

R E S O L U T I O N

Approval of Policy for Review of County Projects

WHEREAS, The Physical Resources Committee met in regular session on February 14, 1995 and reviewed Policy for Review of County Projects; and,

WHEREAS, Policy is to develop a process for review by County Planning of county projects and county funded projects by other related county agencies; and,

WHEREAS, Procedures would apply to all county agencies, authorities, boards, commissions, corporations, departments, divisions and offices within the County of Grand Traverse; and,

WHEREAS, County Planning and Physical Resources recommends adoption of procedures,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT Procedures for Review of County Projects which is attached hereto and made a part hereof is hereby adopted as county policy.

Dated: February 22, 1995

PROCEDURES FOR REVIEW AND COORDINATION OF COUNTY PROJECTS

1. Purpose. The purpose of this policy is to establish procedures for the review of county projects under the provisions of the County Planning Act; to report and receive advice on county projects in relation to county planning and development.
2. Authority. Grand Traverse County Board of Commissioners.
3. Application. These procedures apply to all county agencies, authorities, boards, commissions, corporations, departments, divisions and offices within the County of Grand Traverse.
4. Responsibilities.
 - 4.1 The County Board of Commissioners will have the responsibility for implementing and overseeing this policy.
 - 4.2 All department heads will have the responsibility for submitting their respective county project plan to the county board for review. The county board will submit the plans to the county planning commission for review and to receive advice.
 - 4.3 The Planning Director will have the responsibility for assisting the Grand Traverse County Planning Commission in its review of county projects.
 - 4.4 The County Administrator will have the responsibility for monitoring county projects required for review under the provisions of the County Planning Act and this policy.
5. Definitions.
 - 5.1 County Board, Department or Agency. The reference to "county board, department of agency" includes county agency, authority, board, commission, corporation, department, division and office within the County of Grand Traverse including elected and appointed offices.
 - 5.2 County Project. A major county project intended for long term use involving the expenditure of funds by a county board, department or agency for the acquisition of land, the erection or construction of any physical facility by a county board, department or agency.

In the context of this policy:

"Acquisition of land" means the purchase of more than five (5) acres of property.

"Physical facility" means any building or structure with ten thousand (10,000) square feet or more of floor area, road, bridge, parking area, drainage improvement facility, water impoundment facility, water distribution facility, wastewater treatment facility, sanitary sewerage, solid waste processing/disposal facility, and maintenance facility or garage.

"Physical facility" does not mean motor vehicle, office equipment, replacement of roofing or windows or facility equipment such as refrigeration, heating, ventilation, and air conditioning, or replacement equipment and appurtenances.

- 5.3 County Project Plan. A plan prepared by a county board, department or agency for the acquisition of land, the erection of structures, the extension, construction or improvement of any physical facility.
 - 5.4 County Master Plan. A development plan or comprehensive plan adopted by the Grand Traverse County Planning Commission pursuant to the County Planning Act.
 - 5.5 County Planning Act. Act 282 of the public Acts of 1945, as amended.
 - 5.6 County Project Design. A plan, diagram, scheme or proposal with accompanying maps, charts, drawings and descriptive explanatory material illustrating the location and extent of a county capital improvement project.
 - 5.7 Department Head. In the context of this policy, "department head" means an appointed or elected person who holds the top level position in a county board, department or agency and exercises administrative control over decisions emerging from that board, department or agency.
 - 5.8 Expenditure of Funds. Spending of one hundred thousand (\$100,000) dollars or more as appropriated by the County Board of Commissioners, and/or a county board department or agency; and/or revenues from county millages, state grants in aid, and federal aid; and/or monies from bonds backed with the full faith and credit of the County of Grand Traverse.
6. Policy. On the effective date of this policy, any county board, department or agency authorized to receive funds and expend capital outlays will be subject to the procedure listed below as far as the provisions of the County Planning Act apply to any county project.

7. Administrative Procedures.

- 7.1 Prior to the initiation of a county project, the sponsoring board, department or agency will submit their project plan to the County Board of Commissioners who will in turn submit the project plan to the county planning commission.
- 7.2 The Grand Traverse County Planning commission will review the county project plan within thirty (30) days after it has been received and will furnish its report and advice to the County Board of Commissioners with copies of said report given to the County Administrator and the county board, department or agency sponsoring the county project.
- 7.3 The Grand Traverse County Planning Commission will review the county project plan in relation to the following:
 - 7.3-1 Grand Traverse County Master Plan, adopted March, 1989, as amended.
 - 7.3-2 County Recreation Plan.
 - 7.3-3 County Solid Waste Plan.
 - 7.3-4 County Road Network Improvement Plan.
 - 7.3-5 Background planning studies such as municipal, county, state and federal plans.
 - 7.3-6 Other factors such as county and municipal service areas, needs assessments, site selection criteria, surveys, population, housing, traffic, utilities, zoning and code compliance, public facilities and services patterns and intensity of land use, natural resources, economic development, environmental impact, intergovernmental coordination and as appropriate, the Grand Traverse Bay Region Development Guidebook.