



CONCEPT MEETING REQUESTS

OVERVIEW

Property owners and potential applicants can request concept meetings with the Township Planning Consultant during scheduled office hours by contacting the administrative staff to set up an in-person, Zoom or phone consultation during Tuesday and Thursday afternoon office hours.

Concept meetings that include Township Engineer or Township Attorney or meetings outside of the Township Planning Consultant office hours will require a fee.

TYPES OF CONCEPT MEETINGS

1. **Resident meetings.** Residents with zoning, land division or general planning questions can contact the Township administrative staff to set up a meeting with the Township Planning Consultant during Tuesday and Thursday office hours at no cost.
2. **Pre-Development / Concept Meetings.** Developers, potential businesses, and/or property owners can request a pre-development/concept meeting to discuss either a new business or new development requiring conditional use, site plan or PUD approval. Township staff will schedule the meeting during the Planning consultant's office hours on Tuesday and Thursday afternoons. The following staff/consultants will be invited to attend:
 - a. Township Planner
 - b. Township Engineer – *fee required*.
 - c. Utility Director
 - d. Fire Marshal/Chief
 - e. Planning Commission Member (alternating schedule adopted by PC) – *fee required*.
 - f. Washtenaw County Road Commission (as needed)
 - g. Washtenaw County Water Resources Commission (as needed)
 - h. Township Attorney (Concept PUD only – must be scheduled for Tuesday afternoons) – *fee required*.
3. **Other Meeting Requests.** Meetings related to standard rezonings, private roads, or other land use applications not listed above are not mandatory but can be scheduled upon request during the Planning Consultant's office hours on Tuesday and Thursday afternoons. Both the Township Engineer (*fee required*) and Fire Marshal/Chief should be invited to these meetings.