



# Charter Township of Washington

## Planning and Zoning Department

### Master Plan Completion Schedule 2023/2024

The following schedule is primarily based on the minimum number of meetings that are required when any amendments are proposed to our Master Plan. This schedule is subject to change if the Planning Commission or Township Board need additional time to review the information received.

**August 30<sup>th</sup>, 2023:** Open House for the draft Master Plan

**PC: September 14<sup>th</sup>, 2023:** The draft Master Plan will be on this Planning Commission Agenda. Any comments received from the Open House will be incorporated into the draft for the PC to review and then send to the Township Board.

The Planning Commission shall submit the proposed draft Master Plan to the Township Board for review and comment. The process of adopting a Master Plan shall not proceed further unless the Township Board approves the distribution of the proposed master plan.

**BOT: September 20<sup>th</sup>, 2023:** On this Board agenda for review and with a formal request from the Planning Commission for the Board to release the draft Master Plan for public comment.

If the Township Board releases the draft Master Plan for Public Comment, comments may then be submitted for a minimum of 63 days after the draft Master Plan is formally sent out to all public entities as required. The public hearing notice will go to the paper in time to meet the deadline for having a public hearing at the Planning Commission in December.

**PC: December 14<sup>th</sup>, 2023:** A Public Hearing will be scheduled and placed on this Planning Commission agenda. The PC will formally adopt the Master Plan and then forward it with their recommendation for approval to the Township Board for their decision. Based on the schedule for when the Township Board meets, it appears as though the Public Hearing for the Township Board will be scheduled on January 17<sup>th</sup>, 2024.

**BOT: January 17<sup>th</sup>, 2024:** A Public Hearing will be scheduled at this Board meeting with a Planning Commission recommendation for approval of the proposed Master Plan. The Board is the final decision on the proposed Master Plan.

### Planning Commission Process:

The approval of the proposed master plan shall be by resolution of the Planning Commission with a majority vote of the members. A resolution recording the Planning Commission's approval of the Master Plan, signed by the Chairperson and the Secretary of the Planning Commission, shall be included on the inside of the front or back cover of the Master Plan and if the future land use map is a separate document from the text of the master plan, on the future land use map.

### Township Board Process:

After approval of the proposed Master Plan by the Planning Commission, the Township Board shall approve or reject the proposed Master Plan. A resolution recording the Township Board's approval of the Master Plan, signed by the Township Supervisor and Clerk of the Township, shall be included on the inside of the front or back cover of the Master Plan and if the future land use map is a separate document from the text of the master plan, on the future land use map. If the Township Board rejects the proposed Master Plan, they shall submit to the Planning Commission a statement of its objections to the proposed Master Plan. The Planning Commission shall consider the Township Board's objections and revise the proposed Master Plan so as to address those objections. The procedures in which a public hearing is needed at the Planning Commission shall be repeated until the Township Board approves the proposed Master Plan.