Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer
Brett Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda
Hartland Township Hall
Wednesday, November 04, 2026
7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Agenda
5. Call to the Public
6. Approval of the Consent Agenda
    a. Approve Payment of Bills
    b. Approve Post Audit of Disbursements Between Board Meetings
    c. 10-20-26 Hartland Township Board Meeting Regular Minutes
7. Pending & New Business
    a. Comprehensive Development Plan 5 Year Review
8. Board Reports

[BRIEF RECESS]

9. Information / Discussion
    a. Manager's Report
10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Approve Bills for Payment

Date: October 29, 2026

Recommended Action
Move to approve the bills as presented for payment.

Discussion
Bills presented total $340,121.16

Notable Invoices include:
Argent Institutional Trust - $107.171.52 – 2026 Water Bond Interest Payment
Bidigare Contractors - $173,972.46 – Payment #2 M59 North Side Watermain
Spalding Dedecker – $17,463.75 – M59 Watermain Construction Observation
Spalding Dedecker - $14,996.00 – M59 Traffic Study

Financial Impact
Is a Budget Amendment Required? ☐Yes ☐No
There are some line items that are now over budget and are under review. Any necessary budget amendments will be brought forth before year-end.

Attachments
Bills for 11.4.26

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
APPLIEDCAP	APPLIED CAPITAL LLC	10/22/2026	43333125	FOA	COPIER LEASES AND OVERAGE CHARGES	
55211	PO BOX 660831	11/04/2026		N		499.60
10/22/2026	DALLAS TX, 75266-0831	/ /	0.0000	N		0.00
		11/04/2026		N		499.60
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-172-960.000	LEASES - COPIER	499.60

VENDOR TOTAL: 499.60

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
ARGENT	ARGENT INSTITUTIONAL TRUST CO	12/01/2026	120126-539	FOA	2026 WATER BOND INTEREST	
55190	4343 EASTON COMMONS SUITE 120	11/04/2026		N		107,171.52
	ATTN: CORPORATE TRUST					
10/16/2026	COLUMBUS OH, 43219	/ /	0.0000	N		0.00
		11/04/2026		N		107,171.52
Open						

GL NUMBER	DESCRIPTION	AMOUNT
539-000-997.013	2026 WATER BOND INTEREST	107,171.52

VENDOR TOTAL: 107,171.52

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
BIDIGARE	BIDIGARE CONTRACTORS	09/15/2026	PAYEST2	FOA	M59 NORTH SIDE WATERMAIN	
55194	939 S MILL STREET	11/04/2026		N		173,972.46
09/15/2026	PLYMOUTH MI, 48170	/ /	0.0000	N		0.00
		11/04/2026		Y		173,972.46
Open						

GL NUMBER	DESCRIPTION	AMOUNT
539-000-152.100	26/27 EAST WATER EXTENSION (BONDED)	173,972.46

VENDOR TOTAL: 173,972.46

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
1400	BS&A SOFTWARE	10/16/2026	171733	FOA	ANNUAL SUPPORT FEES FOR PRE SYSTEM A	
55197		11/04/2026		N		2,170.00
	14965 ABBEY LANE					
10/16/2026	BATH MI, 48808	/ /	0.0000	N		0.00
		11/04/2026		N		2,170.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-253-930.000	REPAIRS & MAINTENANCE	2,170.00

VENDOR TOTAL: 2,170.00

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
CINTAS	CINTAS CORPORATION	10/26/2026	4286920555	FOA	ENTRANCE MAT SERVICE	
55191	PO BOX 630910	11/04/2026		N		49.57
10/26/2026	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		11/04/2026		N		49.57

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-265-801.000	CONTRACTED SERVICES				49.57	
					VENDOR TOTAL:	49.57
COUNTRYVIE	COUNTRY VIEW TREE SERVICE	10/16/2026	430	FOA	HODGE & PARSHALLVILLE CEMETERY TREE	
55195		11/04/2026		N		5,150.00
	3969 BENTLEY LAKE RD					
10/16/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2026		N		5,150.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-567-930.000	REPAIRS & MAINTENANCE				5,150.00	
					VENDOR TOTAL:	5,150.00
ELECTROCYC	ELECTROCYCLE INC	10/27/2026	84999	FOA	SHREDDING SERVICES OCTOBER	
55209	23953 RESEARCH DR	11/04/2026		N		42.00
10/27/2026	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		11/04/2026		N		42.00
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-172-801.000	CONTRACTED SERVICES				42.00	
					VENDOR TOTAL:	42.00
FLAGPOLES	FLAGPOLES ETC.	09/30/2026	R21467	FOA	FLAGS FOR MEMORIAL AT SETTLERS	
55208		11/04/2026		N		408.19
	51056 CENTURY COURT					
04/03/2026	WIXOM MI, 48393	/ /	0.0000	N		0.00
		11/04/2026		N		408.19
Open						
GL NUMBER	DESCRIPTION				AMOUNT	
101-751-740.000	OPERATING SUPPLIES				408.19	
					VENDOR TOTAL:	408.19
5888	FOSTER SWIFT COLLINS SMITH	10/16/2026	954481	FOA	SEPTEMBER LEGAL FEES	
55201		11/04/2026		N		2,195.14
	313 S. WASHINGTON SQUARE					
10/16/2026	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		11/04/2026		Y		2,195.14
Open						
GL NUMBER	DESCRIPTION				AMOUNT	

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
101-101-826.000	LEGAL FEES			1,740.05		
101-400-826.000	LEGAL FEES			401.55		
101-209-826.000	LEGAL FEES			53.54		
				2,195.14		
					VENDOR TOTAL:	2,195.14
HTVMF	HARTLAND TWP VETERANS MEMORIAL FUND	09/30/2026	093026	FOA	BRICKS CREDIT CARD SEPTEMBER	
55205		11/04/2026		N		150.00
09/30/2026	,	/ /	0.0000	N		0.00
		11/04/2026		N		150.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-000-001.000	GF CHASE 790006381			150.00		
					VENDOR TOTAL:	150.00
0220	LIVINGSTON COUNTY TREASURER	10/12/2026	101226	FOA	CHARGEBACK FEES	
55202	200 E. GRAND RIVER	11/04/2026		N		34.91
10/12/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2026		N		34.91
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-209-850.000	TAX CHARGEBACKS			34.91		
					VENDOR TOTAL:	34.91
MANER	MANER COSTERISAN	10/20/2026	90943	FOA	SEPTEMBER ACCOUNTING SERVICES	
55199	2425 E GRAND RIVER AVE SUITE 1	11/04/2026		N		3,972.50
10/20/2026	LANSING MI, 48912-3291	/ /	0.0000	N		0.00
		11/04/2026		N		3,972.50
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-192-801.000	CONTRACTED SERVICES			3,972.50		
					VENDOR TOTAL:	3,972.50
MFCI	MFCI LLC	10/28/2026	1504	FOA	ANNUAL CONTINUING DISCLOSURE AGEND F	
55212	435 UNION ST	11/04/2026		N		1,000.00
10/28/2026	MILFORD MI, 48381	/ /	0.0000	N		0.00
		11/04/2026		N		1,000.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
591-000-826.000	LEGAL FEES			57.00		

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
595-000-826.000	LEGAL FEES			415.00		
539-000-826.000	LEGAL FEES			413.00		
354-000-826.000	LEGAL FEES			105.00		
358-000-826.000	LEGAL FEES			10.00		
				1,000.00		
					VENDOR TOTAL:	1,000.00
1180	PETER'S TRUE VALUE HARDWARE	10/28/2026	84747	FOA	PARK SUPPLIES	
55203	3455 W. HIGHLAND ROAD	11/04/2026		N		15.62
10/28/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00
		11/04/2026		N		15.62
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-751-930.000	REPAIRS & MAINTENANCE			15.62		
1180	PETER'S TRUE VALUE HARDWARE	10/28/2026	K84764	FOA	PARK SUPPLIES PEA GRAVEL	
55204	3455 W. HIGHLAND ROAD	11/04/2026		N		5.29
10/28/2026	MILFORD MI, 48380	/ /	0.0000	N		0.00
		11/04/2026		N		5.29
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-751-930.000	REPAIRS & MAINTENANCE			5.29		
					VENDOR TOTAL:	20.91
JOHNSON	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	10/09/2026	1086716	FOA	ORDINANCE ENFORCEMENT SEPTEMBER	
55206	27555 EXECUTIVE DRIVE SUITE 250	11/04/2026		N		544.00
10/09/2026	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/04/2026		Y		544.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-722-826.000	LEGAL FEES			544.00		
JOHNSON	ROSATI SCHULTZ JOPPICH AMTSBUECHLER	10/09/2026	1086717	FOA	ORDINANCE ENFORCEMENT SEPTEMBER	
55207	27555 EXECUTIVE DRIVE SUITE 250	11/04/2026		N		16.00
10/09/2026	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		11/04/2026		Y		16.00
Open						
GL NUMBER	DESCRIPTION			AMOUNT		
101-722-826.000	LEGAL FEES			16.00		
					VENDOR TOTAL:	560.00
HIMES	SARAH HIMES	10/20/2026	101926	FOA	VOY VIDEO	
55198	19071 ARROWHEAD LN	11/04/2026		N		600.00

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
10/20/2026	BIG RAPIDS MI, 49307	/ /	0.0000	Y		0.00
		11/04/2026		Y		600.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	600.00

VENDOR TOTAL: 600.00

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
SIGNATUREH	SIGNATURE HOME PROS	10/27/2026	REFUND	FOA	REFUND OF PERMIT FEES. PERMIT CANCE	
55216	9135 ALLEN RD	11/04/2026		N		40.00
10/27/2026	NEW LOTHROP MI, 48460	/ /	0.0000	N		0.00
		11/04/2026		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-622.000	ZONING FEES	40.00

VENDOR TOTAL: 40.00

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
SMARTSOURC	SMART SOURCE LLC	10/27/2026	1889225	FOA	UB POSTCARD STOCK 2600 SHEETS	
55213	PO BOX 106068	11/04/2026		N		676.44
10/27/2026	ATLANTA GA, 30348-6068	/ /	0.0000	Y		0.00
		11/04/2026		Y		676.44

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-727.000	SUPPLIES/POSTAGE	228.61
590-000-727.000	SUPPLIES & POSTAGE	447.83
		676.44

VENDOR TOTAL: 676.44

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
SPALDING	SPALDING DEDECKER	10/15/2026	110078	FOA	SEPTEMBER M59 WATER MAIN CD	
55193	905 SOUTH BLVD EAST	11/04/2026		N		17,463.75
10/15/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/04/2026		N		17,463.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-152.100	26/27 EAST WATER EXTENSION (BONDED)	17,463.75

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
SPALDING	SPALDING DEDECKER	10/21/2026	110148	FOA	M59 TRAFFIC STUDY	
55214	905 SOUTH BLVD EAST	11/04/2026		N		14,996.00
10/21/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/04/2026		N		14,996.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
204-000-816.000	ENGINEERING FEES	14,996.00

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
SPALDING	SPALDING DEDECKER	10/23/2026	110222	FOA	WATER RELIABILITY STUDY	
55215	905 SOUTH BLVD EAST	11/04/2026		N		7,639.50
10/23/2026	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		11/04/2026		N		7,639.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	7,639.50

VENDOR TOTAL: 40,099.25

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
STAPLES	STAPLES	10/17/2026	6077197698	FOA	PLANNING & ADMIN VARIOUS SUPPLIES	
55192	PO BOX 660409	11/04/2026		N		239.46
10/17/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		11/04/2026		N		239.46

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	61.97
101-172-727.000	SUPPLIES & POSTAGE	177.49
		239.46

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
STAPLES	STAPLES	10/24/2026	6077752881	FOA	VARIOUS SUPPLIES, ELECTIONS, FINANCE	
55210	PO BOX 660409	11/04/2026		N		221.34
10/24/2026	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		11/04/2026		N		221.34

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-191-727.000	SUPPLIES & POSTAGE	15.42
101-172-727.000	SUPPLIES & POSTAGE	186.78
101-192-727.000	SUPPLIES & POSTAGE	19.14
		221.34

VENDOR TOTAL: 460.80

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
STOMUPD	STATE OF MICHIGAN	10/19/2026	101926	FOA	ADD'L OWED 2025 REPORT	
55200	PO BOX 30756	11/04/2026		N		60.00
	UNCLAIMED PROPERTY DIVISION					
10/19/2026	LANSING MI, 48909	/ /	0.0000	Y		0.00
		11/04/2026		N		60.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
001-000-214.229	DUE TO STATE	60.00

VENDOR TOTAL: 60.00

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
VSP	VSP INSURANCE CO (CT)	11/01/2026	826173996	FOA	VISION NOVEMBER 2026	
55218	PO BOX 742788	11/04/2026		N		250.87
10/18/2026	LOS ANGELES CA, 90074-2788	/ /	0.0000	N		0.00
		11/04/2026		N		250.87

Open

GL NUMBER	DESCRIPTION	AMOUNT
001-000-257.102	ACCRUED VISION BENEFITS	50.17
101-172-716.000	EMPLOYMENT EXPENSE	19.67
101-192-716.000	EMPLOYMENT EXPENSE	7.10
101-209-716.000	EMPLOYMENT EXPENSE	7.10
101-215-716.000	EMPLOYMENT EXPENSE	11.95
101-215-716.000	EMPLOYMENT EXPENSE	19.67
101-253-716.000	EMPLOYMENT EXPENSE	11.95
101-400-716.000	EMPLOYMENT EXPENSE	19.67
101-400-716.000	EMPLOYMENT EXPENSE	11.95
101-400-716.000	EMPLOYMENT EXPENSE	11.95
101-441-716.000	EMPLOYMENT EXPENSE	19.67
101-441-716.000	EMPLOYMENT EXPENSE	19.67
536-000-716.000	EMPLOYMENT EXPENSE	7.10
536-000-716.000	EMPLOYMENT EXPENSE	11.95
536-000-716.000	EMPLOYMENT EXPENSE	7.10
101-215-716.000	EMPLOYMENT EXPENSE	7.10
101-253-716.000	EMPLOYMENT EXPENSE	7.10
		250.87

VENDOR TOTAL: 250.87

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
WATERTECH	WATER TECH	09/30/2026	69999	FOA	WATER SAMPLES SEPTEMBER	
55196	718 S MICHIGAN	11/04/2026		N		512.00
09/30/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2026		N		512.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	512.00

VENDOR TOTAL: 512.00

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
WOODCRAFT	WOODCRAFT DESIGN & BUILD	10/20/2026	REFUND	FOA	OVERPAYMENT ON LAND USE PERMIT 26-28	
55217	2420 CROOKED LAKE	11/04/2026		N		25.00
10/20/2026	HOWELL MI, 48843	/ /	0.0000	N		0.00
		11/04/2026		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-622.000	ZONING FEES	25.00

VENDOR TOTAL: 25.00

Vendor Code / Ref # / Invoice Date	Vendor name / Address / City/State/Zip	Post Date / CK Run Date / Disc. Date / Due Date	Invoice / PO / Disc. %	Bank / Hold / Sep CK / 1099	Invoice Description	Gross Amount / Discount / Net Amount
					TOTAL - ALL VENDORS:	340,121.16

FUND TOTALS:

Fund 001 - CLEARING FUND	110.17
Fund 101 - GENERAL FUND	15,953.17
Fund 204 - MUNICIPAL STREET FUND	14,996.00
Fund 354 - 2009 M-59 ROAD IMPROVEMENTS BOND	105.00
Fund 358 - MILLPOINTE ROAD DEBT SERVICE FUND	10.00
Fund 536 - WATER SYSTEM FUND	766.76
Fund 539 - WATER REPLACEMENT FUND	306,660.23
Fund 577 - CABLE TV FUND	600.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	447.83
Fund 591 - LAKE TYRONE 2015 SEWER SAD	57.00
Fund 595 - 2005 SEWER EXP BONDS	415.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Approve Post Audit of Disbursements Between Board Meeting

Date: October 28, 2026

Recommended Action
Move to approve the presented disbursements under the post-audit resolution.

Discussion
The following disbursements have been made since the last board meeting:

Accounts Payable - $33,151.32

Regular Payroll for 10/29/26 - $101,892.97

Financial Impact
Is a Budget Amendment Required? ☐Yes ☒No
All expenses are covered under the amended FY27 budgets.

Attachments
Post Audit AP 10.28.26
Payroll 10.29.26

CHECK DISBURSEMENT REPORT FOR HARTLAND TOWNSHIP
CHECK DATE FROM 10/28/2026 - 10/28/2026

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
10/28/2026	FOA	47479	2776944	AVI-SPL LLC	CABLE TV FEES	577-000-806.000	293.76
10/28/2026	FOA	47480	201721722559	CONSUMERS ENERGY	UTILITIES - ELECTRIC	206-000-920.002	49.59
10/28/2026	FOA	47481	7290655A	DELTA DENTAL	ACCRUED DENTAL BENEFITS	001-000-257.101	326.86
		47481	7290655A		EMPLOYMENT EXPENSE	101-172-716.000	136.53
		47481	7290655A		EMPLOYMENT EXPENSE	101-192-716.000	40.45
		47481	7290655A		EMPLOYMENT EXPENSE	101-209-716.000	40.45
		47481	7290655A		EMPLOYMENT EXPENSE	101-215-716.000	253.42
		47481	7290655A		EMPLOYMENT EXPENSE	101-253-716.000	116.89
		47481	7290655A		EMPLOYMENT EXPENSE	101-400-716.000	289.41
		47481	7290655A		EMPLOYMENT EXPENSE	101-441-716.000	273.06
		47481	7290655A		EMPLOYMENT EXPENSE	536-000-716.000	157.34
							1,634.41
10/28/2026	FOA	47482		VOID	** VOIDED **		** VOIDED **
10/28/2026	FOA	47483	3191-101226	DTE ENERGY	UTILITIES - ELECTRIC	101-265-920.002	604.85
		47483	2655-101226		UTILITIES - ELECTRIC	101-265-920.002	1,110.36
		47483	3221-101226		STREET LIGHTS	101-448-921.000	30.02
		47483	3400-101226		STREET LIGHTS	101-448-921.000	24.79
		47483	3677-101226		UTILITIES	101-567-920.000	17.81
		47483	12439-101226		UTILITIES - ELECTRIC	101-751-920.002	142.98
		47483	1950-101226		UTILITIES - ELECTRIC	206-000-920.002	15.60
		47483	1041-101226		UTILITIES - ELECTRIC	206-000-920.002	15.60
		47483	9751-101226		UTILITIES - ELECTRIC	536-000-920.002	5,294.02
		47483	9813-101226		UTILITIES - ELECTRIC	536-000-920.002	61.70
		47483	9183-100926		UTILITIES - ELECTRIC	536-000-920.002	36.07
							7,353.80
10/28/2026	FOA	47484		VOID	** VOIDED **		** VOIDED **
10/28/2026	FOA	47485	REFUND	FRANK FIORI	VETERANS MEMORIAL - BRICKS	101-000-674.400	5.50
10/28/2026	FOA	47486	101526	HARTLAND TWP VETERANS MEMOF	GF CHASE 790006381	101-000-001.000	150.00
10/28/2026	FOA	47487	35067	LOWES BUSINESS ACCT SYNCB	VETERANS MEMORIAL CARE	101-751-886.000	161.38
10/28/2026	FOA	47488	262880001969A	PRIORITY HEALTH	ACCRUED MEDICAL BENEFITS	001-000-257.100	4,700.56
		47488	262880001969A		EMPLOYMENT EXPENSE	101-172-716.000	2,308.34
		47488	262880001969A		EMPLOYMENT EXPENSE	101-192-716.000	839.38
		47488	262880001969A		EMPLOYMENT EXPENSE	101-209-716.000	839.38
		47488	262880001969A		EMPLOYMENT EXPENSE	101-215-716.000	4,994.37
		47488	262880001969A		EMPLOYMENT EXPENSE	101-253-716.000	839.38
		47488	262880001969A		EMPLOYMENT EXPENSE	101-400-716.000	839.38
		47488	262880001969A		EMPLOYMENT EXPENSE	101-441-716.000	4,616.68
		47488	262880001969A		EMPLOYMENT EXPENSE	536-000-716.000	3,525.41
							23,502.88

Check Date	Bank	Check #	Invoice	Payee	Description	GL #	Amount
				TOTAL - ALL FUNDS	TOTAL OF 10 CHECKS (2 voided)		33,151.32

--- GL TOTALS ---

001-000-257.100	ACCRUED MEDICAL BENEFITS	4,700.56
001-000-257.101	ACCRUED DENTAL BENEFITS	326.86
101-000-001.000	GF CHASE 790006381	150.00
101-000-674.400	VETERANS MEMORIAL - BRICKS	5.50
101-172-716.000	EMPLOYMENT EXPENSE	2,444.87
101-192-716.000	EMPLOYMENT EXPENSE	879.83
101-209-716.000	EMPLOYMENT EXPENSE	879.83
101-215-716.000	EMPLOYMENT EXPENSE	5,247.79
101-253-716.000	EMPLOYMENT EXPENSE	956.27
101-265-920.002	UTILITIES - ELECTRIC	1,715.21
101-400-716.000	EMPLOYMENT EXPENSE	1,128.79
101-441-716.000	EMPLOYMENT EXPENSE	4,889.74
101-448-921.000	STREET LIGHTS	54.81
101-567-920.000	UTILITIES	17.81
101-751-886.000	VETERANS MEMORIAL CARE	161.38
101-751-920.002	UTILITIES - ELECTRIC	142.98
206-000-920.002	UTILITIES - ELECTRIC	80.79
536-000-716.000	EMPLOYMENT EXPENSE	3,682.75
536-000-920.002	UTILITIES - ELECTRIC	5,391.79
577-000-806.000	CABLE TV FEES	293.76
	TOTAL	33,151.32

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/29/2026	FOA	18687	MISSION SQUARE	682.93	682.93	0.00	Open
10/29/2026	FOA	18688	MISSION SQUARE	2,944.66	2,944.66	0.00	Open
10/29/2026	FOA	18689	MISSION SQUARE	4,477.98	4,477.98	0.00	Open
10/29/2026	FOA	18690	MISSION SQUARE	300.00	300.00	0.00	Open
10/29/2026	FOA	DD11003	ALLEN, DANIEL K	1,790.55	0.00	1,532.58	Cleared
10/29/2026	FOA	DD11004	BERNARDI, MELYNDA A	2,053.36	0.00	1,620.83	Cleared
10/29/2026	FOA	DD11005	BROOKS, TYLER J	3,173.42	0.00	2,235.57	Cleared
10/29/2026	FOA	DD11006	CARRIGAN, AMANDA K	3,956.78	0.00	2,941.12	Cleared
10/29/2026	FOA	DD11007	CASLER, DANIEL P	281.25	0.00	247.78	Cleared
10/29/2026	FOA	DD11008	CIOFU, LARRY N	3,702.08	0.00	2,500.50	Cleared
10/29/2026	FOA	DD11009	COSGROVE, HEATHER H	2,549.75	0.00	1,819.60	Cleared
10/29/2026	FOA	DD11010	DRYDEN-HOGAN, SUSAN A	4,366.27	0.00	2,972.04	Cleared
10/29/2026	FOA	DD11011	ECKMAN, MATTHEW A	180.00	0.00	158.58	Cleared
10/29/2026	FOA	DD11012	FOUNTAIN, WILLIAM J	3,445.83	0.00	2,901.16	Cleared
10/29/2026	FOA	DD11013	FOX, LAWRENCE E	428.25	0.00	377.29	Cleared
10/29/2026	FOA	DD11014	GRISSIM, SUSAN L	180.00	0.00	166.23	Cleared
10/29/2026	FOA	DD11015	HAASETH, GWYN M	2,642.75	0.00	2,057.44	Cleared
10/29/2026	FOA	DD11016	HABLE, SCOTT R	3,903.53	0.00	2,668.71	Cleared
10/29/2026	FOA	DD11017	HORNING, KATHLEEN A	3,695.83	0.00	2,592.70	Cleared
10/29/2026	FOA	DD11018	HUBBARD, TONYA S	2,598.46	0.00	1,735.46	Cleared
10/29/2026	FOA	DD11019	ISHMAEL, NINA M	1,926.57	0.00	1,573.72	Cleared
10/29/2026	FOA	DD11020	JOHNSON, LISA	300.00	0.00	167.54	Cleared
10/29/2026	FOA	DD11021	KENDALL, ANTHONY S	54.57	0.00	50.40	Cleared
10/29/2026	FOA	DD11022	KLUCK, LOGAN M	620.00	0.00	546.22	Cleared
10/29/2026	FOA	DD11023	LACHAJEWSKI, DEBRA A	648.00	0.00	506.33	Cleared
10/29/2026	FOA	DD11024	LALL, TONYA	350.00	0.00	313.17	Cleared
10/29/2026	FOA	DD11025	LANGER, TROY D	4,545.88	0.00	3,222.20	Cleared
10/29/2026	FOA	DD11026	LEGAULT, DENISE S	825.00	0.00	627.28	Cleared
10/29/2026	FOA	DD11027	LUBESKI, BRETT J	704.17	0.00	625.30	Cleared
10/29/2026	FOA	DD11028	LUCE, MICHAEL T	5,918.21	0.00	4,316.49	Cleared
10/29/2026	FOA	DD11029	MAYER, JAMES L	232.50	0.00	204.83	Cleared
10/29/2026	FOA	DD11030	MCMULLEN, SUMMER L	884.17	0.00	755.02	Cleared
10/29/2026	FOA	DD11031	MITCHELL, MICHAEL E	215.00	0.00	198.56	Cleared
10/29/2026	FOA	DD11032	MORGANROTH, CAROL L	2,456.06	0.00	1,766.03	Cleared

Check Register Report For Hartland Township
For Check Dates 10/29/2026 to 10/29/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/29/2026	FOA	DD11033	MURPHY, THOMAS A	90.00	0.00	79.29	Cleared
10/29/2026	FOA	DD11034	NIXON, MITCHELL A	3,434.07	0.00	2,404.20	Cleared
10/29/2026	FOA	DD11035	O'CONNELL, DENISE	704.17	0.00	501.35	Cleared
10/29/2026	FOA	DD11036	PETRUCCI, JOSEPH M	704.17	0.00	596.44	Cleared
10/29/2026	FOA	DD11037	RADLEY, JAMES W	3,212.05	0.00	2,350.05	Cleared
10/29/2026	FOA	DD11038	SOSNOWSKI, SHERI R	2,808.06	0.00	2,134.53	Cleared
10/29/2026	FOA	DD11039	VETTRAINO, ALEXANDER D	1,440.00	0.00	1,186.67	Cleared
10/29/2026	FOA	DD11040	WHITE, CARLY A	1,211.75	0.00	1,067.56	Cleared
10/29/2026	FOA	DD11041	WYATT, MARTHA K	3,941.04	0.00	2,670.30	Cleared
10/29/2026	FOA	EFT808	FEDERAL TAX DEPOSIT	17,313.85	17,313.85	0.00	Cleared
Totals:			Number of Checks: 044	101,892.97	25,719.42	56,391.07	

Total Physical Checks: 4
Total Check Stubs: 40

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 10-20-26 Hartland Township Board Regular Meeting Minutes

Date: October 31, 2026

Recommended Action
Move to approve the Hartland Township Board Regular Meeting Minutes for October 20, 2026.

Discussion
Draft minutes are attached for review.

Financial Impact
None

Attachments
10-20-26 HTB Minutes - DRAFT

DRAFT

1. **Call to Order**

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

2. **Pledge of Allegiance**

3. **Roll Call**

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
ABSENT: None

Also present were Township Manager Mike Luce, Township Assessor Amanda Carrigan, and Public Works Director Scott Hable.

4. **Approval of the Agenda**

Treasurer Horning requested an addition to the Pending & New Business Item 7 a.(1) for the Art Walk Winners.

Move to approve the agenda for the October 20, 2026, Hartland Township Board meeting as amended.
Motion made by Treasurer Horning, Seconded by Trustee Petrucci.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None

5. **Call to the Public**

No one came forward.

6. **Approval of the Consent Agenda**

Move to approve the consent agenda for the October 20, 2026, Hartland Township Board meeting as presented.
Motion made by Clerk Ciofu, Seconded by Trustee O'Connell.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None

a. Approve Payment of Bills
b. Approve Post-Audit Disbursements Between Meetings
c. 10-06-26 Hartland Township Board Regular Meeting Minutes
d. Budget Amendment for SDA Traffic Data Collection

7. **Pending & New Business**

a. (1) Art Walk Winners

Manager Luce stated we have students from Hartland Schools with us tonight that submitted artwork to the fourth Annual Hartland Art Walk. He stated a new tradition for the Township this year was to have the Township Board and Township Staff vote on student artwork from the Artwalk Event to be displayed in the Township Hall. He stated we have three of the four students whose artwork was selected by the Township Board and Staff to be recognized for their artistic talent Manager Luce stated this will be an annual event for the Township and that the selected artwork, with the permission of the students, will be on display in the Township Hall for one year. Each artwork will have a plaque with the student's name and grade. This artwork will remain on display until next year's Art Walk where we vote on new winners from that event. He stated this year's art will be returned to the student artists at that time. He stated if the student artist wished to keep their original artwork, we would have a re-creation made to display at the Township Hall. He then introduced the artists and their work, Elementary Level Artist Quentin Curtiss - "Don't Be So Koi", Intermediate Level Artist Clara Bernardi – "Opposite Worlds", Middle School Level Artist Emma Haponek –"Isaiah 43:2" and High School Level Artist Lex Glime – "Peace Through Unity". Manager Luce congratulated the artists and thanked them for allowing us to display their artwork and invited them up for a photograph with the Township Board. Supervisor Fountain thanked Chamber of Commerce Executive Director Emmalynn Wheaton and Communications Director Melynda Bernardi for all of their work on the Art Walk Event.

a. San Marino Supplemental SAD Resolution

Joe Colaianne of Clark Hill PLC came forward and stated that last month the Board adopted a Notice of Intent and that the Resolution did not include the date for the Public Hearing and that there were some other minor revisions that were also needed. Mr. Colaianne stated that the Board has already received the petition of over 51% of the property owners which entails a slightly different process. He stated there would be two Public Hearings and this Supplemental Resolution schedules the date and time for the first Public Hearing for the purpose of approving the project and the petition, and the boundaries of the Special Assessment District (SAD) itself. He stated the first public hearing does not deal with the special assessment or assessment roll, but solely deals with the project and establishment of the special assessment district. This is the step of the P.A.188 process of what needs to be done before the Township can impose the special assessments for a project. Mr. Colaianne stated we are looking at a date of November 17th for the first Public Hearing, and he will work with the Clerk to get the Notices published and mailed. He stated the publication has to take place twice in the newspaper, the first of which cannot be less than ten days prior to the Public Hearing and the letter to each property owner within the SAD has to be mailed not less than ten days before the Public Hearing. After the Public Hearing on November 17th the Board will be asked to consider a second Resolution approving the project, approving the sufficiency of the petition, and ultimately the boundaries in the SAD. He stated the Board would also set the date and time for the next Public Hearing which would deal with the special assessment and approval of the special assessment roll itself. Manager Luce stated the first Public Hearing will be held at the Township Hall on November 17th.

Move to approve the San Marino Supplemental SAD Resolution.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell. Roll call vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None Motion passes 7 - 0 - 0.

b. Dunham Lake Estates Supplemental SAD Resolution

Joe Colaianne of Clark Hill PLC stated the process for the Dunham Lakes Estates Special Assessment District (SAD) is the same as what was discussed with the San Marino SAD and stated the first Public Hearing related to this project is scheduled for December 8, 2026.

Move to approve the Dunham Lake Estates Supplemental SAD Resolution.
Motion made by Trustee O'Connell, Seconded by Clerk Ciofu. Roll call vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None Motion passes: 7 - 0 – 0.

c. Fire Station 62 Roof Replacement

Public Works Director Scott Hable gave a brief overview of the proposal for the replacement of the roof at Station 62 on Old US-23 stating we have been talking to representatives from the Hartland Deerfield Fire Authority (HDFA) for the last year and we had budgeted for this repair in this fiscal year budget. He stated we obtained multiple quotes and Roofing PD was the low bidder. He stated we have worked with Roofing PD before and that they are recommending them for the roof replacement repair. Director Luce stated that the Livingston County EMS shares this building with us and they will be reimbursing us for 38% of the cost. Supervisor Fountain inquired as to whether this was the first roof replacement for this building and Direct Hable stated it was to the best of his knowledge.

Move to approve the proposed contract with Roofing PD Inc, for the replacement roof as presented in an amount of $53,886.53 plus a 5% contingency for a total amount not to exceed $56,581.53 and allow the Public Works Director to act on the Township's behalf regarding the project.
Motion made by Clerk Ciofu, Seconded by Treasurer Horning.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None

d. Hero Center Replacement Roof

Director Hable stated this was the result of leaks coming through the roof in the downstairs stairwell area about a month ago during some really heavy rains. He stated that because of this we had a roofer come out and take a look at it and they stated the building needed a new roof. He stated we had two other roofing companies look at it and they both also agreed that a new roof was needed. He stated he could not find a previous roof repair project for this building going back to around 1997. Director Hable stated they obtained multiple quotes for the roof, and they are recommending Ethical Exteriors, a local company that is very reputable and had the low bid. This will be a budget amendment as this was an unforeseen repair. Manager Luce stated we will use the contingency in the the Capital Improvement Fund for a portion of the repair and the rest would come from the Township Hall & Grounds capital outlay as this pertains to the Hero Center
.
Move to approve the proposed contract with Ethical Exteriors Inc. for the replacement roof as presented in an amount of $34,650.00 plus a 5% contingency for a total amount not to exceed $36,382.50 and allow the Public Works Director to act on the Township's behalf regarding the project.
Motion made by Trustee O'Connell, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None

e. PA 116 Farmland Development Rights Agreement Application – Bugis

Township Assessor Amanda Carrigan gave a brief overview of the PA 116 Farmland Development Rights Agreement Application from property owners on Clyde Rd., Anthony and Rose Bugis. She stated their application covers two parcels which is pretty normal for a PA 116 application. She gave a brief overview of the program stating it offers the property owner an income tax credit in exchange for them preserving the farmland and open space. The original application is for the first ten years and then it is renewable every seven years. She stated the Township is the preliminary approval, and then they would gather more information and forward the application to the Michigan Department of Agriculture and Rural Development. She stated we have reviewed the application and sent copies to the Conservation District and the Planning Commission and neither have responded with any issues. She stated there is a Resolution that needs to be approved.

Move to approve the PA 116 Farmland Development Rights Agreement Application by Resolution 26-R015.
Motion made by Treasurer Horning, Seconded by Clerk Ciofu. Roll call vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay: None Motion passes: 7 - 0 - 0.

8. Board Reports

Treasurer Horning - No report.
Trustee O'Connell - No report.
Trustee Lubeski - No report.
Trustee McMullen - No report.
Trustee Petrucci - No report
Clerk Ciofu - Stated Early Voting starts on Saturday, October 24th and runs through the following Sunday, November 1, from 8:00 am to 4:00 p.m. at the Township Hall
Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce reminded the Board that the State of the Community meeting is tomorrow at 5:00 p.m. at the Hartland Music Hall. He also gave a brief overview of the complaints we are receiving from residents regarding the WOW cable installation in various areas. He stated we do have a franchise agreement with WOW Internet that allows them to install equipment in the utility easement. Manager Luce stated we reached out to WOW for a field contact that we can refer residents to if they have any questions or concerns. Supervisor Fountain inquired if WOW is installing fiber optics versus the coaxial cable that Comcast already has in, and Manager Luce stated that WOW is fiber optics which would offer a different upload and download speed. Supervisor Fountain also inquired if this was to be offered to all residents in the Township and Manager Luce

stated WOW is starting with the larger subdivisions, but it will be available to the total community eventually. Manager Luce stated the chicken ordinance that was discussed at a previous meeting is going back to the Planning Commission for approval and should come to the Board with their recommendation soon. Manager Luce stated he met with Trustee O'Connell on complaints she had heard about the traffic at Spicer's Orchards and he stated he is working with the Livingston County Road Commission (LCRC) to see if there is anything we can do to mitigate traffic speeds in this area during the fall apple season. A brief discussion was held on potential blinking traffic speed signs in designated areas, restrictions on parking on the south side of Clyde Rd., liability issues if an unfortunate incident occurs, and alternative parking solutions. Manager Luce stated he will be working with the parties to see if we can make some improvements by next apple season.

Manager Luce stated the Admin Committee and the Hartland Deerfield Fire Authority (HDFA) discussed the situation regarding SCBA (Self-Contained Breathing Apparatus) Air Packs. Trustee Petrucci stated that the HDFA has not had any air packs that failed but neighboring fire department have had failures with the same equipment, and with the fact that our air packs are relatively old, we will need to replace these air packs. He stated the cost for 24 SCBA Air Packs is around $360,000, but we have a grant for around $281,000 so our cost would be around $78,000 to $88,000. Trustee Petrucci also stated the County is switching to 800 MHz, and that the HDFA radios are old, and the County has reached a deal with Motorola for a 40% discount if radios are purchased by December 31, 2026. If we were to participate our cost would be around $166,000. He stated they had talked to Steven Burke about this and that the HDFA would be able to fund the $88,000 for the SCBAs but we would have to finance the $166,000 for the radios. He stated the HDFA would be contributing $20,000 to the purchase and would need to finance the $146,000. He stated the HDFA will be approving the purchase, and a discussion was held about whether the HDFA would obtain financing or whether the Township would be willing to finance the radio purchase. Supervisor Fountain stated he thought the HDFA, through the Township, bought radios in the last year or so. Trustee Petrucci stated that the HDFA purchased 15 radios at that time. He stated, and they have 44 seated positions on the HDFA with 39 certified with 21 firefighters and 18 officers. Of the needed 39 radios, we have already purchased 15 radios, and they need an additional 24 which is being discussed now. A brief discussion was held on the age and condition of the existing radios. Manager Luce stated he discussed this situation with HDFA Fire Chief Adam Carroll and though he would need to do a thorough review of the 206 Fire Fund, he thinks we could fund this out of the 206 Fund. A brief discussion was held on the HDFA Capital Improvement Plan, potential funding alternatives, and the issues with the County process for the purchase of the radios.

Manager Luce stated the application period for the Treasurer's position closed on October 19th at 6:00 p.m. and we have three candidates that applied, Manager Luce stated from this point on, all discussions on the process and candidates will be in a public forum. A brief discussion was held on the applicant interview process, potential questions, and an interview schedule. Manager Luce stated the applicants included a sitting Board member, a current Township staff member, and an outside applicant. The Board agreed to interview all three candidates. Trustee McMullen identified herself as a candidate and recused herself from any discussion of the Treasurers position and voting on the selection of a new Treasurer. Trustee McMullen temporarily left the meeting and further discussion was held on potential issues in the pre-and-post processes of selecting a new Treasurer. Trustee McMullen then rejoined the meeting.

10. Adjournment

Move to adjourn the meeting at 8:45 p.m.
Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

Voting Yea:	Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci
Voting Nay:	None

Submitted by:

Larry N. Ciofu, Clerk

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Troy Langer, Planning Director

Subject: Comprehensive Development Plan 5 Year Review

Date: October 28, 2026

Recommended Action

Move to determine that the five-year review of the Comprehensive Development Plan has been completed and that no amendments to the Plan are necessary at this time.

Findings:

1. The Planning Commission determined that no changes or amendments are necessary at this time, at their October 8, 2026, regular meeting.
2. The overall goals and objectives of the Comprehensive Development Plan remain applicable to the Township's current planning and development needs.
3. The Future Land Use Map continues to provide reasonable guidance for anticipated land use and development patterns
4. Development and redevelopment activity since the adoption of the Comprehensive Development Plan has not identified a substantial conflict with the Plan's overall land use policies.
5. Recent zoning and land-use decisions are generally consistent with the intent and recommendations of the Comprehensive Development Plan.
6. No significant changes in the community conditions have been identified that would warrant initiating a comprehensive amendment or replacement of the Comprehensive Development Plan at this time.
7. Although demographic, development, and infrastructure, and other conditions will continue to change, the changes identified through this review do not appear to affect the fundamental goals, policies, or overall direction of the Comprehensive Development Plan.
8. Minor changes in data, development trends, or other conditions may be monitored by staff and considered as part of a future Comprehensive Development Plan update.

Discussion

The Michigan Planning Enabling Act, Public Act 33 of 2008, as amended requires a Planning Commission to review its Master Plan at least every five (5) years and determine wither to commence the process of amending the Master Plan.

The purpose of this staff memorandum and review is to evaluate whether the Township's current Comprehensive Development Plan continues to provide appropriate guidance for land use, development, redevelopment, transportation, public facilities, housing, and other community planning matters.

For the purposes of this review the terms "Master Plan" and "Comprehensive Development Plan" and "Comprehensive Plan" are all interchangeable.

The Planning Commission review the Comprehensive Development Plan and all subsequent amendments; and determined that no amendments are necessary at this time.

Staff has reviewed the current Comprehensive Development Plan with consideration given to:

- Changes in existing and anticipated land use and development patterns;
- Recent development and redevelopment activity;
- Zoning Amendments and other land use decisions since the adoption of the Comprehensive Development Plan;
- Current and anticipated infrastructure and public facility needs;
- Transportation conditions and planned improvements;
- Population, demographic, and housing trends;
- Environmental and natural resource considerations;
- The Future Land Use Map and its consistency with current community conditions:
- The Township's current capital improvement and community development priorities; and
- Whether recent development decisions or other changes indicate that the overall policies or direction of the Master Plan are no longer appropriate.

The Township staff will continue to monitor these items in the future, as well. Please find below links to the following documents:

Comprehensive Plan Page
https://www.hartlandtwp.com/planning/page/comprehensive-plan-1

-2004 Comprehensive Development Plan
https://www.hartlandtwp.com/sites/default/files/fileattachments/planning/page/8630/comprehensive-plan_2004.pdf

-2004 Comprehensive Development Plan Amendment
https://www.hartlandtwp.com/sites/default/files/fileattachments/planning/page/8630/2004_comprehensive_plan_amendments.pdf

-2015 Comprehensive Development Plan Amendment
https://www.hartlandtwp.com/sites/default/files/fileattachments/planning/page/8630/2o15_comprehensive_plan_amendment.pdf

-2021 Comprehensive Development Plan Amendment
https://www.hartlandtwp.com/sites/default/files/fileattachments/planning/page/8630/2020-2021_comp_plan_amendment_05.18.2021.pdf

-2021 Future Land Use Map
https://www.hartlandtwp.com/sites/default/files/fileattachments/planning/page/8630/2020-2021_future_land_use_map_10.23.2025.pdf

These documents are available at the Township website and will not be provided as part of this packet.

The Township has provided a copy of the applicable statutory language that outlines the requirement for the five (5) year review of the Comprehensive Development Plan. Also, the MSU Extension services provides a rather comprehensive checklist of the five (5) year review.

Attachments:
1. Michigan Planning Enabling Act PA 33 of 2008
2. MSU Planning Extension the Five Year Review Checklist

MICHIGAN PLANNING ENABLING ACT (EXCERPT)

Act 33 of 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

Michigan State University Extension
Land Use Series

Check List # 1H: The Five-Year Plan Review

Original version: December 23, 2010
Last revised: March 19, 2025

Introduction

This is a step-by-step procedure for planning, land use and zoning. This particular checklist (# 1H) is for conducting a review of an existing plan (after it is five years old) to determine if it should be updated, replaced, or is fine as is. This checklist is designed to provide a list of steps – in order – which leads to a well-planned and zoned community. This outline is based on Public Act 110 of 2006, as amended, (being the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.), and recommendations of Kurt H. Schindler, FACIP, and Bradley Neumann, AICP, both of MSU Extension, and intergovernmental coordination and plan content "best planning practices" derived from a proposed Coordinated Planning Act developed by the Michigan Chapter of the American Planning Association. In the check list, most of the items marked "optional" are derived from the proposed Coordinated Planning Act, not the current statute.

There are also separate procedural checklists for performing other zoning and planning functions. They are listed in Appendix B.

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

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

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

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

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

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

This outline is not designed as a substitute for reading and understanding the Michigan Zoning Enabling Act. This outline is not a substitute for legal advice. There is no substitute for hiring an attorney. **Do not** attempt to adopt or amend an ordinance without an attorney.

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

This checklist is divided into four columns. The first column has a place to check when the task is done, and a place to check when the documentation has been placed in a permanent file. The second column is the step, or task, to complete in the order given to properly review a plan. The third column is what should be included in a permanent file to document that work has been done. The fourth column is used to mark if the material reviewed supports the conclusion that the plan:

- does not need to be changed at this time;
- needs to be updated with amendments; or
- needs to be completely redone.

This check list is intended to be linear, with each step being done in order, and most requiring the previous step to be done before starting the next.

Some communities may be more prepared than others to conduct the five-year plan review. Those communities that regularly review their plan(s) and have a thorough understanding of the document(s) may wish to use the following short-form checklist to determine whether an update of their plan(s) is needed. Other communities are encouraged to follow the complete checklist beginning on page 4.

Short-form checklist

For the following short-form checklist, place a check-mark in the box next to each statement that applies to your community. Consider each statement within the time frame since your plan(s) was last updated or adopted.

☐ New or more accurate information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural resource information such as soil surveys, economic data, service district maps, and so on) has become available since the creation of the current plan.

☐ The goals, objectives, and strategies have been met since the adoption of the plan and no longer provide guidance for a twenty-year time frame.

☐ Major developments in the community or in nearby communities have affected the underlying principles, strategies, or land use needs in particular areas.

☐ There has been a recurring or new issue in the community that is not addressed in the current plan (e.g. the community has expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority).

☐ The community leadership or agenda changed since the adoption of the current plan and there appears to be a shift in public priorities.

☐ There is an expressed need for additional space for new or expanding uses in the community (i.e. the future land use map within the plan and the timing of capital facilities as embodied in the plan is no longer adequate to serve existing and 10-20 year future needs)

☐ There are outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost.

☐ The community attorney or professional planner advised an update of the plan.

☐ The current plan does not include the elements of a zoning plan (and the community has zoning), e.g., proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks, standards or criteria to be used to consider rezonings consistent with the master plan. explanation of how the land use categories on the future land use map relate to the districts on the zoning map a description of each zoning district, a proposed zoning map (Required for plans adopted or amended on or after 2008).

☐ The current plan does not include discussion of land for use for public transportation facilities (Required for plans adopted or amended on or after Dec. 23, 2010).

☐ The current plan does not include elements of an asset-based strategic economic development plan that is coordinated with a subregion and/or regional economic plan.

☐ The current plan does not include content on complete streets (Required for plans adopted or amended on or after December 2010).

☐ Incorporates an airport layout and approach plan if any part of the airport or airport approach includes any territory of the local unit of government (Required for plans adopted or amended on or after 2001).

☐ The current plan does not include content on housing, e.g., assessment of existing and forecasted housing demands, with strategies and policies for addressing those demands, including information on the range of housing types, costs, affordability, attainability, ages, and other characteristics, including single and multiple-family dwellings, to serve the housing demands of a diverse population. (Required for plans adopted or amended on or after April 1, 2025).

New Plan or not

Based on the boxes checked in the above list, the planning commission decides:

- No change has occurred or the plan is fine and therefore **the plan may stand as adopted**.
- Some amendments are required because of new or updated information and therefore **the plan should be amended**. To do so see Land Use Series: "Checklist #1I; For Adoption of an Amendment to a Plan" available at: https://www.canr.msu.edu/planning.
- There are substantial changes in the community and therefore **the plan should be rewritten**. To do so see Land Use Series: "Checklist #1G; For Adoption of a Plan in Michigan" available at: https://www.canr.msu.edu/planning.

Complete Checklist

Checklist #1H;

This is the step-by-step process for the five year plan review

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
☐ Task is done ☐ In the file	**STEP 1:** The planning commission decides to start the five year review. (The Michigan Planning Enabling Act requires that the plan be reviewed at least every 5 years. If the planning commission decides the plan does not need to be updated after the 5 year plan review, it is recommended that the planning commission review the plan each year following the initial 5 year review).	Certified copy of the planning commission's minutes where the decision to begin the review was made.	Not applicable
☐ Task is done ☐ In the file	**STEP 2:** The planning commission reviews the data in the plan and the plan's fact book for consistency with more current information (i.e. census population, demographics, income, land use/land cover change, land use analysis, newer/better natural	Certified copy of the planning commission's minutes or staff's/consul	Not applicable

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Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
	resource information such as soil surveys, economic data, service district maps, and so on). Plans may be based on projected trends data which may or may not accurately reflect the current state of the community. It is imperative to use accurate data, as much of the plan is based on this information (infrastructure capacity, amount of land planned for various uses: residential, commercial, industrial, etc.).	tant's report in which data was reviewed.	
☐ Task is done ☐ In the file	**STEP 3:** Based on the findings of STEP 2, the planning commission decides whether new, or more accurate information has become available since the creation of the current plan.	Certified copy of the planning commission's minutes where data was discussed. Copy of improved data and its source.	Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 3A:** There is an opportunity to increase the detail and sophistication of a plan. Over time, one can build onto an existing plan and add new sections, with the plan and fact book becoming more comprehensive. Use Appendix A of this pamphlet (if desired) to review the current contents of the plan and fact book, noting what is already there, what could be done better, and what is not there that should be added. Based on this review, the planning commission decides whether the work involved will result in the need for an amended plan or new plan.	Completed copy of Appendix A.	Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 4:** To what degree have the goals, objectives, and strategies been met since the adoption of the plan? Do the goals and objectives continue to provide guidance for a twenty-year time frame? As the community makes day-to-day development decisions the landscape will change. During this review it is prudent to determine if the development decisions have been moving the community in the general direction envisioned in the plan.	Certified copy of the planning commission's minutes where goals and objectives were reviewed.	Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 5:** Have there been any major developments in the community or in nearby communities that affect	Certified copy of the planning	Supports the conclusion that the plan:

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
	underlying principles, strategies, or land use needs in particular areas?	commission's minutes where developments that impact particular areas were discussed.	☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 6:** Has there been a recurring or new issue in the community that is not addressed in the current plan? For example, has the community expressed an interest in becoming a more walkable community, but the plan lacks language to reinforce this priority?	Certified copy of the planning commission's minutes where issue has been discussed and if available, documentation of this recurring or new issue.	Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 7:** Has the community leadership or agenda changed since the adoption of the current plan? If the leadership or the agenda of a community have changed dramatically it may indicate a shift in public priorities. If there are new public priorities in a community, the current plan may no longer be supported and the plan may need to be amended or redone. Remember a plan is in large part an expression of consensus in the community about its future. As leadership and people in various positions change, it may be necessary to re-build that consensus.	Certified copy of the planning commission's minutes where changes in public policies were discussed.	Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 8:** Is there an expressed need for additional space for new or expanding uses in the community? If so, then it may be time to create a new plan that projects farther into the future. The future land use map within the plan and the timing of capital facilities as embodied in the plan should be adequate to serve existing and 10-20 year future needs.	Certified copy of the planning commission's minutes where zoning map and capital improvements were discussed.	Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.

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Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
☐ Task is done ☐ In the file	**STEP 9:** Are there outstanding or decided lawsuits where the community process, plan, or ordinance was called into question and the community lost?	Certified copy of the planning commission's minutes where cases were discussed and copy of judgments against community.	Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 10:** Has the community attorney or professional planner advised an update of the plan?	Certified copy of the planning commission's minutes where advice was given or written notification regarding need for update.	Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 11:** Has Michigan law (the Michigan Planning Enabling Act, MCL 125.3801 *et seq.* and related laws) changed requiring additional or different content of a Master Plan – such as but not limited to airport approach (2001), zoning plan elements (2008), complete streets (2010), and housing (2025) – which is not in the current Master Plan.		Supports the conclusion that the plan: ☐ does not need to be changed at this time. ☐ needs to be updated with amendments. ☐ needs to be completely redone.
☐ Task is done ☐ In the file	**STEP 12:** Based on the conclusions to the preceding steps checked in the fourth column, the planning commission decides: ▪ The conclusion to each of the above items is "… to not change the plan at this time" (i.e. no change has occurred or the plan is fine) and therefore **the plan may stand as adopted**. ▪ Some of the conclusions to the above items are to "…amend the plan/fact book" (i.e. some amendments are required because of new or updated information) and therefore **the plan should be amended**. To do so see Land Use	Certified copy of the planning commission's minutes where the decision to update the plan or not update the plan was made.	The planning commission acts to ☐ not change the plan at this time. ☐ amend the plan/fact book. ☐ prepare a new plan and fact book

Check when task is done	Step, or Task	Copy in the permanent file	Conclusion
	Series: "Checklist #1I; Adoption of an Amendment to a Plan" available at: www.msue.msu.edu/lu/. ▪ Many or some of the conclusions to the above major items are to "…prepare a new plan and fact book" (i.e. there are substantial changes in the community) and therefore **the plan should be rewritten**. To do so see Land Use Series: "Checklist #1G; For Adoption of a Plan in Michigan" available at: www.msue.msu.edu/lu/.		
☐ Task is done ☐ In the file	**STEP 13:** If not already budgeted, the planning commission approaches the legislative body with the intent to amend the plan or prepare a new plan and fact book. This may include preparing a cost estimate to do so and presenting that cost estimate to the legislative body. If the legislative body approves the expenditure, then proceed with the plan amendment or new plan and fact book. If the legislative body does not approve the expenditure (or include it in a future budget), or approves a smaller amount than requested, there are three options: ▪ Do the work in house for lower cost. ▪ Expand the task over more than one budget year, so the cost of the task is reflected in more than one budget year. ▪ Go back to STEP 11 and re-evaluate the decision in light of the legislative body's decision.	Certified copy of the legislative body's minutes of the meeting where the decision was made, and planning commission's minutes where follow up discussion took place.	☐ Proceed with the decision made in Step 11, as intended. ☐ Do the work in house for a lower cost. ☐ Expand the task over more than one budget year. ☐ Go back to Step 11 and re-evaluate.

Authors

This publication was developed in collaboration by:

- Brad Neumann, AICP, Senior Educator, Government and Public Policy, Michigan State University
- Kurt H. Schindler, FAICP, Distinguished Senior Educator Emeritus, Government and Public Policy, Michigan State University

Reviewed by:

- Jason Ball, MSU Graduate Student
- Mary Ann Heidemann, FAICP, Regional Land Use Educator; Northeast-east Central
- Lincoln Sweet, MSU Graduate Student
- and to
- J. Douglas Piggott, Rowe Inc., for inspiring further revisions.

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

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Appendix A - Glossary

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

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

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

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

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

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

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

Municipality means a city, village or township.

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

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

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

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

Appendix B – Related Publications

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

- *Land Use Series*: "Check List #1A; To Create a Planning Commission or Amend an Existing Planning Commission Ordinance."
- *Land Use Series*: "#1B; Sample Ordinance to create a planning commission"
- *Land Use Series*: "#1C; Summary of changes between new Michigan Planning Enabling Act and the three old planning acts: Municipal Planning Act, County Planning Act, and Township Planning Act."
- *Land Use Series*: "Checklist #1D; Steps to Transition an Existing Planning Commission to Comply with the Michigan Planning Enabling Act"

- *Land Use Series*: "#1E; Sample Bylaws for a planning commission."
- *Land Use Series*: "Checklist #1F; What Should be in a Master Plan"
- *Land Use Series*: "Checklist #1G; For Adoption of a Plan in Michigan"
- *Land Use Series*: "Checklist #1H; The Five Year Plan Review."
- *Land Use Series*: "Checklist #1I; For Adoption of an Amendment to a Plan"
- *Land Use Series*: "Checklist #1J; Adopting and Updating a Capital Improvement Program"
- *Land Use Series*: "Checklist #1K; Review of Infrastructure and Public Capital Expenditure"
- *Land Use Series*: "Checklist #1L; Adoption or Amendment of Subdivision Rules"
- *Land Use Series*: "#1M; How Governments Make Submissions on a Neighbor's or County's Proposed Plan"
- *Land Use Series*: "#1N; How a Planning Commission Should Respond to Submissions"
- *Land Use Series*: "#1O; Sample joint Planning Commission Ordinance and Agreement"
- *Land Use Series*, "Checklist #2; for Adoption of a Zoning Ordinance in Michigan."
- *Land Use Series*, "Checklist #3; for Adoption of an Interim Zoning Ordinance in Michigan."
- *Land Use Series*, "Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including PUD) in Michigan"
- *Land Use Series*, "Checklist #5: for Processing a Special Use Permit (Including PUD) Application in Michigan."
- *Land Use Series*, "Checklist #6: for Processing a Zoning Appeal and Variance in Michigan."
- *Land Use Series*, "#7: Sample Zoning Board of Appeals Rules of Procedure"
- *Land Use Series*, "#8: Sample Planning Commission and Zoning Board of Appeals Code of Conduct"

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

Appendix C: Plan Content and Table of Contents

Minimum Plan Content Required by the Act

According to the Michigan Planning Enabling Act, at a minimum, the following elements are to be a part of a plan. Using the table below, review your plan and write in each column where the material is found in your community's plans.

This table was prepared assuming one's plan is like that of many communities in which it is organized in two major sections – the plan that is the meat of the document including the goals, objectives and policies that guide the physical development of the community (§33); and the background information, data book, resource book, or fact book that provides data and analyses that support the plan (§31). Some communities have a third, optional, section which is an executive summary, or a simply written and heavily illustrated presentation of the plan, a chart, web page, poster, or combination of the above. These two or three sections can be parts all within one document, or might be two or three separate documents. Communities may also include information and polices by reference to other plans or documents.

In the last column of the table, indicate whether the item is something you want to include in your plan when it is updated or replaced.

Minimum Statutory Plan Content

Items listed in this table are necessary to meet the minimum requirements of the Michigan Planning Enabling Act for a master plan:

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Resolution of Adoption or statement of the same located on the inside front cover, or inside of the back cover of The Plan and on the future land use map if a separate document (Sec. 43(2))					Shal be included
A section addressing land use and infrastructure issues and may project 20 years or more into the future. (Sec. 33(1))					Shall be included
Maps, plats, charts, and descriptive, explanatory, and other related matter. (Sec. 33(1))					Shall be included
A future land use map is required as a part of the land use plan element of the master plan. (Sec. 33(2)(d))					Shall be included
Show the planning commission's recommendations for the physical development of the planning jurisdiction. (Sec. 33(1))					Shall be included
Recommendations for implementing any of the master plan's proposals. (Sec. 33(2)(f)) Note: All jurisdictions should have a section detailing recommendations for implementation. (Sec. 33(2)(f))					Shall be included
Documentation (or copies of) that the planning commission made careful and comprehensive surveys and studies of present conditions and future growth within the planning jurisdiction with due regard to its relation to neighboring jurisdictions. (Sec. 31(2)(a))					Shall be included
Documentation (or copies of) that the planning commission consulted with representatives of adjacent local units of government in respect to their planning so that conflicts in master plans and zoning may be avoided. (Sec. 31(2)(b))					Shall be included

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Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Documentation (or copies of) that the planning commission cooperated with all departments of the state and federal governments and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and sought the maximum coordination of the local unit of government's programs with these agencies. (Sec. 31(2)(c))					Shall be included
A plan adopted, or amended, after December 2010 includes components of a transportation system including streets, public transit, bicycle, pedestrian, etc.: "complete streets". (Sec. 7(d)(i), Sec. 33(b)(i))					Shall be included
A plan adopted, or amended, after April 1, 2025 An assessment of the community's existing and forecasted housing demands, with strategies and policies for addressing those demands. (Sec. 33(2)(e).) Including information on the range of housing types, costs, affordability, attainability, ages, and other characteristics, including single and multiple-family dwellings, to serve the housing demands of a diverse population. (Sec. 7(2)(d)(*ix*))					Shall be included
A plan adopted, or amended, after 2008 for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks. (Sec. 33(2)(d)					If there is zoning, then these elements shall be included

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Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
A plan adopted, or amended, after 2008 for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed schedule of regulations by district that includes at least, building height, lot area, bulk, and setbacks. (Sec. 33(2)(d))					If there is zoning, then these elements shall be included
A plan adopted, or amended, after 2008 for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): the standards or criteria to be used to consider rezonings consistent with the master plan.					If there is zoning, then these elements shall be included
A plan adopted, or amended, after 2008 for a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): An explanation of how the land use categories on the future land use map relate to the districts on the zoning map. Sec. 33(2)(d) (prerequisite to this requirement is (1) a description of each zoning district, and (2) a proposed zoning map.					If there is zoning, then these elements shall be included
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A description of each of the zoning districts (including proposed new ones), the general purpose of each district, a general description of the class of uses to be permitted in each district, and the general locations for those types of districts. Use classes include single family residential, multiple family residential, commercial, office, industrial, agricultural, forestry, mining, etc.					If there is zoning, then these elements shall be included

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Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
For a local unit of government that has adopted a zoning ordinance, a zoning plan (M.C.L. 125.3203(1)) (see also M.C.L. 125.3305(a)): A proposed zoning map showing the location of proposed zoning districts. This could be accomplished by referring to the existing zoning map and then including a map with proposed district changes and the circumstances under which those changes should be made in a manner consistent with the master plan.					If there is zoning, then these elements shall be included
A plan adopted, or amended, after 2001 shall include an incorporation of an airport layout and approach plan if any part of the airport or airport approach includes any territory of the local unit of government (MCL 125.3203(2), 1253203(3), and 125.323(4))					If there is zoning, then these elements shall be included
For a local unit of government that has adopted a zoning ordinance, explanation of studies for regulation of special provisions such as: parking requirements, sign regulations, application of planned unit developments, groundwater/wellhead protection, road access management, agriculture regulations, energy (solar and wind), marijuana, etc.					
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": For a county, documentation that the master plan may include planning in cooperation with the constituted authorities for incorporated areas in whole or to the extent to which, in the planning commission's judgment, they are related to the planning of the unincorporated territory or of the county as a whole. (Sec. 31(1)(a))					

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Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": For a township that on the effective date of this act had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission's judgment, are related to the planning of the municipality. (Sec. 31(1)(b))					
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": A classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public transportation facilities (as of Dec. 23, 2010), public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. (If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702), a land use plan and program for the county may be a general plan with a generalized future land use map. (Sec. 33(2)(a)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.					

Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": The general location, character, and extent of all components of a transportation system and their interconnectivity including streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, waterfront developments (complete streets); sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures. (Sec. 33(2)(b)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.					
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities. (Sec. 33(2)(c) (Recommendations for redevelopment may or may not be included as pertinent, and a zoning plan.)					

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Minimum Statutory Plan Content	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Plans might also include, if "reasonably can be considered as pertinent to the future development of the planning jurisdiction": If a master plan is or includes a master street plan, the means for implementing the master street plan in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality . (Sec. 33(3)) Note: Given this requirement, most, if not all, jurisdictions should include the majority of these elements in the master plan.					

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

A More Comprehensive Plan Content Analysis

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

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

Using the table below, review your plan and write in each column where the material is found in your community's plans.

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

In the last column of the table, indicate whether the item is something you want to include in your plan when it is updated or replaced.

Plan Content

For a general plan the content should include:

Plan Content: General Plan (Only for a county plan with no county zoning.)	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Resolution of Adoption or statement of the same located on the inside front cover, or inside of the back cover of The Plan and on the future land use map if a separate document.					
A policy-based plan with generalized future land use maps.					
A section on affordable housing needs and a strategy to meet those needs.					
A section on job development and a strategy to meet those needs.					
Address the relationship between jobs, housing, and transportation within the local unit of government or region.					
A separate section on multimodal transportation including streets and highways, public transit, airports, railroads, ports, and pedestrian and bicycle ways.					
A section on capital facilities owned or operated, or both, or privately contracted by the local unit of government, together with long-range fiscal plans for the provision of new capital facilities for the local unit of government.					
The plan shall be the basis for the local unit of government or regional capital improvement program including capital improvements to be done by a county road commission, drain commissioner, parks and recreation commission, department of public works, or other local unit of government legislative body.					

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Plan Content: General Plan (Only for a county plan with no county zoning.)	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
An analysis of all the municipal or joint municipal plans of municipalities within the county to ensure coordination and consistency, including, but not limited to, buildout, economic, fiscal, environmental, and social impact analyses.					
A plan may incorporate by reference plans, or portions of plans, adopted by other agencies of political subdivisions, a regional plan, this state, or the federal government.					
Other elements as determined by the county planning commission.					

Plan Content

For a future land use plan the content should include:

Plan Content: Future Land Use Plan (The minimum for a local unit of government with zoning)	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
All of the parts for a general plan, above.					
The arrangement of future land uses, as well as the intensity and density of such uses					
An explanation of the degree to which future land uses are, or are not, compatible with the future land use plans and zoning regulations of adjoining jurisdictions (or municipalities within the county) or the management plans of state or federal agencies with public lands within the local unit of government					
Future land use shall be described in the text and depicted on a future land use					

Plan Content: Future Land Use Plan (The minimum for a local unit of government with zoning)	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
map showing the general location and arrangement of future land uses, but not parcel lines.					
A future transportation network, including, but not limited to, roads and streets, bridges, railroads, airports, bicycle paths, and pedestrian ways.					
Provision for a network of electronic communication facilities.					
Future capital facilities.					
A zoning plan for the control of the height, area, bulk, density, location, and use of buildings and premises, for current and future zoning districts.					
An explanation of the zoning plan's relationship to the future land use plan.					
A description of how the community intends to move from present conditions illustrated on the current zoning map and described in the zoning plan to the proposed future relationship of land uses illustrated on the future land use map.					
A discussion of measures considered and included in the development of the future land use plan to avoid possible takings of private property without just compensation if land use regulations were to be subsequently adopted or amended consistent with the plan.					
Each of the elements of a future land use plan, above, should incorporate goals, objectives, policies, and strategies to be employed in fulfilling the plan					
Each element of a future land use plan should utilize maps and, if helpful, plats, charts, and tables. Maps, plats, charts, and tables should be accompanied by descriptive explanatory text.					

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Plan Content

For a comprehensive plan the content should include:

Plan Content: Comprehensive Plan	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
All of the parts for a general plan and land use plan, above.					
Recommendations for the social, environmental, economic, or physical development or redevelopment of the jurisdictional area. The plan should identify the amount and source of the fiscal and other resources to be used to implement the recommendations in the plan.					
An analysis of existing community social and economic disparities in employment, income, housing, transportation, education, and crime and recommendations for public and private measures to rectify disparities.					
A section on multimodal transportation facilities, together with long-range fiscal plans for the provision or replacement of transportation facilities. (This may be part of the future transportation network (master street plan) element of a Future Land Use Plan.)					
Information on capital facilities necessary for the comprehensive plan to serve as the basis for the development and annual updating of a capital improvement program including a map of the location of new capital facilities on which construction is proposed to begin within a period at least as long as that covered by a capital improvement program.					

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Plan Content: Comprehensive Plan	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
Population attraction strategy.					
New Economy strategy (coordinated on a regional [multi-county] level).					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for housing, including, but not limited to, the condition of existing housing and specific needs for affordable and assisted housing, and analysis of options for meeting those needs.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for Economic development, including both job retention and promotion strategies.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for Natural resources management, including, but not limited to, agricultural and forest lands, mineral lands, wetlands, floodplains, headwaters areas, sand dunes, areas at high risk of erosion, other sensitive areas, endangered or threatened species habitat, and land use related to preserving biodiversity.					
Maps and text with an analysis of existing conditions and strategies to address identified problems and/or opportunities for measures to define, protect, enhance, or change community character.					

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Plan Content

For a growth management plan the content should include:

Plan Content: Growth Management Plan	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
All of the parts for a general plan, land use plan, and comprehensive plan, above.					
The boundaries for expansion of capital facilities and/or public services of the local units of government during the period of the plan.					
Maximum density of land use based on available public services and facilities and specified level of service standards for those services and facilities.					
The plan should be consistent with P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.) for a purchase of development rights program, and/or to the extent permissible by law, transfer of development rights program.					
Maps showing the location of proposed future road right-of-way and of other public facilities beyond 5 years in the future.					
A strategy and locations to target provision of affordable housing.					
A strategy that links future jobs, housing, and transportation in mutually supportive ways.					
A strategy for land assembly and redevelopment.					
Other elements as necessary to implement the growth management or redevelopment goals of the plan.					

Plan Content

For other plans, or additional parts of plans content to consider:

Plan Content: other plans, or additional parts of plans content to consider. **Include as part of the Plan, or as separate plans some or all of:**	**Where the element is found in the Fact Book**	**Where the element is found in the Plan**	**Where the element is found in other adopted plans**	**Where the element is found in the optional summary, poster, pamphlet, etc.**	**This is something we want to add to our next plan(s)**
Soil and water conservation.					
Open space protection.					
Intergovernmental coordination.					
Human services, including, but not limited to, childcare services, senior citizen programming, and mental health services.					
Historic preservation.					
Coastal zone management.					
Solid waste management.					
Energy conservation.					
Watershed planning and management.					
Community corrections.					
Annexation.					
Redevelopment.					
Special purpose, sub-area (M.C.L. 125.3835), functional, neighborhood, corridor, or strategic plans.					

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Plan Content

For Incorporate, by reference to relevant portions of other plans, including any of the following adopted plans that apply to the territory covered by the planning commission content to consider:

Plan Content: Incorporate, by reference to relevant portions of other plans, including any of the following adopted plans that apply to the territory covered by the planning commission	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
A development plan adopted by a tax increment finance authority under P.A. 450 of 1980, as amended, (the Tax Increment Finance Authority Act, M.C.L. 125.1801 *et. seq.*).					
A development plan adopted by a downtown development authority under P.A. 197 of 1975, as amended, (M.C.L. 125.1651 *et. seq.*).					
A development plan adopted by a local development finance authority under P.A. 281 of 1986, as amended, (the Local Development Financing Authority Act, M.C.L. 125.2151 *et. seq.*).					
A development plan adopted by an international tradeport development authority under P.A. 325 of 1994, as amended, (the International Tradeport Development Authority Act, M.C.L. 125.2521 *et. seq.*).					
A brownfield plan adopted by a brownfield redevelopment authority under P.A. 381 of 1996, as amended, (the Brownfield Redevelopment Financing Act, M.C.L. 125.2651 *et. seq.*).					
A plan adopted by a local unit of government, county, or regional economic development commission under P.A. 46 of 1966, as amended, (M.C.L. 125.1231 *et. seq.*).					
A project plan adopted by an economic development corporation under P.A. 338 of 1974, as amended, (the Economic Development Corporations Act, MCL 125.1601 *et. seq.*).					
A plan adopted by a housing commission under P. A. 18 of 1933 (Extra Session), as amended, (M.C.L. 125.691 *et. seq.*).					
A development plan approved by a planning commission and supervising agency under P.A. 250 of 1941, as					

Plan Content: Incorporate, by reference to relevant portions of other plans, including any of the following adopted plans that apply to the territory covered by the planning commission	Where the element is found in the Fact Book	Where the element is found in the Plan	Where the element is found in other adopted plans	Where the element is found in the optional summary, poster, pamphlet, etc.	This is something we want to add to our next plan(s)
amended, (the Urban Redevelopment Corporations Law, M.C.L. 125.901 *et. seq.*).					
A local unit of government, county, or regional park or recreation plan adopted by a local unit of government, county, or regional commission under P.A. 261 of 1965, as amended, (M.C.L. 46.351 *et. seq.*).					
A plan adopted by an historic district commission under P.A. 169 of 1970, as amended, (the Local Historic Districts Act, M.C.L. 399.201 *et. seq.* 399.215.					
An airport approach plan adopted by the aeronautics commission under P.A. 23 of 1950 (Extra Session), as amended, (the Airport Zoning Act, M.C.L. 259.431 *et. seq.*).					
A school district plan adopted by a public school district or charter school.					
A sewer or water plan adopted by a local unit or joint sewer and water authority.					
A solid waste management plan adopted pursuant to Part 115 of P.A. 451 of 1994, as amended (the Solid Waste Management part of the Natural Resources and Environmental Protection Act, M.C.L. 324.11501 *et seq.*)					
A blighted area rehabilitation plan adopted pursuant to P.A. 344 of 1945, as amended, (M.C.L. 125.71 *et. seq.*).					
A neighborhood area improvement plan adopted pursuant to P.A. 208 of 1949, as amended, (M.C.L. 125.941 *et. seq.*).					
A plan for redevelopment of principal shopping areas under P.A. 120 of 1961, as amended, (M.C.L. 125.591 *et. seq.*).					
Enterprise or empowerment zone plans pursuant to P.A. 224 of 1985, as amended, (M.C.L. 125.2101 et seq.).					
Any capital facility or other metropolitan plan prepared by a metropolitan council under P.A. 292 of 1989, as amended, (M.C.L. 124.651 *et. seq.*).					

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Based on which rows, in the above table you were able to mark a page number(s) down for and which ones are left blank, you can construct a list of what has been done, and what has not been done. A general strategy, each time a community updates their plan, is to try to increase the number of items in the above table which are done. Over time the plan will become more substantial. One should also consider that there is a point where a community (which is small, rural, or not complex) does not need a more substantial plan. Thus, in a county without zoning, the items listed as part of a general plan might be enough. If it is a community with zoning, then only the elements for the general plan and land use plan may be enough. This is a judgement call which should be re-assessed each time the community updates or replaces its plan.

Sample Table of Contents of a Plan, Fact Book, and Summary

Executive Summary

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

a. Executive summary, or

b. A simply written and heavily illustrated presentation of the plan, or

c. A chart, or poster presentation of the plan, or

d. A web page, or

e. A combination of these.

Sample Plan Table of Contents includes:

Inside front cover: resolution of adoption

Glossary

Introduction

- Acknowledgments
- About the Planning Commission (Subcommittees of the Plan Committee of the Planning Commission, Staff & Author, Legislative Body, Location Map
- About This Plan
- Legal Authority

Overall Plan

- Community Wide Goals (Fundamental Principles, overall goals such as Smart Growth.)
- Government Cooperation (Federal, State, Native American Tribes, Canada, County, Neighboring Municipalities and Counties)

Land Use Plan

- Future Land Use Map
  - Industrial

- Commercial
- Office Service
- Resort
- Residential
- Rural Residential
- Agricultural-Forest Production
- Special and Unique Areas
- Transition Areas
- Form-Based Zoning/New urbanism
- Other

Zoning Plan Update

Environment, Natural Resources Plan

- Environmental Protection
- Ground and Surface Water Protection
- Recycling, Solid and Hazardous Waste
- Energy

Economic Plan

- Population Attraction
- Economic Development
- Tourism

Human Services and Housing Plan

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

Infrastructure Plan

- Transportation (including airport)
- Complete Streets
- Recreation
- Water and Sewer
- Changing climate impacts

Appendixes and Addendums

- Plan Adoption Documentation (65 Day Comments by Governments, Public Hearing Comments, Adoption Documentation, Type of Plan This Plan Is.)
- Associated Plans, Reports, Bibliography

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About Addendums

Precedent & Interpretive Decisions

Sample Fact Book Table of Contents includes:

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

Glossary

Former Plans.

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

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

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

Land Use: Land Use/Cover Change (Agricultural; Forestry; Urban (Sprawl, Residential, Open Lands/Parks, Commercial, Transportation, Industrial, Extractive; urban growth area); Rangelands/Fields/Grassland; Water and Wetlands; Future Land Use; and areas of minor change. Maps, Charts, and Graphs: Land Use/Cover Table, Land Cover Circa 1800 (Pre-European Settlement Vegetation) Map, pre-1978 land use maps, Land Use/Cover Map 1978 (MiRIS), current Land Use/Cover Map, Land Use/Cover Change analysis maps, Farmland With State Preservation Agreements in Place "PA 116 Agreements.")

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

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

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

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

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

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

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

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

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

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

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