 24-03 Dollar General Store # 30520

Commissioners discussed and approved with conditions a site plan for a Dollar General store that will be located at 4050 US 41 South.

- 2) Joint Meeting Considerations

Commissioners discussed the priorities for the Commission based on the conversation that occurred in the joint meeting. Commissioners decided to work on discussing the Lake Superior and Chocolay River shorelines and related natural features, the potential land use for the State lands, housing, and accessory dwelling units.

- 3) Consideration for Moving the Public Hearing for the AG District from March to April (added agenda item)

Commissioners discussed the public hearing for the new Agriculture (AG) zoning districts that were proposed to replace the Agriculture / Forestry (AF) zoning district. They decided to move the public hearing for the new districts to the April 15 meeting.

March

The Planning Commissioners participated in a regular meeting on March 18 in the Township Fire Hall.

There were two items on the agenda; one was considered unfinished business, and the other was considered new business.

Unfinished Business

- 1) Proposed Zoning Ordinance Amendments for the Agriculture / Forestry (AF) Zoning District (34-23-02)

Commissioners discussed attorney changes to the proposed zoning ordinance language for the new AG 1, AG 2, and AG 3 zoning districts. The Commissioners approved the language and decided to present the language and the related zoning map at a public hearing at the April meeting.

New Business

- 1) Proposed Accessory Dwelling Unit Language

Commissioners began a discussion on Accessory Dwelling Units (ADUs) within the Township. They reviewed possible ordinance language and discussed various aspects of how and where ADUs should be permitted in the Township. The discussion resumed at the meeting scheduled in May.

April

The Planning Commissioners participated in a regular meeting on April 15 in the Township Fire Hall.

There were two items on the agenda; one was considered unfinished business, and the other was considered new business. Commissioners moved the new business in front of the unfinished business on the meeting agenda.

New Business

- 1) CU 24-05 164 Baker Street – Home Day Care

Commissioners reviewed and approved an application for a new day care that will be located at 164 Baker Street.

Unfinished Business

- 1) 24-24-02 Proposed Agriculture / Forestry (AF) Zoning Ordinance Amendments and Map

A public meeting was held, and during the public hearing, Commissioners heard viewpoints from the public regarding proposed changes in the AF zoning district and the related map. After the public hearing was closed, the Commissioners voted to table the item until the May meeting.

May

The Planning Commissioners participated in a regular meeting on May 20 in the Township Fire Hall.

There was one item unfinished business item on the agenda.

- 1) 24-24-02 Proposed Agriculture / Forestry (AF) Zoning Ordinance Amendments and Map
Commissioners continued the tabled meeting from April. They discussed various choices for continuation of the process and concluded with two recommendations. One was for both the Commissioners and the public to read the Master Plan sections regarding the proposal, and two was for staff to prepare several maps for the next meeting.

June

The Planning Commissioners participated in a regular meeting on June 17 in the Township Fire Hall.

There were two unfinished business items on the agenda.

- 1) 24-24-02 Proposed Agriculture / Forestry (AF) Zoning Ordinance Amendments and Map
Commissioners discussed the maps presented during the meeting and chose the option to include State lands in the mapping process. Commissioners voted to send the proposed language and map to the Township Board for consideration.
- 2) Proposed Accessory Dwelling Unit Language
Commissioners continued the discussion related to accessory dwelling units (ADUs). Commissioners reviewed potential sizes of the ADUs and discussed the ramifications of future property transfers with an ADU that is on the property.

July

The Planning Commissioners participated in a regular meeting on July 15 in the Township Fire Hall.

There were two items on the agenda.

Unfinished Business

- 1) Proposed Accessory Dwelling Unit Language
Commissioners reviewed and discussed a series of questions related to the ADU topic. Commissioners decided to continue the conversation into the next several meetings to give more time for staff and Commissioner research.

New Business

- 1) 34 24-40 Rezoning of Parcel 52-02-110-063-00 M-28 East - R1 (Residential) to I (Industrial)
Commissioners discussed a proposed rezoning from R1 (residential) to I (Industrial) for a property located on M-28. After discussion, the Commissioners denied the request for the rezoning.

August

The Planning Commissioners participated in two meetings on August 19 in the Township Fire Hall.

The first meeting was a joint meeting with the Township Board. The Commissioners presented the draft version of the proposed ordinance language and map for the new AG 1, AG 2 and AG 3 zoning districts. The districts were proposed to replace the current Agriculture / Forestry (AF) zoning district.

The second meeting was the regular Planning Commission meeting. There were three items on the agenda, and Commissioners chose to do new business before unfinished business.

New Business

- 1) Conditional Use Permit CU 24-64 371 West Wright Place – day care

Commissioners reviewed a conditional use permit request to establish a day care for thirteen children that will be located at 371 West Wright Place. After a brief discussion, the Commissioners approved the application without conditions.

Unfinished Business

- 1) FlashVote Questions – Additional Dwelling Units

Commissioners reviewed and discussed proposed FlashVote questions related to the ADU topic. The Commissioners chose not to put the questions to the public until the Commissioners had gathered more information on the topic.

- 2) Proposed Accessory Dwelling Unit Language

Commissioners reviewed and discussed a series of questions related to the ADU topic. After much discussion, Commissioners decided not to continue discussing the topic, but instead to review and concentrate on other aspects of the zoning ordinance language.

September

The Planning Commissioners participated in a regular meeting on September 16 in the Township Fire Hall.

There were five new business items on the agenda.

- 1) CU 24-76 Conditional Use – Storage Units

Commissioners reviewed a conditional use permit request to build new storage units on a property located on M-28 East near Naglekirk's Gardens. After discussion with the applicants, the Commissioners approved the application without conditions.

- 2) 34 24-72 Rezoning 1900 M-28 East – R1 (Residential) to C (Commercial)

Commissioners reviewed an application to rezone a property located just west of the entrance to the casino from residential to commercial. After discussion with the applicant, the Commissioners voted to send the application to the Board for consideration.

3) Preliminary site plan review

Commissioners reviewed a preliminary site plan for a proposed campground to be located on M-28 east of Lakenenland. Commissioners discussed the plan with the applicants, and made suggestions that the Commissioners would like to see as part of the formal site plan review.

4) 34 24-40 Rezoning Motion Review

Commissioners rescinded a motion made at the August meeting that showed the denial for the rezoning motion as being “from residential to commercial”; the motion should have been stated as “from residential to industrial”. Commissioners made a new motion to correct the language.

5) 2025 - 2029 Township Recreation Plan

Commissioners reviewed the draft of the *2025 – 2029 Township Recreation Plan*, and after a brief discussion, recommended that the plan be sent out for a 30 day public review.

October

The Planning Commission did not meet in October.

November

The Planning Commissioners participated in a regular meeting on November 25 in the Township Fire Hall.

There were five new business items on the agenda.

1) Proposed 2025 Planning Commission Meeting Dates

The Commissioners discussed the meeting dates for 2025. They approved a calendar that includes two joint meetings with the Board and no scheduled meeting in November.

2) Planning Commission Bylaws and Procedures Update

Commissioners updated the education portion of the bylaws to include a requirement for attending a Citizens Planner class during the first year as a Planning Commissioner.

3) Proposed Master Plan and Zoning Ordinance Direction

Commissioners reviewed a recommendation to update the current master plan and subsequent zoning ordinance. The Commissioners will begin the process of updating the plan in 2025, while working concurrently on portions of a new zoning ordinance. The intent is to update the master plan, and to follow it with a new zoning ordinance that is based on the plan.

4) Proposed Chocoley Township Master Plan Vision Survey FlashVote Questions

Commissioners discussed and approved questions for an upcoming FlashVote questionnaire that will be activated in January.

5) Proposed 2026 Master Plan Survey Questions

Commissioners began a review of proposed 2026 master plan survey questions and made several recommendations for changes to the questions.

December

The Planning Commissioners participated in a regular meeting on December 16 in the Township Fire Hall.

There were four new business items on the agenda.

1) Sample Master Plan and Zoning Ordinance Worklists

The Commissioners discussed the methods of tracking the progress for the upcoming master plan and zoning ordinance projects.

2) Proposed 2026 Master Plan Business Survey

The Commissioners provided input on a proposed business survey that will be sent to businesses in the Township. The survey is intended to gather input for the master plan project from a business perspective.

3) Proposed zoning ordinance - section 1

The Commissioners provided comments on a draft version of section one for the proposed zoning ordinance replacement.

4) Site Plan Checklist

The Commissioners discussed a proposed site plan checklist. The checklist will be used in conjunction with zoning ordinance language that will be discussed in future Planning Commission meetings.

Planning Director Activities

In addition to preparing agenda materials for Planning Commission meetings and attending the Planning Commission meetings, the Planning Director completed additional activities and attended training and seminars throughout the year.

January

- Attended a Superior Trade Zone meeting in Rock
The meeting focused on activities occurring throughout the trade zone corridor.
- Attended a *Changes Ahead for Renewable Energy Permitting in Michigan: The Knowns and Unknowns* webinar.
The webinar gave an overview of the upcoming legal changes for renewable energy permitting in Michigan.
- Attended a *Floodplain Substantial Damage and new Coastal FEMA National Flood Insurance Rate Maps* webinar.
The webinar detailed the changes and updates regarding FEMA mapping of the Great Lakes coastline.

February

- Attended an advanced Excel class in Marquette.
The class concentrated on the advanced capabilities of Microsoft Excel.
- Attended a Climate Adaptation Task Force (CATF) meeting in Marquette
The meeting focused on various activities in and around Marquette related to climate resilience and adaptation.

March

- Attended a *Nature-Based Solutions for Climate Resilience* webinar
The webinar focused on various nature-based solutions (such as tree canopies and water collection sites) to use as natural resources for methods to assist in future climate resilience.

April

- Attended online sessions one through three of five ESRI *Cartography* sessions
The sessions presented a strong case for the need for Geographic Information System (GIS) applications, and provided supportive materials related to GIS and map design.
- Attended the Small Town and Rural Development Conference in Thompsonville
The conference and related activities provided multiple opportunities and sessions to see how rural communities were working on enhancing their communities. Primary focuses of the conference were energy and recycling.

May

- Attended online sessions four and five of five ESRI *Cartography* sessions
The sessions continued to provide a strong base of the need for GIS and gave strong materials related to GIS and map design.
- Attended a Superior Trade Zone meeting in Rock
The meeting focused on activities occurring throughout the trade zone corridor, especially in Escanaba.

June

- Attended a FEMA *Managing Map Changes* webinar
The webinar concentrated on changes to FEMA maps, especially regarding coastal mapping of the Great Lakes.

July

- Attended a *Marquette 2049 Learning Circle – Trash & Recycling* session in Marquette
The session involved sharing conversation with local leaders and residents regarding opportunities for recycling and future trash concerns for Marquette County.
- Attended a Marquette County Planning Commission meeting
Presented the proposed changes to the Agricultural / Forestry zoning district to the Marquette County Planning Commission for review. The County Planning Commission approved the proposed changes.

August

- Attended an NMU aquaponics focus group session in Marquette
The focus group concentrated on what was needed in the Upper Peninsula for aquaponics to be a viable food source for Upper Peninsula residents.

September

- Attended a *Marquette 2049 Learning Circle - Health, Housing & Transportation* session in Marquette
The session discussion centered on viewpoints regarding health, housing and transportation in Marquette County.

October

- Attended a *Marquette 2049 Learning Circle – Economic Diversification & Development* session in Marquette
The session focused discussion on viewpoints regarding the local economic development and the methods and concerns regarding future development.

- Attended an ESRI *Introducing ArcGIS Story Maps* training webinar
The webinar concentrated on how to tell stories using maps and statistical data, and the basics of setting up story maps that presented different types of data to the public
- Attended three of five *Citizen Planner* sessions in Negaunee
The first session focused on the concepts that involved planning and zoning in a community setting.
The second session concentrated on planning for the future of a community.
The third session centered around making zoning decisions and how those decisions would affect the future of a community.
- Attended a *Housing in Motion* luncheon in Ishpeming
The presentations were designed to focus on housing issues within Marquette County.
- Attended two MDOT *Advanced Training Wheels* seminars
The webinars concentrated on the best practices for development, maintenance, and extension of bike routes in a community.

November

- Attended the fourth of five *Citizen Planner* sessions in Negaunee
The session presented various ways to be innovative with planning and zoning when working with a community.
- Attended a Marquette County Planning Commission meeting
Presented the proposed zoning changes for a parcel on M-28 East owned by Alger Delta Coop to the Marquette County Planning Commission for review. The County Planning Commission approved the proposed zoning change.
- Attended a webinar on the Michigan *Zoning Atlas*
The webinar demonstrated the capabilities of a zoning atlas that was developed as a pilot for the City of Grand Rapids. The interactive map was developed based on criteria found in the City of Grand Rapids zoning ordinance and the national zoning atlas.
- Attended the EGLE *Material Management Tools and Resources* webinar
The webinar focused on the upcoming EGLE *Material Management Plan* requirements and information necessary to complete the plan.

December

- Completed the fifth of five *Citizen Planner* sessions online
The session presented the process of setting up a zoning plan that reflected the desired direction outlined in the master plan.

- Received a certificate of completion for the *Citizen Planner* course
- Attended a *Marquette 2049 Learning Circle – Water and Land Use* session in Marquette
The discussion session focused on the desire and needs to protect water and land resources while using both for future growth and development.
- Attended a FEMA *Community Rating System* webinar
This topic demonstrated the various requirements and concepts that a community that is in the National Flood Insurance Program (NFIP) could use to reduce insurance rates for those that had flood insurance within the community or wished to obtain it in the future.

Planning Commission Conditional Use Permits

Application Number	Applicant	Status	Comments
CU 24-01	MARESA	Approved	Proposed school at 1510 M-28 East
CU 24-05	Jenny and Adam Brigman	Approved	Home day care
CU 24-64	Andrea Richard	Approved	Home day care
CU 24-76	Eric Meister / Travis Ryan	Approved	Storage units on M-28 East

Planning Commission Site Plan Reviews

Application Number	Applicant	Status	Comments
SR 24-03	Dollar General	Approved	Retail store located on US 41 South

Township Plans and Ordinances

Plan / Ordinance	Type	Status	Comments
Township zoning ordinance	Update	Approved	Split Agriculture / Forestry (AF) zoning district to three separate zoning districts, and zoned state lands to AG 3
Township zoning ordinance	Rezoning	Denied	Request to rezone an M-28 East parcel from R-1 (Residential) to I (Industrial)
Township zoning ordinance	Rezoning	Approved	Request to rezone 1900 M-28 East from R-1 (Residential) to C (Commercial)

Zoning Permits

Although zoning permits are under the Zoning Administrator, the permits are listed as a reference in this report on building activity in the Township as information for the Planning Commission and the Township Board.

The table shows the Township permits processed in 2024.

2024 Reviewed Permits by Month		2024 Reviewed Permits by Type		
		Permit Type	Approved / Pending	Denied
Month	Number of Permits		Number	Number
January	3	Addition	4	0
February	3	Alteration	1	0
March	5	Commercial Outbuilding	0	0
April	10	Conditional Use	4	0
May	12	Deck	4	0
June	19	Fence	29	0
July	16	Garage	10	0
August	13	Grading	0	0
September	3	Home	3	1
October	4	Home / Garage	4	0
November	5	Home Occupation	2	0
December	2	New Commercial	1	0
		Outbuilding	20	0
		Pole Building	4	0
		Rezoning Application	1	1
		Sign	4	0
		Site Plan Review	1	0
		Zoning Variance Request	1	0
Total	95	Total	93	2

Denied Permits Description

There were two permits denied in 2024.

Home

The applicant wanted to add on to a non-conforming structure that was within the waterfront setback. The permit was denied, and the applicant successfully applied for a variance from the Zoning Board of Appeals.

Rezoning Application

The applicant wished to rezone a property on M-28 from Residential (R 1) to Industrial (I). The Planning Commission denied the request, and the applicant chose not to appeal to the Township Board.

**Charter Township of Chocolay****Planning and Zoning Department**

5010 US 41 South

Marquette, MI 49855

Phone: 906-249-1448

Fax: 906-249-1313

Issue Brief: Joint Discussion for Planning Commission Questions**Meeting: February Joint Meeting****Date: February 10, 2025****Issue Summary**

The Planning Commission has several items that they would like to discuss with the Board during the joint meeting with the intent of getting a sense of the Board's direction on those topics.

Background

Commissioners were asked at the January 20, 2025 meeting to provide questions and concerns that they would like to see covered during the joint meeting with the Board. The Commissioners would like to have a conversation with the Board regarding those topics.

Discussion Topics

Commissioners voted to forward questions to the Board about topics that are relevant to the direction for the Planning Commission for 2025. Those topics are:

1. Further discussion about accessory dwelling units

In relation to housing and aging in place, Commissioners discussed accessory dwelling units several times during meetings held in 2024. The discussion included attached and detached ADUs, who would occupy ADUS, where ADUs would be permitted in the Township, and if ADUs could be rented.

Question considered were:

- a) In what zoning districts will ADUs be permitted?

What about the mixed use districts? Will ADUs be permitted for a commercial site (i.e., on-site employee residence)?

Will an ADU fit on a R2 property in Harvey?

- b) What will be the long term effect of ADUs in the Township?

Will they affect Township resources (examples: fire, police, sewer, other infrastructure)

Will ADUs promote Township growth?

Will ADUs promote age in place?

Do ADUs address some of the affordable housing question?

- c) What would be considered the minimum size of an ADU?

County specifications indicate that 70 square feet of room area, with a separate water closet / bathroom, a kitchen area with a sink, and a washer connection is required.

- d) Who is eligible to add an ADU to the property?

Measured how? PRE above a certain percentage (100 percent indicates owner is living on the property)?

Anyone?

Issue Brief: Items for Board Consideration for the Joint Meeting

- e) Who is an ADU for?
Family only? Anyone?
 - f) Rentals of ADUs
Effect on current rental ordinance if owner is required to live on the property
 - g) Use ends for the ADU, or principal owner moves from the property
What would be permitted if the principal owner moves and the PRE changes?
Use of the ADU ends – what are available possibilities after that?
 - h) Sale of property – concerns for new owner
Rental of both the principal and ADU allowed?
 - i) Zoning Enforcement
ADU rental registration
 - j) For attached ADUs, will separate entrances be required?
Separation of the ADU from the primary residence?
Distinction between ADU and additional living space
 - k) For attached ADUs, will the ADU space (such as above a garage) be rentable?
ADU rental registration
 - l) Will ADUs be allowed on properties owned through a trust?
Who would be considered the primary owner?
 - m) What style of ADU would be permitted?
2. Discussion about tiny homes
- Commissioners also discussed tiny homes several times during meetings held in 2024. The discussion included reducing the required footprint of homes from 800 square feet to a smaller footprint, locations for tiny homes in the Township, and potential issues with tiny homes in the future.
3. Establish a time table for the completion of the master plan
- The Commissioners have started the process of replacing the current master plan with a new plan. The current plan expires in 2026, and the Commissioners would like a discussion with the Board on expectations for completion of the new plan.
- Steps completed include:
- a) FlashVote survey regarding the master plan (results are posted on the Township web site)
 - b) Development of a business community survey that will be distributed during the March / April time frame
 - c) Started review of the survey that will be distributed to the public in the May time frame for public input on the plan
4. How to get more input from residents about the master plan
- The Commissioners would like to hear the Board's ideas on how to engage the public for both the master plan development and community engagement.

Author: Dale Throenle
Date: January 28, 2025



Charter Township of Chocolay

Planning and Zoning Department

5010 US 41 South

Marquette, MI 49855

Phone: 906-249-1448

Fax: 906-249-1313

Issue Brief: Master Plan and Zoning Ordinance Project Update

Meeting: Planning Commission Meeting

Date: February 10, 2025

Issue Summary

Provide an update on the master plan and zoning ordinance project.

Background

The Planning Commission has started the process of updating the Township master plan and zoning ordinance.

The order of the two documents is to work on the master plan first with a completion date of the first quarter of 2026, followed by the zoning ordinance with a completion date of the fourth quarter of 2026.

The intent is for staff and the Planning Commission to work on sections of both documents during the entire project time frame. Sections in the zoning ordinance that are not dependent on the master plan (such as the conditional use, site plan, and rezoning processes) can be worked on simultaneously with the master plan. Other zoning ordinance sections (such as the zoning district regulations) will depend on master plan language and public input and will push those section completions past the end date for the master plan.

The tasks are tracked through an online agile software program so that the Commissioners and staff are aware of the project deliverable statuses. This software allows the flexibility of doing tasks in a selection process, with the ability to move tasks around as necessary to complete the deliverables. This software can also be used to provide updates to the Board when requested.

Staff Research and Deliverables

Staff has set up separate tracking for the master plan and the zoning ordinance. This involves setting up two sets of deliverables, which are easily updated and managed through the agile software.

There are three categories for each deliverable:

1) To do

These are tasks that are assigned to the project but are not currently active.

2) In progress

These are tasks that are currently active and being addressed by the teams assigned to the project item. There may be several subtasks under each item that have to be completed as part of the task.

3) Completed

These are tasks that have been reviewed, and all subtasks are completed.

Status for the Master Plan Portion of the Project

To do – Master plan document

- Notification for intent to plan
- Final full document review (near end of project)
- Public comment and legal review (near end of project)
- Final document approval (near end of project)

To do – Master plan document

- Survey design – FlashVote # 2
- Business survey
- Public survey

In progress

- Master plan survey design – public input
- Master plan layout

Completed

- Survey design – FlashVote # 1
- FlashVote survey # 1
- Survey design – business community

Status for the Zoning Ordinance Portion of the Project

To do – Ordinance Language

- Zoning Ordinance – Section 3 General Requirements
- Zoning Ordinance – Section 4 Zoning District Regulations
- Zoning Ordinance – Section 5 Zoning Districts and Uses
- Zoning Ordinance – Section 6 Overlay Zoning District Regulations
- Zoning Ordinance – Section 7 Development Standards
- Zoning Ordinance – Section 8 Zoning Ordinance Administration
- Zoning Ordinance – Other sections
- Zoning Ordinance – interactive document setup

To do – Ordinance processes

- Zoning Ordinance – conditional use process
- Zoning Ordinance – site plan process
- Zoning Ordinance – rezoning process

In progress

- Update Zoning Ordinance – Section 2 with new definitions

Completed

- Introduction of new zoning ordinance interactive concept
- Zoning Ordinance – site plan checklist
- Zoning Ordinance – Section 1 Provisions

Recommendation

Staff is recommending the Board:

- 1) Review *the projected time frames for the master plan and zoning ordinance.*
- 2) Review the master plan and zoning ordinance agile tasks.
- 3) Recommend additions and changes as necessary.

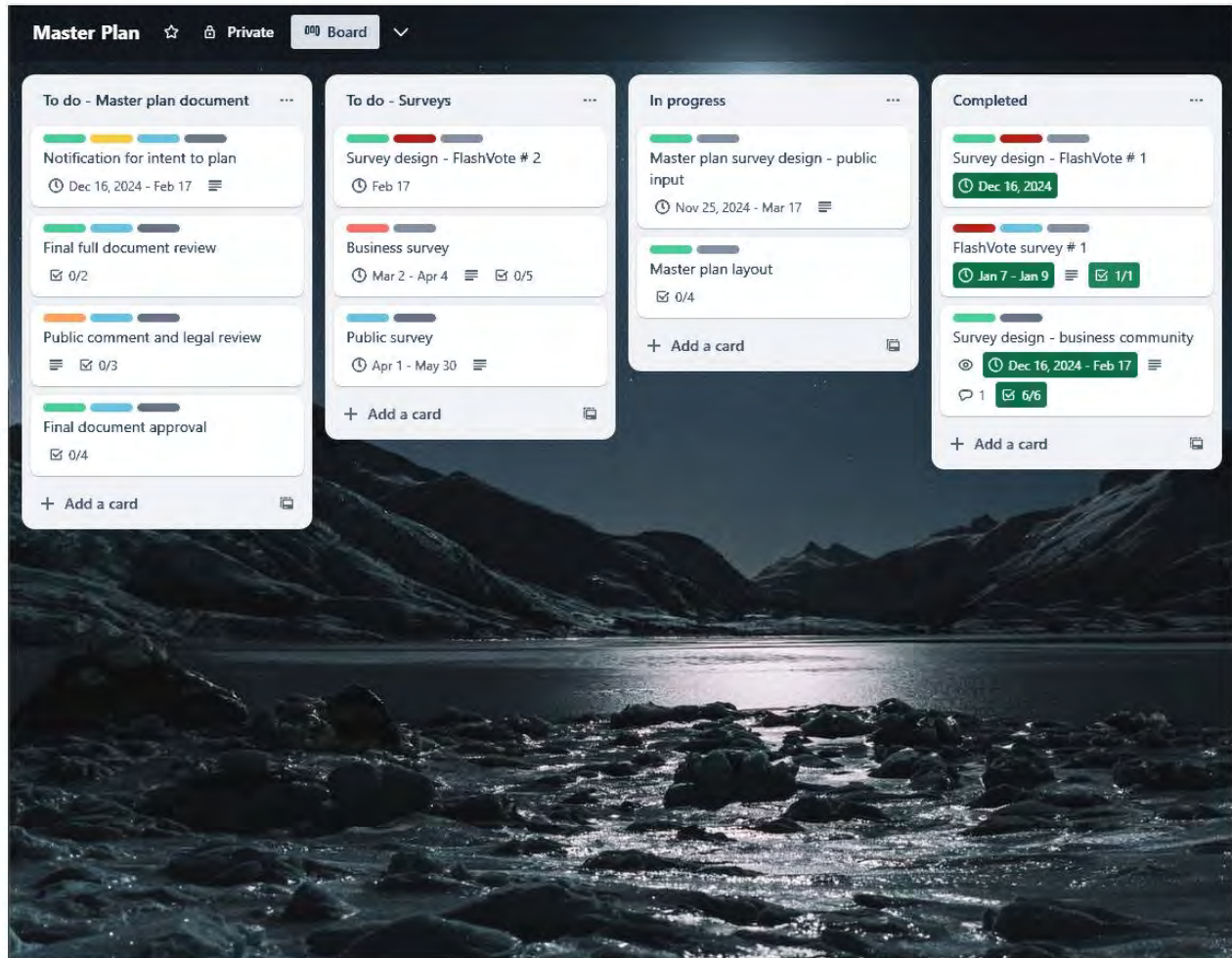
Author: Dale Throenle
Date: February 3, 2025

Attachments

1. *Master Plan and Zoning Ordinance Agile Tasks*

Master Plan and Zoning Ordinance Agile Tasks

Master Plan Tasks



Zoning Ordinance Tasks

The image shows a Kanban board titled "Zoning Ordinance" with four columns: "To do - Ordinance language", "To do - Ordinance processes", "In progress", and "Completed".

- To do - Ordinance language:**
 - Zoning Ordinance - Section 3 General Requirements (0/6)
 - Zoning Ordinance - Section 4 Zoning District Regulations (0/6)
 - Zoning Ordinance - Section 5 Zoning Districts and Uses (0/6)
 - Zoning Ordinance - Section 6 Overlay Zoning District Regulations (0/6)
 - Zoning Ordinance - Section 7 Development Standards (0/6)
 - Zoning Ordinance - Section 8 Zoning Ordinance Administration (0/6)
 - Zoning Ordinance - Other sections (0/6)
- To do - Ordinance processes:**
 - Zoning Ordinance - conditional use process (0/7)
 - Zoning Ordinance - site plan process (0/4)
 - Zoning Ordinance - rezoning process (0/7)
- In progress:**
 - Update Zoning Ordinance - Section 2 with new definitions (0/7)
- Completed:**
 - Introduction of new zoning ordinance interactive concept (Nov 25, 2024 - Nov 25, 2024) (1/1)
 - Zoning Ordinance - site plan checklist (Dec 16, 2024 - Feb 17) (5/5)
 - Zoning Ordinance - Section 1 Provisions (Dec 16, 2024 - Jan 20) (6/6)

**CHOCOLAY TOWNSHIP
PLANNING COMMISSION**

Monday, January 20, 2025 Minutes

I. Meeting Call to Order

Vice Chair Meister called the meeting to order at 6:00 PM.

II. Pledge of Allegiance

III. Roll Call

Members present at roll call:

George Meister (Vice Chair)
Donna Mullen-Campbell (Secretary)
Richard Bohjanen (Board)
Stephanie Gencheff
Kendall Milton

Members absent at roll call:

Ryan Soucy (Chair)
Rebecca Sloan (Vice Secretary)

Staff present:

Mason Mitchell (Police), Dale Throenle (Planning Director / Zoning Administrator)

IV. Additional Agenda Items / Approval of Agenda

Gencheff moved, Mullen-Campbell seconded, to approve the agenda as presented.

Vote: Ayes: 5 Nays: 0 Motion carried

V. Minutes

A. December 16, 2024 regular meeting

Gencheff moved, Milton seconded, to approve the meeting minutes from the December 16 meeting.

Vote: Ayes: 5 Nays: 0 Motion carried

VI. Public Comment

Mason Mitchell, Township Police Department

Commented on the recent FlashVote that was sent out. He commented specifically on the US 41 corridor and adding a potential access road to the businesses at the intersection of US 41 South and M-28 East.

VII. Presentations

None

VIII. Unfinished Business

A. Proposed Zoning Ordinance – Section 1

Staff Introduction

Throenle stated that the section one of the proposed zoning ordinance was reviewed during the previous meeting, and a question was raised regarding HOAs. Throenle stated that the proposed section regarding the HOAs was removed after conversation with the Township attorney, and the remaining language was untouched.

Commissioner Discussion

Gencheff stated that her understanding of the HOA situation is that even if a covenant exists, the Township is not under an obligation to follow it. Throenle stated that it was also his understanding after talking with the Township attorney.

Bohjanen asked that language be included in section 1.9 to state what would happen if a portion of the language was found unconstitutional. Throenle wrote and read a section to the Commissioners that would be added to the proposed document. The language added was “If the language is found to be unconstitutional, then the ordinance review will be discussed and adjusted at the next available Township meeting.”.

Commissioner Decision

Gencheff moved, Milton seconded, to approve the proposed language for section one of the new zoning ordinance as revised.

Vote: Ayes: 5 Nays: 0 Motion carried

B. Site Plan Checklist

Staff Introduction

Throenle stated that the site plan checklist was reviewed during the previous meeting, and that the checklist was revised based on recommendations from that meeting.

Commissioner Discussion

Meister stated that the checklist looked good.

Bohjanen stated that the checklist put the responsibility on the developer to present the information as requested on the checklist. He added that he wanted to see something on the checklist that provided the exemptions from the zoning ordinance. Throenle responded that the exemptions would be in the zoning ordinance language as part of the language development. He showed the Commissioners the current site plan review application to indicate how the checklist was attached to the application and stated that the new language in the ordinance would take care of the exceptions for the site plan checklist.

Meister asked if all items in the ordinance were added to the checklist; Throenle stated that they were.

Milton asked if the adjacent zoning was added to the checklist; Throenle stated that it

was added under the *Property Dimensions* section.

Gencheff requested the driveway distance in the *Property Access* section be changed from 100 feet to 250 feet; Commissioners agreed with the request.

Gencheff pointed out that *Resources* was spelled wrong under the *Other Agency Required Permits*.

Throenle explained how the other agencies were involved in the site plan review process.

Mullen-Campbell asked about Township involvement in snowplowing. Throenle stated that the Township does some plowing, but only on public properties. He added that snow removal was in the *Existing Landscape and Utilities* and *Proposed Landscape and Utilities* sections on the checklist.

Commissioner Decision

Bohjanen moved, Gencheff seconded, that the proposed site plan checklist be accepted as revised.

Vote: Ayes: 5 Nays: 0 Motion carried

Throenle stated that the next step in the process was to look at the site plan review language.

C. Proposed 2026 Master Plan Business Survey

Staff Introduction

Throenle stated that the proposed business survey was reviewed during the previous meeting, and that the survey was revised based on recommendations from that meeting.

Commissioner Discussion

Meister asked if there were any changes. Gencheff stated that she wanted to see how the response will be from the business owners.

Bohjanen stated that delivery of the survey in person would be better for responses. Throenle stated that staff intent was to also reach out to the businesses while delivering the survey to see if there was anything that the Township could do for them.

Commissioner Decision

Gencheff moved, Mullen-Campbell seconded, that the proposed 2026 master plan business survey be accepted as presented.

Vote: Ayes: 5 Nays: 0 Motion carried

IX. New Business

A. Election of Planning Commission Officers

Staff Introduction

Throenle stated that it was an annual requirement to vote for the officer positions

available for the Planning Commission. He added that Bohjanen was not eligible for any of the positions as he is the Board representative.

Commissioner Decision for Chair

Milton moved, Mullen-Campbell seconded, that Soucy remain as Chair of the Planning Commission.

Vote: Ayes: 5 Nays: 0 Motion carried

Commissioner Discussion for Vice Chair

Gencheff moved, Mullen-Campbell seconded, that Meister remain as Vice Chair of the Planning Commission.

Vote: Ayes: 5 Nays: 0 Motion carried

Commissioner Decision for Secretary

Mullen-Campbell moved, Milton seconded, that Sloan be the Secretary of the Planning Commission.

Vote: Ayes: 5 Nays: 0 Motion carried

Commissioner Decision for Vice Secretary

Mullen-Campbell moved, Milton seconded, that Gencheff be the Vice Secretary of the Planning Commission.

Vote: Ayes: 5 Nays: 0 Motion carried

B. 2024 Planning Commission Annual Report

Staff Introduction

Throenle stated that there is an annual requirement to present an annual report to the Board showing activities that took place throughout the previous year. Throenle stated that the previous year's report had five sections, and that a sixth section was added to the report this year showing the number of permits issued throughout the year.

Commissioner Discussion

Meister stated that the report looked good.

Mullen-Campbell asked about the sixth section. Throenle stated that the section contained a chart of permits that were issued throughout the year and showed the section to the Commissioners.

Bohjanen requested adding language to explain the denials; Meister agreed. Throenle stated that he would add it to the report.

Commissioner Decision

Gencheff moved, Milton seconded, to forward the 2024 Planning Commission Annual Report as revised to the Township Board for consideration.

Vote: Ayes: 5 Nays: 0 Motion carried

C. Joint Meeting Considerations

Staff Introduction

Throenle stated that the purpose of this item was for the Commissioners to determine what questions that they have for the Board for the joint meeting with the Board.

Commissioner Discussion

Meister wanted a question regarding accessory dwelling units (ADUs) and tiny homes; Milton and Mullen-Campbell agreed.

Gencheff asked about the latest Michigan legislation that went through the last session to determine if there was anything that would stop ADUs in the future.

Bohjanen stated that during the previous Board meeting the Board did not develop a list of questions for the joint meeting.

Throenle suggested that the Commissioners present the direction that is already in progress, especially regarding the master plan and the zoning ordinance.

Gencheff requested that a brainstorming question be asked about getting more involvement with the Township residents. She pointed out the highlights of the FlashVote survey.

Gencheff suggested that an item be added to address Officer Mitchell's comments earlier in the meeting during public comment. Bohjanen stated that the item had been discussed in the past. Throenle showed the Commissioners the MODT average daily traffic numbers from the MDOT web site and stated that the traffic counts should be included in future discussions. Meister added that the corridor could look nicer, and circulation behind the businesses at the intersection would be a potential issue due to the wet lands. Meister stated that the discussion should be included in the master plan. Throenle showed the circulation road as it was presented in previous master plans.

Officer Mitchell gave an overview of the speed limits on US 41 South from both the north and south near the intersection of M-28 East.

Meister asked about the potential connection near the corner, and if the Township could suggest something regarding the connection. Throenle suggested that the conversation would be with the property owners and should include the Township police as part of the conversation. Meister suggested that the conversation could be added to the new Township manager's items for discussion. Bohjanen added that the Township had a representative on the Corridor committee to discuss this in the future. Meister suggested that there should be some discussion to extend Ryan Road to make a connection to the north. Bohjanen added that there is a creek in the area that may impact some of the discussion. Meister suggested that the business owners could be brought together to discuss the extension.

Meister asked the Commissioners if there were any additional questions for the Board. Bohjanen suggested adding a discussion about the time frames for the master plan and the zoning ordinance.

Commissioner Decision

Gencheff moved, Mullen-Campbell seconded, that the following items be presented to the Township Board for consideration at the joint meeting in February:

- 1) Further discussion about accessory dwelling units*
- 2) Discussion about tiny homes*
- 3) Establish a time table for the completion of the master plan*
- 4) How to get more input from residents about the master plan*

Vote: Ayes: 5 Nays: 0 Motion carried

X. Public Comment

None

XI. Commissioner's Comments

Gencheff

No comments.

Mullen-Campbell

Stated it was a good meeting.

Meister

Stated he was looking forward to working through the new ordinance.

Bohjanen

No comments.

Milton

No comments.

XII. Director's Report

Planning / Zoning Administrator Throenle

He reviewed the status of the master plan and zoning ordinance progress in the tracking software set up for the processes.

He reviewed the FlashVote master plan survey and pointed out that managing growth and natural features were important in the future. He mentioned the corridor and the comments made regarding it. He added that the results of the survey are posted on the Township web site.

He stated that the joint meeting would be on February 10 at 5:30 PM in the Fire Hall, and that the regular meeting would follow at 7 PM.

Meister stated that the FlashVote survey pointed out a lack of sense of community. He suggested setting up a FlashVote about creating a sense of community and added that the principal of Cherry Creek was trying to do the same thing. He suggested that the questions be centered on how to develop the community, and what type of events that

might be good to get that going. Throenle responded that a Chocloy Area Days event was set up and ran for two years prior to Covid. Throenle added that the discussion with business owners would also include restarting the Chocloy Area Business Association (CABA). Meister mentioned it might be a good idea to include retired business owners in the discussion.

XIII. Informational Items and Correspondence

- A. Township Board minutes – December 9, 2024
- B. Township Board minutes – December 11, 2024 special
- C. Township Board minutes – December 12, 2024 special
- D. Township newsletter – November / December 2024
- E. City of Marquette Planning Commission minutes – 11.12.24
- F. City of Marquette Planning Commission minutes – 11.19.24

XIV. Adjournment

Bohjanen moved, Mullen-Campbell seconded, to adjourn the meeting.

Vote: Ayes: 5 Nays: 0 Motion carried

Meister adjourned the meeting at 7:25 PM

Submitted by:

Donna Mullen-Campbell, Planning Commission Secretary

MARQUETTE COUNTY SOLID WASTE MANAGEMENT AUTHORITY

Board Meeting Minutes

Regular Meeting

January 15, 2025

DATE: Wednesday, January 15, 2025**PLACE:** Landfill Administration Complex
600 County Road NP
Marquette, MI 49855**MEMBERS PRESENT:** In Person: Randall Yelle, Glenn Adams, Dave Campana, Robert Antilla, Dennis Honch, Amy Manning, Helen Wilson and Joe Minelli (via Zoom)**MEMBERS ABSENT:** None**EX OFFICIO:** Mike Stannard**OTHERS:** In Person: William T. Nordeen, Attorney; Beth Bonanni, Recording Secretary; Chris Magnuson, MCSWMA; John Anderson, MCSWMA; Gary Wommer, Negaunee Township; Darlene Walch, Sands Township; Jim Belpedio, Champion Township; and Richard Bohjanen, Chocolay Township. By Zoom: Unknown phone number.

1. Call to Order: R. Yelle called the meeting to order at 4:00 p.m.

Pledge of Allegiance recited.

2. Approval of Agenda: G. Adams made a motion to approve the Agenda as presented. D. Honch supported. Motion approved unanimously.
3. Public Comment: None.
4. Approval of Minutes
 - a. 12/18/2024 – Regular Meeting

R. Antilla made a motion to approve the Regular Meeting Minutes of December 18, 2024, as presented. D. Campana supported. Motion passed unanimously.

5. Consent Agenda

- a. Statistics – December 2024
- b. Accounts Payable

D. Campana made a motion to approve the Consent Agenda as presented. G. Adams supported. Motion passed unanimously.

6. Business

- a. Banking – D. Campana made a motion to approve the banking. G. Adams supported. Motion passed unanimously. R. Yelle asked C. Magnuson if it is normal for the numbers to be exact last month and this month for the Perpetual Care Jumbo CD. C. Magnuson said yes, the interest rate doesn't start until the 5th of the month.
- b. Financials – D. Campana made a motion to approve the Financials. D. Honch supported the motion. Motion passed unanimously. D. Campana asked what was non-operating revenue that was listed under Ordinary Income/Expense. C. Magnuson said it would be items like Grants and such that the Landfill receives from the state. C. Magnuson stated that the Landfill received some non-operating revenue for the engineering on the gas project.
- c. Recycling Financials – A. Manning made a motion to approve the Recycling Financials. D. Campana supported. Motion passed unanimously. D. Campana said Recyclables shows a \$40,000 loss for December, which is a large number, and asked if there was a reason for this. C. Magnuson said the facility shipped one load of plastics between the holidays as far as processing materials. MCSWMA shipped two loads this month already; one was at .86/ton for a truckload. D. Campana asked what it means when it says Produced Waiting for Shipping and shows zero money. C. Magnuson said it means that the Landfill had no material at the time. M. Stannard said that the Recycling Supervisor said he has shipped out \$42,000 worth of plastics this month so far. Dave Campana commented that the Landfill seems to be losing money on recycling. R. Yelle said this year there was a \$8,000 loss in recycling. Decembers are typically rough months. R. Yelle commented that is why it is so important the Landfill gets involved with the multi-county recycling program because Marquette County cannot support single-stream recycling on its own and necessitates the need to receive out-of-county materials. Losing Menominee County's recycling was a big loss to MCSWMA. C. Magnuson said Menominee County made up 46% of the Landfill's inbound recycling. R. Yelle commented that Waste Management also opened up their recycling facility in Wisconsin and there is nothing in the agreements that states recycling has to come to

Marquette County. Waste Management takes the materials to their facility in Wisconsin.

d. Reimbursements – D. Honch made a motion to approve the Reimbursements. A. Manning supported. Motion passed unanimously.

e. Union Contract – A. Manning made a motion to ratify the Union Contract. B. Antilla supported. B. Nordeen provided a summary of the Union Contract. The wages were negotiated pretty well down from what the Union initially requested. The Union employees did receive two things: a 12% increase over 3 years and an increase in the amount by 2% for the Defined Contribution Plans. MCSWMA used to pay 6% and it is now at 8%. A. Manning said they received a list from the Union of 6 to 8 points, which were negotiated back-in-forth for several meetings before an agreement was made. A. Manning said currently the staff in the MRF are working four 10-hour days per week, but they are getting paid overtime for 2 hours every day. The reason for the four days/week is staff prefers to work four days a week and it allows maintenance to work on the equipment on Friday without having to come in over the weekend to perform maintenance. The 2 hours of overtime every day was adjusted so that the wages would be higher and the overtime could be eliminated from being paid daily. Overtime now is just for over 40 hours in the work week rather than over 8 hours in a day. B. Nordeen said they could still get overtime within the 40 hours, but is for any time spent over their scheduled workday. A. Manning said if you look at Recycling Financials, MCSWMA has been paying out a substantial amount of overtime in the MRF. A. Manning said the Comp time ended up staying the same. A. Manning said they did have to adjust the table for the MRF so that it accurately reflects what employees are doing in the MRF, which has changed a bit in the last few years. Motion passed unanimously.

7. Reports

a. Director Report – M. Stannard reported there were no grievances since the last meeting but there was one recordable injury. An operator slipped and fell after he was exiting a piece of equipment. The employee is still undergoing examinations from different medical groups at this time.

The first three gas wells have been installed on top of the Landfill by NW Natural Renewable's subcontractor for the Gas Recovery Project. NW Natural Renewable's met their deadline of December 31, 2024, to receive a tax credit.

Since there has been a late start to Winter, this results in lower leachate volumes to start the new year.

The Wastewater Treatment project is in the submittal phase of the project. The Landfill continues to have bi-weekly meetings with the engineer and contractor.

MCSWMA continues to place waste on the North slope of the Landfill.

Plastic prices have increased significantly. However, paper and OCC have stayed the same.

The 8-hour refresher for hazardous waste training has been completed and staff is in the process of scheduling confined space training.

The shop propane furnace is installed pretty much at this point.

B. Antilla made a motion to accept the Director's Report. D. Honch supported. Motion passed unanimously.

b. Attorney Report – B. Nordeen said he did not provide a written report because the only thing he worked on in the past month was the Collective Bargaining Agreement. However, he is happy to report there is no litigation involving the Landfill.

c. Subcommittee Reports – None.

8. Public Comment: None.

9. Trustee Comments: None.

10. Adjournment: R. Yelle adjourned the meeting at 4:22 p.m.

Randall L. Yelle, Chairperson

Dennis Honch, Secretary

US-41 Corridor Advisory Group

100 South Westwood Drive, Ishpeming, MI 49849

Phone (906) 485-4270 Fax (906) 485-4878

**Meeting Minutes
January 14, 2025**

Bill Anderson - City of Ishpeming
 Vince Bevins – MDOT
 Tony Carrick – Chocolay Township
 Ben Carrigan – MDOT
 James Finkbeiner- City of Marquette
 James Kippola- Humboldt Township
 Chad Larsen - MSP
 Nick Leach – Negaunee Township
 Jason McCarthy – Marquette Township

Mary Myers- LSCP
 Betsy Neznanski – MDOT
 Tom Nolan - MSP
 Erik Powers – Marquette Township
 Randy Ruppel- Ely Township
 Dave Stensaas- City of Marquette
 Amy Stephens- Marquette County
 Rob Tervo – MDOT
 Dan Verlin- MSP

1. Safety Moment – Principles of Safe Systems Approach**2. Minutes Review & Action Item Update****3. Agency Updates**

- **City of Marquette**

- i. New restaurant along highway between Wendy's and O'Reilly Auto; will utilize the existing driveways an access road, there will not be any impacts on the corridor, full review from group not needed.

- **Negaunee Township**

- i. Scheduled public hearing for February 11th to review the conditional change of use permit for vacant building next to Razor Axe. There is currently shared access for the buildings at this location, will review at next meeting.
- ii. Pond Road project- bid package is prepared with construction anticipated to start in the spring.

- **Chocolay Township**

- i. Still without a Township manager, they have an offer out to a candidate.

4. Construction Update**MDOT Update**

- MDOT working on USDOT RAISE grant application for the proposed roundabout at US41 and Teal Lake Avenue in Negaunee. The application will be going out at the end of January. If you would like to submit a letter of support, you should have received a template letter from Betsy, letters

Michigan Department of Transportation (MDOT) • Michigan State Police • Marquette County Road Commission
 • Marquette County Planning Commission • Ely Township • Humboldt Township • Ishpeming Township • City of
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 Township • Lake Superior Community Partnership • Central Upper Peninsula Planning and Development
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would need to be received by the end of the month to be included in the grant application.

- 2025 Projects
 - Carpool lot at Carp River in the City of Marquette
 - M28 Paver Placed surface seal from Alger County line to US41.
 - US41 Crush and Shape in Skandia
 - M35 Overlay from County line to Little Lake
 - M95 Overlay from LLK to PLK

5. Site Plan Review

- Dollar General – Humboldt Township
Reviewed two versions of site plan, due to development issue.

Preferred access for the site is to utilize the existing driveway as shown on the site plans dated 1/3/25. This access has favorable grades and would minimize conflicting turning movements. The group recommends this access be pursued further.

If the preferred access is not achievable, a new driveway as shown on the site plans dated 11/15/24 would be acceptable. Driveway grades would need to be adjusted to meet MDOT and Humboldt Township requirements.

Next Meeting – February 11th via Microsoft Teams

Submitted by,
Betsy Neznanski
MDOT- Ishpeming TSC

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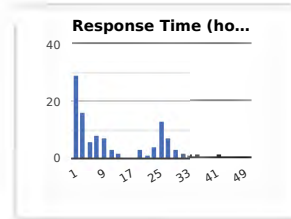
Survey Results: Master Plan

[Survey Info](#) - This survey was sent on behalf of the Charter Township of Chocoday to the FlashVote community for Chocoday Township.

These FlashVote results are shared with local officials

109
Total Participants
 108 of 236 initially invited (46%)
 1 other
 Margin of error: ± 9%

Applied Filter:
Locals only
 Participants for filter:
84



Started:
Jan 7, 2025 8:07am PST
 Ended:
Jan 9, 2025 8:06am PST
 Target Participants:
All Chocoday Township

Q1 In 2025, the Chocoday Township Planning Commission will begin the process of updating the Township master plan, with an intended implementation in 2026. The 2026 master plan will serve as an updated vision and guide for Township development over the next 20 years and will depend on input from the public.

How would you prefer to participate and provide input for the 2026 Township master plan, if at all? (You can choose up to FOUR)

(84 responses by)

Options	Locals (84)
In person at Planning Commission meetings	16.7% (14)
In person at community master plan workshops or townhalls	25.0% (21)
One minute surveys	56.0% (47)
15 minute survey that covers multiple areas	78.6% (66)
In person with Township staff	11.9% (10)
Written communication to the Planning Commission and staff	15.5% (13)
Do not plan to participate	1.2% (1)
Other:	0.0% (0)

Q2 Some master plan input will be collected at regular Planning Commission meetings, which are generally held on the third Monday of each month at 6 PM.

As this may not be a convenient meeting time to provide your input, what days and times would work best for you to participate in the master plan input process in person? (You can choose up to THREE, if any)

(83 responses by)

Options	Locals (83)
The current Planning Commission meeting time is fine	44.6% (37)
Saturday mornings	6.0% (5)
Saturday afternoons	7.2% (6)
Weekday mornings	7.2% (6)
Weekday evenings	24.1% (20)
None of these work for me	4.8% (4)

Walkable, open spaces, local businesses

Small, vibrant, pretty, safe, successful

Quiet, safe, convenient, clean, uncrowded.

Nice low taxes and fees

Hiking Trails, Natural Areas left untouched

PROSPEROUS, SAFE, INVITING

Inclusive, forward-thinking, prosperous

Safe . Productive.

Increased sense of community

Economic growth, beautiful public waterfront

Low tax rates

Affordable place to live

Free from regulatory oversight, the ordinances of value actually enforced, community policing,

Family Friendly

Natural, efficient, all treated equally

Quiet, residential, low-density

Lots remain Quiet, accessible trails/sidewalks,

Include non-property owners into tax base.

Keep Harvey safe!

neighborly, bucolic, community

A diverse inclusive community committed to energy conservation by utilizing sustainable growth practices. Continued support for outdoor recreation: biking, walking, fishing, parks, paddling etc.

A rural community

Maintaining a viable community that provides economic growth, shopping services, and recreational services for it's residents.

Affordable safe clean quiet

Sustainable low impact growth

Affordable rentals for young adults

Q5 Any other comments or suggestions about the future of Chocolay Township or the master plan input process?

(28 responses by)



Please no apartments. People want to afford their own homes. Limited Air b&bs

It is vitally important that we do not focus on the straw man of housing developments. Chocolay is a rural area and it needs to stay that way. It is the reason people live in Chocolay. We certainly need affordability and availability of housing but that is not the end all be all. The existing character of Chocolay is.

Thanks for caring

No more dollar stores or other businesses that cheapen our community. Businesses need to improve their curb appeal..

Friendly, helpful neighbors

Please be more thoughtful about the businesses you bring in. Please take better care of the river - clean it up, stock it, fix old public landings.

Encourage small business and restaurants to open here

Thank you for inviting the public!

to help encourage participants for other than the master plan, ask participants when they would like to have township meetings to allow their attendance & also offer residents the opportunity to participate in township meetings via "Zoom"

Maintain the current ag/forestry land that we have and leave 20 acre minimum alone

Keep parks up

I would like to see Chocolay Township remain a rural and suburban area, mixed with commercial property near the highways for supporting Township residents with local amenities. I also worry about short term rentals in our Township, since most wanna be landlords have been forced out of Marquette.

We need a post office

Less dollar type stores, more activities, housing, restaurants, activities that make people want to visit or live here and raise a family. More community based. I would like things to look more professional, classier and inviting when you come through our community.

We don't want the Township to lose its country feeling. We love the quiet, closeness to nature, and the space. We do not want noisy, short-term neighbors (AirBnBs), noisy dogs, or wind farms. We do appreciate the opportunity to provide input during the planning process.

Sewer services are over priced. You'll never get me to give up my well and let the township sell me water services in light of that fact

More Exciting participatory events that help our community to bond together in a way that makes our hearts smile!

The master plan needs to be a living document subject to revisions and modifications

Work on lowering costs and reducing taxes

The taxes are out of hand

Actually enforce kennel laws. There should be no reason my neighbor to have 5 dogs that rarely see the outside. The kid that lives there doesn't seem to want to go inside her own house. Ease up on modular home construction not every person can afford a double wide. You might actually get some nice ones instead of ones from the 70s getting piece meal together

The community is severely lacking ice rinks for hockey and figure skating. The city rinks are booked to the max. If chocolay could build a couple sheets not only could they hold practices and games, but open skates for the public, tournaments, competitions, etc. It would be

a nice edition to Beaver Grove.

Focus on keeping the nature many of us have come to enjoy and why we chose this community.

I prefer a small community vibe, but love having a grocery store, banks, pharmacy and other services!

This doesn't work well using a smart phone. Can't read the whole question

The US 41 corridor leaves a poor impression of Chocolay. In essence, this is our main street. As development continues I hope we can do more to create of a sense of character and unique identity. I feel this is critical to attracting tourism, high quality businesses and future residents. The New Dollar store with its giant parking lot on the highway was a real step backwards. Suggestions: better developed Greenspace along 41 route utilizing native shrubs and fast growing trees, (recent plantings were a start) future parking lots should be oriented to the back or side, unified lighting and signage ordinance, connections between business parcels and alternative routes to the surrounding community in order to avoid 41. Consider these new routes as more pedestrian (especially children) friendly routes. These are forward thinking ideas that will take considerable time to implement but let's get started. In the meantime, I see an urgent need to address the M28/US 41 intersection.

the uniqueness of Chocolay is the ruralness yet the access to Marquette resources. It's the best of both worlds and should NOT be compromised.

Let's not sell out to corporate greed like the city is doing. Stay local, stay affordable, stay clean.