

**COUNTY OF MUSKEGON**  
**MUNICIPAL MASTER PLAN**  
**REVIEW POLICY AND PROCEDURE**

**I. POLICY**

This Policy outlines the procedure by which a proposed Municipal Master Plan will be reviewed by the Muskegon County Board of Commissioners.

**II. APPLICABLE STATUTE**

The Municipal Planning Act (the "Act") MCL 125.37b, *et seq.* provides that after a municipality approves a municipal master plan, the secretary of the municipal planning commission must then submit the proposed plan for review and comment to the county board of commissioners for the county in which the municipality is located.

**III. PROCEDURE**

The County of Muskegon reserves the right to review and make comments on all proposed Municipal Master Plans.

All proposed Municipal Master Plans must be submitted to the County of Muskegon, addressed to the Office of the County Administrator, Michael E. Kobza Hall of Justice, 990 Terrace Street, Fourth Floor, Muskegon, MI 49442.

Once received by the County Administrator, he shall immediately advise the members of the Board that a proposed master plan has been received, the date it was received, the response due date, and from which municipality it was received. The Administrator will advise each Board member that they have a right to review the proposed master plan if done within the sixty-three (63) day statutory period. MCL 125.37b(4)

If the County Board of Commissioners submits comments, the comments must include, but need not be limited to, both of the following, as applicable:

- (A) A statement whether the county board of commissioners considers the proposed plan to be inconsistent with the plan of any city, village, township, or region contiguous to the municipality.
- (B) If the county has a county plan, a statement whether the county board of commissioners considers the proposed plan to be inconsistent with the county plan.

(See attached motion format)

Any comments made by the county are only advisory and can be disregarded by the municipality. MCL 125.37b(5)

CERTIFICATION

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James J. Derezinski, Chair

I hereby certify that the above constitutes a true and complete copy of the Municipal Master Plan Review Policy and Procedure adopted by the Muskegon County Board of Commissioners at a regular meeting held on \_\_\_\_\_ and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267 of the Public Acts of Michigan of 1967.

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Karen D. Buie, County Clerk