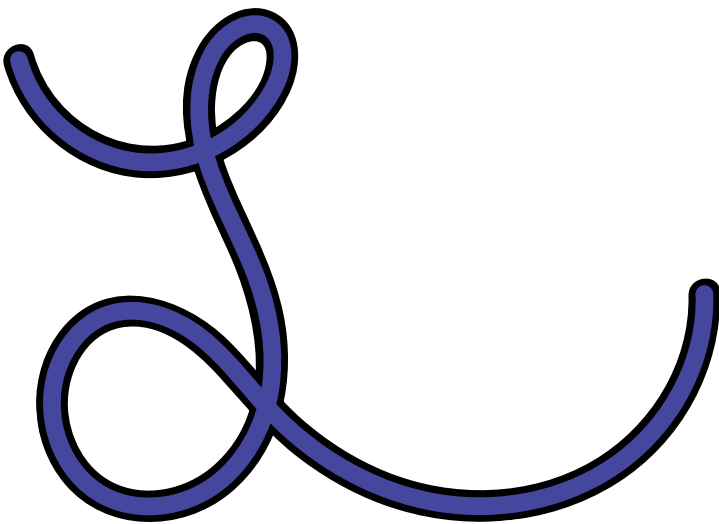


**Village of Laurium
Planning Commission
Member Guide**

2025 - 2026

AUGUST 2025



Welcome!

Thank you for taking an interest in the Village of Laurium Planning Commission. The Laurium Planning Commission was originally formed in 1965, and revived in 2021. Since the reformation the Planning Commission has assisted in creating a Master Plan for the Village, as well as a Zoning Ordinance. Both have been adopted by the Village Council.

Currently the Planning Commission is taking the final steps in becoming one of Michigan's Re-development Ready Communities. When complete, the Village of Laurium will be the 7th RRC Certified municipality in the Upper Peninsula.

Previous experience with master planning, zoning, or serving on a board is not required. However, the selected candidate must have: the willingness to learn, a commitment & 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 in the back of this guide. Please read all materials before submitting your application. If you have questions about the Planning Commission, or about being a member, please email: LauriumPlanningCommission@gmail.com

The following information is contained in the guide:

- About the Planning Commission, Desired Skills and Expectations
- Application & Appointment Process
- Planning Commission Orientation, Resources, & Required Initial Training
- Village of Laurium Ordinance #112
- Annual Training Strategy
- Organizations that Provide Training Opportunities
- Planning Commission Application Form

About the Planning Commission, Desired Skills & 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.

Power

The Planning Commission is responsible for updating the Master Plan every five years. 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 a maximum of 9 members, and a minimum of 5. Members shall be appointed 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 Council. Review the Village Ordinance #112 for additional information on the term length.

Obligation

Each Planning Commission member 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. Training and ongoing educational opportunities will be provided. Each member is expected to participate in training events and activities.

Meetings

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

Desirable Knowledge, Skills & 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 public.
- Ability to read and understand detailed reports, including plans, ordinances and other municipal documents.
- Have access to a personal computer to read, create and edit documents, & 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 a 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.

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 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. The Planning Commission will review applications, conduct interviews, and carry a motion to select a candidate at a Planning Commission meeting. The Commission will then make a recommendation to the Village of Laurium Council.
- IV. After a motion is made and accepted for chosen candidate by the Council, all applicants will be notified of the decision.

Reappointment

All members whose term are set to expire must complete and 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 the commission chairperson, and the Village Manger, and the Village Council President.

Planning Commission Orientation, Resources, & Required Initial Training

Village Planning Commission

- Planning Commission Member Introduction
- Village Master Plan
- Village Zoning Ordinance
- Planning Commission short term and long term priorities
- Explanation of Various Processes: Master Plan Document/Amendments, Site Plan Review, Special Land Use, 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 Corporation (MEDC)

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

Keweenaw Economic Development Association (KEDA)

- Economic Development Plan: [Keweenaw Economic Development Plan](#)
- Resources: [Keweenaw Economic Development Alliance](#)

Other Resources

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

Village of Laurium Ordinance #112

Village of Laurium

310 Hecla Street
PO Box 627
Laurium, MI 49913-0627

Phone (906) 337-1600
Fax (906) 337-4461
www.laurium.net

ORDINANCE # 112

PLANNING COMMISSION

An Ordinance to provide for the creation of a Village Planning Commission to the development of a master plan for physical development of the Village of Laurium.

The Village of Laurium Ordains:

SEC. 1. In accordance with the provision of Act 285 of the Public Acts of 1931 as amended there is hereby created a Village Planning Commission, which shall consist of nine (9) members who shall represent, insofar as is possible, different professions and occupations, and who shall be appointed by the President, subject to the approval of the Council of the Village of Laurium, three (3) of which members shall consist of the President, an Administrative Officer of the Village selected by the President, subject to the approval of the Village Council, and one Member of the Village Council to be selected by said Council.

SEC. 2. At a meeting of the Village Council to be held on or before January 4, 1966, the remaining six members shall be appointed to the Village Planning Commission, and all such members shall serve without compensation and shall hold no other municipal office in the Village of Laurium. The terms of the three ex officio members shall correspond to their respective official tenures except that the term of the Administrative Official selected by the President shall terminate with the term of the President selecting him. The terms of the six appointed members shall be three years or until their successors are appointed and duly qualified, except that the respective terms of two of the members first appointed shall be for one year, and two for two years. All vacancies on the Village Planning Commission shall be filled by appointment of the President acting by and with the consent of a majority of Village Council.

SEC. 3. No person shall be eligible for appointment to said Village Planning Commission unless such person shall be an elector of the Village of Laurium.

SEC. 4. Every person appointed to said Village Planning Commission shall, within eight (8) days after receiving notice of such appointment, take and subscribe to the official Oath of Office and file the same with the Village Clerk.

SEC. 5. The Village Planning Commission shall elect its own officers from amongst its members and create and fill such other offices and appoint such employees as it may deem necessary for its work within the budgetary appropriation made for the Planning Commission by the Village Council. The Chairman of the Planning Commission shall hold office for a term of one year and is eligible for re-election. The Village Planning Commission shall adopt such rules and regulations as are necessary for the transaction of its business, and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record. It shall submit monthly to the Village Council a report of all expenditures made by said Village Planning Commission.

Village of Laurium Ordinance #112

SEC. 6. It shall be the function and duty of the Village Planning Commission to make and adopt a master plan for the physical development of the municipality, including any areas outside the boundaries of the Village of Laurium, which in the Commission's judgement, bear relation to the planning of the Village of Laurium.

SEC. 7. All of the powers and duties set forth in Act 285 of the Public Acts of 1931 as amended are hereby granted to the Village Planning Commission.

SEC. 8. Previous to each April meeting of the Village Council the Village Planning Commission shall submit to the Village Council an estimate of the moneys deemed necessary for the operation of the Village Planning Commission.

This Ordinance shall take effect as of December 27, 1965.

Approved and adopted by the Village Council of the Village of Laurium, Michigan, the 7th Day of December, A.D. 1965.

Francis J. Cloutier
President

Frederick G. Orr
Clerk

Original Signed

Date Reviewed by Council

Jan 20 21

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 and 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 scholarship. 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 the 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 seminar or 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 member 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 investments in terms of time and cost.

Training Goals for 2025-2026

1. Each Planning Commission member completes RRC Best Practices training
2. Each Planning Commission member reviews the adopted Master Plan & Zoning Ordinance
3. Each Planning Commission member visit website on list of organizations that provide training and report with a potential opportunity of interest.
4. Capital asset management and Planning Webinar through MSU must be completed by at least 3 commission members: [Fiscal Events Management | MSU Extension](#)
5. Complete an online or virtual session on economic development strategy. 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

Michigan Municipal League (MML)

www.mml.org

Michigan Economic Developers Association (MEDA)

www.medaweb.org

Michigan Township Association (MTA)

www.michigantownships.org

Michigan State University Extension - Planning

www.canr.msu.edu/planning/index

Michigan Economic Development Corporation (MEDC)

www.miplace.org

Community Economic Development Association of Michigan (CEDAM)

www.cedamichigan.org

Michigan Downtown Association (MDA)

www.michigandowntowns.org

VILLAGE OF LAURIUM

PLANNING COMMISSION

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

Planning Commission 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 Number:

Home Address (Street, City, State, ZIP):

Occupation:

Are you a business owner in the Village of Laurium? ____ YES ____ NO
If yes, provide name and address of business:

Highest level of education & institution obtained:

Please describe your credentials or attach a resume:

VILLAGE OF LAURIUM

PLANNING COMMISSION

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

What talents or experience would you bring to the commission?

Is there any information or other comments you would like to provide?

Are you currently in default to the Village of Laurium or do you have an pending litigation against the Village? YES NO

If yes, please describe:

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? YES NO

If yes, please describe:

Will you be able to attend regularly scheduled meetings?

YES NO

Have you read the information on member expectations, required initial training/reading and ongoing training requirements?

YES NO

Do you agree to meet these requirements?

YES NO

Signature & Date:

Signature certifies that there are no misrepresentations, omissions or falsifications on this application and by signing this applications 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 email to: LauriumPlanningCommission@gmail.com 12