



DEXTER TOWNSHIP

6880 DEXTER-PINCKNEY ROAD
DEXTER, MI 48130

TELEPHONE: 734-426-3767
WWW.DEXTERTOWNSHIPMI.GOV

LONNIE SCOTT
SUPERVISOR
MICHELLE
STAMBOULELLIS
CLERK
BRAD METZ
TREASURER
ALICIA ABBOTT
KAREN NOLTE
KAREN SIKKENG
LAURA SANDERS
TRUSTEES

MASTER PLAN REVIEW COMMITTEE CHARGE

I. Role

- a. The Master Plan Review Committee (“Committee”) shall be formally established by the Board of Trustees, with appointment authority delegated to the Planning Commission Chair. The Committee shall serve in an advisory capacity to the Planning Commission, which shall be the primary reporting and receiving body for the Committee’s recommendations. Final recommendations of the Committee shall be transmitted to the Planning Commission for consideration and further action.
- b. The Master Plan Review Committee shall be composed of five (5) members appointed by the Planning Commission Chair as follows:
- i. Two Planning Commission members
 - ii. One Township Board member
 - iii. Two residents of the Township
- c. The purpose of the Committee is to review, evaluate, and provide recommendations regarding updates to the Dexter Township Master Plan. The Committee’s work shall focus on policy-level guidance and long-range planning issues. The Committee’s recommendations shall emphasize consistency with existing Township ordinances and zoning regulations and shall be framed at a policy level appropriate for inclusion in or guidance from the Master Plan.
- d. The formation of the Master Plan Review Committee is specifically intended to address gaps in the current Master Plan related to emerging and evolving land uses that were not adequately anticipated at the time of adoption. The existing Master Plan does not sufficiently address certain contemporary land use issues, including but not limited to short-term rentals; renewable energy facilities; data centers; diverse housing needs; biofuel generation; agritourism-related uses; and bed and breakfast-type lodging, to the extent such uses are not clearly or consistently addressed in the existing Master Plan. The Committee’s work is intended to help position the Township to respond proactively, consistently, and in a manner supported by clear policy guidance to these types of requests by ensuring the Master Plan provides clear policy guidance for future land use decisions.

II. Scope of Work / Data Review

- a. The Committee shall review and consider relevant background materials, including but not limited to:
 - i. The existing Dexter Township Master Plan and any prior amendments
 - ii. Applicable national, regional, county, and state planning documents
 - iii. Demographic, housing, land use, transportation, agricultural, and environmental data relevant to Township planning
 - iv. Infrastructure, public services, and natural resource considerations
 - v. Public input received through noticed meetings, outreach efforts, or surveys
- b. The Committee may request additional data or technical assistance through planning staff as necessary to fulfill its charge.

III. Open Meetings Act

- a. The Master Plan Review Committee is subject to the Open Meetings Act (“OMA”), which requires:
 - i. All meetings of the Master Plan Review Committee shall be properly noticed and published in accordance with the OMA.
 - ii. A quorum (majority of appointed members) shall be required to conduct business.
 - iii. All deliberations and decisions shall occur at properly noticed public meetings. Deliberations by email or other non-public means are not permitted.
 - iv. A public comment period shall be provided at each meeting.
 - v. Meeting minutes shall be taken and maintained, documenting the date, time, place, members present and absent, motions, decisions, and all roll call votes.
 - vi. Committee members may not attend meetings remotely except as permitted by statute, including military service or as a reasonable accommodation under the Americans with Disabilities Act.

IV. Suggested Timeline

- a. **Organizational Meeting:** Introductions; overview of charge; election of chairperson; establishment of meeting schedule.

b. **Meetings 1-2:** Identification of initial data needs; review of the existing Master Plan and supporting data; discussion of key planning themes; identification of priority topics and areas requiring further analysis; receipt of public input.

c. **Meetings 3-4:** Development of preliminary findings and policy-level recommendations; refinement of priorities; preparation of draft findings and recommendations; determination of whether additional meetings are necessary.

d. **Final Meeting:** Adoption of final findings and recommendations by roll call vote. The Chairperson, in coordination with planning staff, shall prepare a written recommendation addressed to the Planning Commission.

V. Planning Commission Review

a. The Planning Commission shall receive and consider the Committee's recommendations at a publicly noticed meeting.

b. Following Planning Commission review, recommendations may be forwarded to the Board of Trustees as appropriate, including requests for authorization, funding, or consultant assistance related to a Master Plan update.

This charge is intended to provide clear direction, accountability, and transparency for the Master Plan Review Committee while maintaining consistency with prior advisory committees.