

**Village of Laurium
Planning Commission
Member Guide**

VILLAGE OF LAURIUM

310 Hecla Street, Laurium, MI 49913
www.laurium.net

Introduction

Welcome and thank you for taking an interest in the Village of Laurium Planning Commission. The Planning Commission is in the process of being formed. This is an exciting time for Laurium. The Commission will be working on many initiatives that are more fully described in this guide. Previous experience with master planning, zoning or serving on a Board is not required. However, the selected candidate must have a willingness to learn, a commitment and ability to fulfill expectations of the role and most importantly, a passion to improve the standard of living for Laurium residents.

The application can be found at the beginning of this guide, but please read all materials before submitting your application. If you have questions about the Planning Commission or being a member, please email: laurium2021@gmail.com.

The following information is contained in this guide:

- **Planning Committee Application Form**
- **Application & Appointment Process**
- **About the Planning Commission, Desired Skills and Expectations**
- **Planning Commission Meeting Calendar**
- **Planning Commission Orientation, Resources & Required Initial Training**
- **Annual Training Strategy**
- **Organizations that Provide Training Opportunities**

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Planning Committee Application Form

Please use this form to express your interest in serving on the Village of Laurium's Planning commission. You may attach additional material if you wish. Completed applications are public documents and are subject to the Michigan Freedom of Information Act and are kept on file for six months.

Applicant Name

Email

Phone

Home Address

Street Address

City, State, Zip Code

Occupation

Are you a business owner in the Village of Laurium? If so, provide name and address of business.

Please describe your education/credentials or attach a resume:

Why are you interested in serving on this committee?

What talents or experience would you bring to the committee?

Any other comments or information you wish to provide?

Are you currently in default to the Village of Laurium or have any pending litigation against the Village?

Are you involved in any personal, professional or business pursuit that would affect your ability to make fair and impartial recommendations as a member of the Planning Commission?

Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings?

Have you read the information on member expectations, required initial training/reading and ongoing training requirements? Do you agree to meet these requirements?

Signature & Date

Signature certifies that there are no misrepresentations, omissions or falsifications on this application and by signing this application consent is given to the Village of Laurium to conduct a background check to verify the information provided.

Please Read the Attached Important Information Before Applying. Completed applications should be emailed here: laurium2021@gmail.com

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Application & Appointment Process

New Appointments

- I. Notice Made
 - a. Village website
 - b. Village Facebook page
 - c. Posted on Village Hall door
 - d. Other: consideration may be made for including notice in a local newspaper or in public places of the surrounding community
- II. Position will be held open for a minimum of 3 weeks to allow time for applications to be submitted
- III. A subcommittee of the Planning Commission will review applications, conduct interviews and make a recommendation to the Village of Laurium Council
- IV. After a motion is made and accepted for chosen candidate all applicants will be notified of decision

Reappointment

All members whose terms are set to expire must complete an application to be considered for reappointment. The application will confirm the member's interest to continue. Reappointments are not automatic.

Terms

The Village ordinance addresses the terms of service for each member of the Planning Commission.

Resignation

Any member that intends to resign must forward a letter to commission chairperson, the Village Manager or the Village Council President.

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About the Planning Commission, Desired Skills and Expectations

Purpose

The role of the Planning Commission is to guide the land use, zoning, and planning process in the Village. The Commission is charged with planning for the future and is expected to stay up to date on current trends and issues that may affect the Village.

Powers

The Planning Commission is responsible for the formalization of the Master Plan. The Commission reviews and recommends changes to the Zoning Ordinance and Zoning Map to the Village Council. The Commission also reviews site plans, rezoning requests, special use requests and planned unit developments.

Appointments

The Planning Commission shall consist of seven members. Members shall be appointed by the Village President with the approval of the Village Council. Vacancies occurring for any reason shall be filled for the remainder of the unexpired term by appointment of the Village President with the approval of the Village Council. Review the Village Ordinance #112 for additional information on term length.

Obligation

Each Planning Commission is expected to represent the opinions of the constituency over their own interest and have a working knowledge of the rules and governing documents. They are expected to be prepared for and to attend the meetings. Knowledge of planning and zoning is not necessary, and training and ongoing educational opportunities will be provided.

Meetings

Second Mondays of every month; occasional special meetings. Meetings are held at 6:30 PM in the Village Hall.

Desirable Knowledge, Skills and Abilities

- Desire to move community forward in a positive manner
- Ability to communicate clearly and effectively, orally and in writing, with staff and the general public
- Ability to listen and maintain professionalism with other commissioners, staff and the public
- Ability to read and understand detailed reports, including plans, ordinances and other municipal documents
- Have access to a personal computer and ability to use to read, create and edit documents and to complete virtual training

Expectations

- Participate in orientation about the position and its responsibilities
- Complete required initial training as well as ongoing annual training. Training costs, if any, will be covered by the Village
- Ability to commit 5-10 hours per month to review materials & ability to attend monthly meetings
- Desire to learn new laws, tools, processes
- Empathy and respect for fellow officials, staff, applicants and the public

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Planning Commission Meeting Calendar

Regular Meetings

Second Mondays of every month; occasional special meetings. Meetings are held at 6:30 PM in the Village Hall.

November 8, 2021

December 13, 2021

January 10, 2022

February 15, 2022

March 14, 2022

April 11, 2022

May 9, 2022

June 13, 2022

July 11, 2022

August 8, 2022

September 12, 2022

October 10, 2022

There may be occasional special meetings throughout the year.

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Planning Commission Orientation, Resources & Required Initial Training

Village Planning Commission

- Planning Commission Member Introduction
- *Village Master Plan, Final or Draft
- *Village Zoning Ordinance and Map, Final or Draft
- Planning Commission short term and long term priorities
- *Explanation of Various Processes: Master Plan Document/Amendments, Site Plan Review, Special Land Use Review, Rezoning
- Annual Report Requirement

Village of Laurium, General

- Village of Laurium financial information
- Most recent audit report
- Village Council short term and long term priorities

Michigan Economic Development Association (MEDC)

- **RRC Best Practices
- **Training (RRC Best Practices): [Training & Events | MiPlace](#)
- Library: [Redevelopment Ready Communities Library | MiPlace](#)
- Trello Access and Overview

Keweenaw Economic Development Association-their role (KEDA)

- Economic Development Plan: [Keweenaw-Economic-Development-Strategic-Plan.pdf \(kedabiz.com\)](#)
- Resources: [Resources – Keweenaw Economic Development Alliance \(kedabiz.com\)](#)

Other Resources

- **Michigan Planning Enabling Act
- **Michigan Zoning Enabling Act
- **Open Meetings Act
- Michigan Association of Planning: www.planningmi.org
- Strong Towns: www.strongtowns.org
- The Michigan Opportunity podcast

*Document not yet available/is in process

**Indicates required training/materials

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Annual Training Strategy

The Village of Laurium is an active participant in the Redevelopment Ready Communities (RRC) process which supports efforts to foster economic and community development through a predictable and proactive approach to planning and development. One component of the RRC framework is to establish yearly training goals for development-related boards and commissions. This strategy outlines training expectations and establishes priorities for the planning commission. It will be updated at the beginning of each fiscal year to stay relevant to changing trends.

Training Framework

Funding

The Planning Commission must make an effort to obtain funding for training, such as through the Village's insurance provider or by applying for scholarships. If no external funding is identified, the Village will provide for \$1,500 of training costs each year for the Planning Commission (in total, not per member). Funding requests should be directly related to a priority topic established in this strategy.

Training Methods

The Planning Commission will participate in at least two at-meeting events; these could be short presentations, watching a video together, attending a webinar together, reading and discussing an article, etc. Members are encouraged to pursue training methods which make the most sense for them individually outside of meetings. Training should be a combination of new information and the basics to help officials stay up to date on existing documents and responsibilities.

Accountability

The Village includes training as a monthly reoccurring agenda item. This offers a chance to remind members of upcoming training, allow time for at-meeting training, and encourage report outs from recently attended training. Members are expected to provide a short verbal report out at the next meeting following any training event and share any materials such as recordings, handouts, etc. This helps increase the Village's return on investment in terms of time and cost.

Training Goals through February 2022

The Village has established the following goals for training:

1. Each Planning Commission member must complete the RRC Best Practices training
2. Each Planning Commission member must complete an online or in-person session on Master Planning in Michigan. This training will be selected by the Planning Commission Chairperson and Village President
3. Capital asset management and Planning Webinar through MSU must be completed by at least 3 commission members. [Events - Fiscal Management \(msu.edu\)](#).

Training Goals through February 2023

1. Each Planning Commission member must complete an online or virtual session on Zoning. This training will be selected by the Planning Commission Chairperson and Village President.
2. Complete an online or virtual session on economic development strategy. This training will be selected by the Planning Commission Chairperson and Village President.

Organizations that Provide Training Opportunities

Michigan Association of Planning (MAP)

www.planningmi.org

MAP provides numerous training opportunities for both member and non-member communities including its annual Planning Michigan Conference (usually September), off-site workshops throughout the state, on-site workshops upon request, meet-up opportunities, publications and a planning magazine focused on Michigan issues.

Michigan Municipal League (MML) www.mml.org

As the leading advocacy organization for Michigan's incorporated communities, MML provides a wide array of training opportunities including an annual convention (usually September), Capital Conference, Elected Officials Academy, legislative advocacy events, on-site workshops and free publications.

Michigan Economic Developers Association (MEDA)

www.medaweb.org

With over 500 members, MEDA exists to advance economic development throughout Michigan, and increase the individual member's effectiveness in the economic development profession. The association's goal is to provide a variety of services and programs that will enhance ability and skills in economic development. The group sponsors in-person trainings, an annual meeting/conference and advocacy events. Their website also contains general information on economic development. While MEDA is a membership organization, non-members are welcome to attend most events.

Michigan Township Association (MTA)

www.michigantownships.org

Michigan's 1,240 townships cover 96 percent of the state's land area and provide essential services to 51 percent of the state's population. MTA provides training and information essential for today's local leaders in providing effective, efficient programs and services. Offerings include an eLearning library, publications, annual conference(s) and in-person workshops.

Michigan State University Extension-Planning

www.canr.msu.edu/planning/index

MSU Extension offers training courses on planning and zoning tools, policy options, land use and environmental issues. All services are available to Michigan's 1,858 municipalities, 14 multi-county regions, 12 federally recognized tribal nations. One of the most popular programs offered through MSU Extension is the Citizen Planner program, which can be done in-person or online.

Michigan Economic Development Corporation (MEDC)

MEDC's Community Development division (www.miplace.org) is dedicated to supporting vibrant, diverse and sustainable communities through both financial incentives and technical assistance. Offerings include in-person training events, workshops, webinars and online resources. MEDC's Business Development division also offers in-person sessions on economic development tools. Learn more about those tools and see future sessions at www.michiganbusiness.org.

Community Economic Development Association of Michigan (CEDAM) www.cedamichigan.org

CEDAM offers a variety of signature training events customized to fit the needs of the community economic development industry. Events include the Building Michigan Conference (each spring), Real Estate Development Bootcamp, poverty simulations, advocacy information and webinars.

Michigan Downtown Association (MDA)

www.michigandowntowns.com

MDA a statewide, nonprofit organization and a driving force in the interest and growth of downtowns and communities throughout Michigan. The MDA encourages the development, redevelopment and continuing improvement of Michigan communities and downtowns. Training opportunities include an annual conference (each fall), a state legislative advocacy day and general online resources.