



## PLANNING COMMISSION

AGENDA for 10/17/22

5:30 P.M.

- |   |           |
|---|-----------|
| 1. Call to Order                          | Dixon     |
| 2. Pledge of Allegiance                   | Dixon     |
| 3. Roll Call                              | Walker    |
| 4. Approval of minutes from 7/18/2022     | Dixon     |
| 5. Public Comment (2 minutes per speaker) | Dixon     |
| 6. Old Business                           | Dixon     |
| A. Planning Commission Annual Report      | Dixon     |
| B. Roscommon Area Recreational            | Alden     |
| C. 5 Family Bi-Annual Meeting             | Alden     |
| D. Capital Improvement Plan               | Alden     |
| 7. New Business                           |           |
| A. Troy Hull Tiny House Plan              | Troy Hull |
| B. Master Plan Review                     | Alden     |
| C. Bylaws/Procedures                      | Alden     |
| 8. Correspondence/Reports                 | Dixon     |
| 9. Public Comment (2 minutes per speaker) | Dixon     |
| 10. Adjournment                           | Dixon     |

## PLANNING COMMISSION MINUTES

September 19, 2022

1. Call to Order  
Chairperson Dixon called to order the regular meeting of the Planning Commission at 5:30 PM at the offices of the Village of Roscommon.
2. Pledge of Allegiance  
The Pledge of Allegiance was recited by those present.
3. Roll Call  
Roll was taken by Walker. Members present: Don Dixon, Tim Reilly, Kris Suvada, Angela Cook. Members excused: Steven DeVault. Others present: Ron Alden, Jennie Walker
4. Approval of Minutes  
Dixon asked for any discussion of the 7/18/2022 meeting minutes. There was no meeting in August of 2022. After no discussion, Reilly made a motion to approve the minutes and Cook second the motion. The motion was carried with all members present voting aye.
5. Public Comment – none
6. Old Business
  - A. Planning Commission Annual Report – The report template was reviewed by members and notes were taken of needed content. Alden will forward the Master Plan Updated Summary when completed, and previous council and planning commission minutes will be reviewed by members for additionally needed data to complete the annual report. Dixon requested that members submit information by the October planning commission meeting to work on it then and finish it by the November meeting.
  - B. Marihuana Ordinance Update – The ordinance was passed by the Village Council. Alden was contacted regarding a community concern, but concluded it was not under the Village's purview and referred it to the business owners involved.
  - C. CDBG Grant – Alden explained the Community Development Block Grant process and protocols for receiving grant funding and shared that the Village may receive the funding soon. He stated that the money would allow for development of the currently proposed Hiawatha Park. It would exclude the pedestrian bridge at this time. An updated design layout was provided.
7. New Business
  - A. Industrial Park Water/Sewer Expansion – Alden explained the park layout, current and proposed needs for water and sewer infrastructure, and costs involved in expansion options. Current property owners' needs, and a proposed developer needs were discussed by the members and several recommendations were shared with Alden for planning purposes. Cook requested, with support of members present, that the proposed contractor provide data and site plans before the Village considers a purchase request.

B. Holland House Parking Lot – Alden reported that the Holland House had been purchased and that the owner offered to sell the vacant lot to the Village. Alden shared the owner’s site development proposal and cost. He also shared an alternate plan to cut costs if the Village developed the site. Alden will continue to explore the options before considering a purchase.

C. Capital Improvement Plan – Alden reviewed each financial component of the plan and provided updates, clarifications, and proposed changes. Alden requested that members provide suggestions for the plan by the October meeting. He will provide a revised document when changes are made to current data and when proposed projects and funds are identified and added for 2027.

D. 150<sup>th</sup> Celebration – Alden updated members of the October 8 event activities and other details. He also shared plans for an indoor farmers market to be held at the River Center, one Saturday per month, from November through March.

8. Correspondence/Reports - none

9. Public Comment

Dixon requested agenda items. Members suggested a report from Troy Hall, a Holland House update, the Capital Improvement Plan Annual Review, and a Planning Commission Annual Report work session be included at the next month meeting agenda.

10. Adjournment

A motion of adjournment was made by Cook and Suvada second the motion. The motion was carried by members present. Meeting was adjourned at 7:20 PM.

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Chairperson, Don Dixon

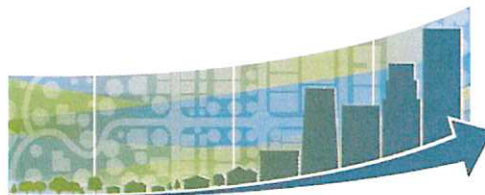
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Secretary, Jennie Walker

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Date

# PLANNING COMMISSION ANNUAL REPORT



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# PLANNING COMMISSION ANNUAL REPORT TEMPLATE

## 1. Introduction

Briefly discuss the roles and responsibilities of the planning commission and perhaps the zoning board of appeals. Great place to highlight any notable trainings or other accomplishments. This is a great opportunity to thank board members for their service.

## 2. Outline the purpose of this report

- It's called for in the Michigan Planning Enabling Act:  
"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."
- Increases information-sharing between staff, boards, commission and the governing body
- Allows for anticipation of upcoming issues and priorities, in order to prepare and budget, if necessary
- Opportunity to thank board and commission members for their time and good work

## 3. Membership

Planning commission member	Term expiration

## 4. Meetings *(MPEA requires four meetings annually)*

The \_\_\_\_\_ planning commission met \_\_\_\_\_ times. This meets the requirements of the MPEA.

# PLANNING COMMISSION ANNUAL REPORT TEMPLATE

## 5. Master plan review

- ☐ Review goals and recommendations of the plan and indicate progress, include goals of the commission that may not be included in the master plan
- ☐ Include the action plan table from the plan and indicate progress, actions completed, and next year's priorities
- ☐ Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date
- ☐ Use master plan update review table (from the "Master Plan Update Guide") to decide whether the plan needs to be amended

Insert text on master plan review here:

## 6. Zoning ordinance amendments

- ☐ Document the section numbers amended and indicate any work in progress
- ☐ Review rezoning requests; indicate location, request description, and status
- ☐ Identify any zoning ordinance updates to undertake in the upcoming year

Insert text on zoning ordinance amendments here:

# PLANNING COMMISSION ANNUAL REPORT TEMPLATE

## 7. Development reviews *(consult your project tracking mechanism to fill in this information)*

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
Site Plan Review	123 Main Street	3,800-square foot-commercial building	Approved with conditions	N/A	May 12

## 8. Variances *(Review actions taken by the Board of Zoning Appeals; request summary from BZA)*

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action
Setback	123 Main Street	3,800-square foot-commercial building	Approved with conditions	N/A	May 12

## 9. Actions by legislative body *(Review actions taken by the legislative body related to planning and development)*

Insert summary from legislative body here:

## 10. Zoning map *(Review with listed development and rezoning requests to analyze potential trends)*

Insert text on zoning map amendments or trends here:

# PLANNING COMMISSION ANNUAL REPORT TEMPLATE

## 11. Trainings attended (*consult your training tracking log to fill in this information*)

Topic /description	Date

Potential training topics in the upcoming year, based on goals and priorities

Topic /description

## 12. Joint meetings

List any joint meetings and key topics of discussion:

## 13. Other notable items to consider including:

Customer feedback – kudos received, and any changes made as a result of the feedback

Incorporate pictures to tell a story

Considering including overall year over year data, through bar charts or other visuals





# RECREATION OPEN SPACE MASTER PLAN

2023  
2027

HIGGINS TOWNSHIP  
VILLAGE OF ROSCOMMON  
ROSCOMMON AREA RECREATION AUTHORITY

## PLAN ADOPTED BY:

HIGGINS TOWNSHIP:

VILLAGE OF ROSCOMMON:

ROSCOMMON AREA RECREATION AUTHORITY:



# COMMUNITY ADVISORY

## RECREATION PLAN STEERING COMMITTEE

- Sue Jock-Roscommon Area Recreation Authority
- Jory Klumpp-Director of Recreation
- Connie Allen-Higgins Twp. Resident and RARA Board
- Julie Crick-Natural Resource Educator-MSUE
- Bill Curnalia-Higgins Township Supervisor
- Ron Alden-Village Manager
- Nancy Smitz-Resident
- Don Dixon-Village Resident
- Anna Sylvester-Retired DNR, South Branch Twp. Supervisor
- Theresa Ekdom-Resident, Houghton Lake Area Tourism Bureau
- Kris Suvada-Business Owner, Resident
- Tom Barber-Business Owner, Resident
- Tracy Smith-Higgins Lake Roscommon Chamber of Commerce
- Tracy Bosworth-Marguerite Gahagan Nature Preserve
- Jennie Walker-Village Planning Commission

## HIGGINS TOWNSHIP BOARD

- Bill Curnalia-Supervisor
- Cheri Sullivan-Treasurer
- Margaret Borgula-Clerk
- Ron Peters-Trustee
- Tom Jennette-Trustee



## VILLAGE COUNCIL

- Mike Miller-President
- Heather Roemer
- Tony Medina
- Angela Cook
- Dan Fishel
- Joanne Lederman
- Maureen Ruddy



# COMMUNITY ADVISORY

## ROSCOMMON AREA RECREATION AUTHORITY

- Sue Jock-Chair
- Eric Hart-Vice Chair
- Connie Allen-Secretary
- Karrie Williams
- Cheri Hutek
- Derek Smitz
- Steve Hinds
- Jory Klumpp-Director of Recreation





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# Introduction

We have a vast number of natural resources, features and facilities to attract visitors and residents in the Roscommon Area. Access to recreation is a top priority as it directly impacts our community economically.

In order to meet the needs of our community residents and visitors, Higgins Township (Board), Village of Roscommon (Council), Roscommon Area Recreation Authority (Board), along with the assistance of other area groups, councils, and individuals prepared this “Park, Recreation, and Open Space Master Plan for Higgins Township, the Village of Roscommon and the Roscommon Area Recreation Authority”. This 2023–2027 Master Plan was collaboratively developed to gather data and develop recommendations and goals for our community.

In February of 2022, the Higgins Township and the Village Council formed a committee composed of representatives from the Village, RARA, local recreation businesses and the school district to direct the development of this plan. The committee provided ample opportunity for local organizations and the general public to comment on the plan as it developed. It represents the Committee’s attempt to merge the recreational priorities of the community with the fiscal and personnel limitations of the Village.

Since Roscommon is a recreation destination, the plan considers the desires of tourists who visit the area. Much of the local economy depends on canoeing, snowmobiling, and other outdoor activities. The community also hosts numerous festivals and celebrations during the year that have a recreation component.

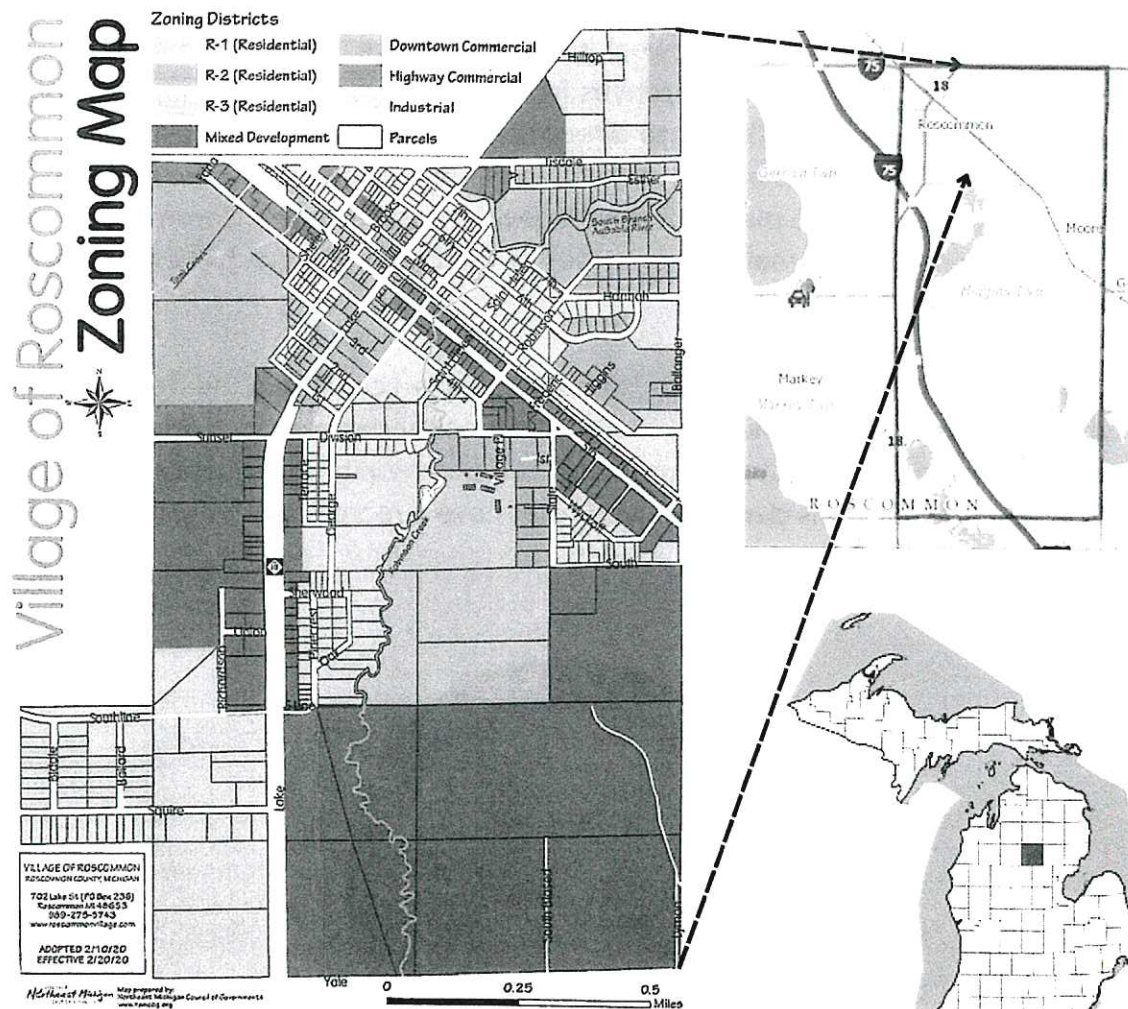




# Community Description

Situated on the northcentral border in Roscommon County, Higgins Township is one of the top destinations for recreation activities in central Michigan. Covering a land mass of 70.4 square miles, it is the second largest township in the county holding 12.5% of the land. The Township consists of 60% state land, 36% private, and 4% water.

According to the 2020 census, the township has a population of 2183. The village of Roscommon is in the northwest corner of Higgins Township. The Village has a total area of 1.6 square miles which is 2% of the township yet comprises 58% of the population at 1,075. Incorporated in 1885, it is the only incorporated city or village within Roscommon County and holds the county seat.



Two major thoroughfares, M-18 and M-76, intersect in the commercial district. History tells that Roscommon Village was a railhead. Excursions were by horse and buggy between the railroad, the plats, and small farms. The early construction of US-27, M-76, M-18, and M-55 provided excellent access to the area from the heavily populated areas of Michigan, Indiana, and Ohio. The era of tourism and vacationing followed. With the advent of the automobile industry in Michigan, the opportunity for automobile-related industries was established in Roscommon. The Great Depression brought about high local taxes and the loss of property at tax sales. This resulted in over 4,500,000 acres being deeded from private ownership to the State of Michigan. The land in Higgins Township was subjected to this state takeover because of the lack of money by private owners to either retain it or purchase it or the owners simply no longer wanted and abandoned the property. To this day over 60% of Higgins Township is state land.

The closest communities to Roscommon are Saint Helen, (12 miles), Grayling (15 miles), Prudenville (15 miles), and West Branch (29 miles). Some of the state's most sought offer natural resources are the rivers and lakes. Houghton Lake, Michigan's largest inland lake, is multi-use for boating, fishing, and lakeshore enjoyment and is 14 miles southwest. Higgins Lake, one of the most beautiful lakes in Michigan, is the closest to the Village at about 8 miles. Lake St. Helen (12 miles) is a shallow inland lake known for excellent fishing and surrounding ORV/ATV trails in the area. The South Branch of the AuSable River runs through the Village of Roscommon and connects to the North Branch and continues to Oscoda where it empties into Lake Huron. Recreation use for canoes and kayaks is popular upstream. Further downstream you enter the "Holy Waters" offering world-class fishing on the Mason Tract.

Although the local population is small, tourism generates many visitors to the Roscommon area. This population influx for our community's amenities, both natural and developed, is one of the primary economic drives for the community. Higgins Township and the Village of Roscommon have many businesses that are tourist, recreational and seasonally related. They provide goods and services for activities including canoeing, hunting, fishing, boating, snowmobiling, cross-country skiing, snowshoeing, bird watching, cycling, camping, hiking, natural areas and ORV trails. The Roscommon community is also the home to many annual festivals and events celebrating our beauty and culture. Tourism and recreation have long been essential to the local economy. As a result of the increasing popularity of winter recreation, the area is a popular tourism destination in that season as well.



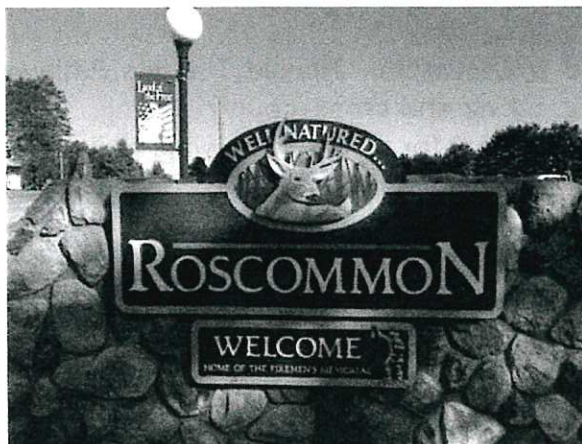
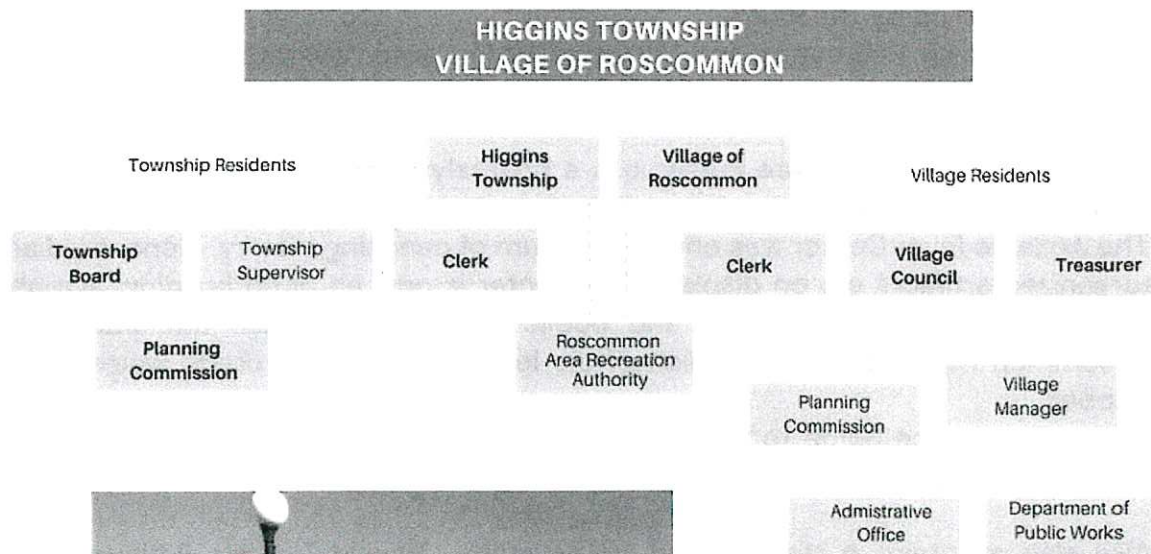
The focus of this plan is to identify and examine all aspects of recreation in Higgins Township and the community of Roscommon. The committee will use this updated plan to recommend improvements to our park and recreation system. Improving our park facilities and equipment, and securing grant funding, are the primary goals of this planning process.

This plan is not an attempt to be all-inclusive, but rather to establish parameters from which scheduled improvements can take place. It is the intent of this plan to be flexible and to accommodate both active and passive recreational facilities. This document reviews the condition of existing recreation opportunities, enumerates the recreational goals of the community, and establishes a blueprint for future improvements.



# Administrative Structure

Higgins Township and the Village of Roscommon are unique communities. State land makes up a majority of square miles in Higgins Township with the bulk of population and recreation amenities close to or within the village limits. The building assets for recreation are owned and operated by the Roscommon Area Recreation Authority. The administrative structure of the township are positions that require election. These include the supervisor, clerk, treasurer and the board which is elected every four years. The village has elected office for the village president, clerk and treasurer every four years, village council every 4 years, and the village manager is hired by the village council. The Roscommon Area Recreation Authority is comprised of seven board members, (3) members appointed by the Higgins Township Board, (3) appointments from the Village Council and (1) appointed by the RARA. Each member will fulfill a three-year term or until their successor is appointed.





Higgins Township budgets a small amount for revenues but has no formal recreation budget or liabilities. The Village of Roscommon's annual budget has funding for recreation in the village including expenditures for park maintenance, general equipment and employees. RARA is funded annually by the township and the village according to their articles of incorporation. Other income for the RARA is secured by revenues gained from the CRAF Center memberships and rental income. RARA could also seek funding by millage as stipulated in their articles of incorporation but this has not been attempted. Other sources of funding exist specifically via special project grant requests and fundraisers.

BUDGETS GO IN HERE

#### RECREATION:

Recreation within the community of Roscommon is supported by a collaborative group of governmental entities, authorities and groups that keep an active schedule. The village participates and volunteers with local activities and maintains Wallace Park and Hiawatha Park, along with several open greenspace areas and pocket parks. The Roscommon Area Recreation Authority owns a grouping of four large properties that provide recreation and services to the community. A fifth piece of State owned land is maintained by the RARA.

- The Community Recreation and Fitness (CRAF) Center operates a fitness center, hosts several community-based fitness programs, community events, and room rentals.
- Marguerite Gahagan Nature Preserve is a privately funded organization that hosts school and summer programs on nature and conservancy.
- The AuSable River Center was once a museum of canoeing history. Renovated and reorganized artifacts are on display. The center is now an open building, available for community group utilization and public rental. It is also the site of the Roscommon Farmers' Market, which offers local produce and crafts weekly May-October.
- Metrop Park is the home to the community Little League fields and a playground constructed in 2014, with plans for additional development in the near future.

RARA also maintains a state owned trail system. Tisdale Triangle Pathway holds eight miles of trails utilized for hiking, biking and cross-country skiing. RARA has a land maintenance agreement with the mDNR for summer mowing, trail clean up and winter grooming for cross country skiing.



Other agencies involved with area recreation, many of which are volunteer organizations, that continually support recreation within the area include:

1. Higgins Lake Roscommon Chamber of Commerce
2. Roscommon St. Helen Little League
3. Roscommon North Youth Soccer Association
4. Roscommon Area Youth Football League
5. Roscommon County Canoe Race Association
6. Roscommon Area District Library
7. Roscommon Rotary
8. Rosco Higgins Trail Cruisers
9. Roscommon County Commission on Aging
10. MSUE 4H
11. The Lions Club

Several commissions and organizations are engaged or oversee the development and expansion of parks and recreational facilities in the Roscommon area including:

The Roscommon County Board of Commissioners  
The Roscommon County Planning Commission  
The Roscommon County Road Commission  
The Roscommon Area Public School District

The 5 Year Open Space Master Plan and Recreation had a large, diverse group that represent many of these commissions, authorities, groups and residents within the community to construct this plan.

# Recreation Inventory

An inventory of recreation activities is included and listed by classification. It is to be noted that Higgins Township and the Village boundaries are at the northernmost border of Roscommon County. The "Roscommon Area" or 48653 zip code and the Roscommon Area School District venture west into the county and include the townships of Gerrish, Lyon, and Markey as well as the south end of Crawford County.

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## **PARKS, NATURE AREAS, TRAIL SYSTEMS**

### **Wallace Park**

#### **104 N. Seventh Street**

Wallace Park is located on the banks of the South Branch of the AuSable River within the village limits and close to downtown. The large pavilion was built by the Lions Club. There is a beautifully renovated dock that includes universal access to the park, fishing pier, and boat launch. Frontage along the South Branch of the AuSable River provides public and commercial launching of canoes, kayaks, and tubes. The park has two bathrooms built by Roscommon Rotary, picnic tables, and grills, all with universal access.

### **Hiawatha Park**

#### **1113 Lake Street**

Property situated across the river from Wallace Park at 113 Lake Street, which will be noted as Hiawatha Park, was purchased by the Village of Roscommon in 2018. The property consists of a small peninsula with a house, pond, two-car setback garage and parking lot. This property is currently being assessed for future development for public use.

### **Metro Park**

#### **208 George Street (between Division and Sherwood)**

The eight-acre park is located two blocks from the Roscommon County Building in a residential neighborhood. It is home to Roscommon / Saint Helen Little League with three baseball/softball fields. In 2014, the aged playground was replaced with a new 12,000 sq. ft. footprint. There were two tennis courts and two basketball courts, all of which were removed with upcoming plans for the open area. A pavilion houses a sheltered picnic area as well as concessions during ball games. The area has municipal water and sewer on site, which supports two indoor bathrooms.

**Marguerite Gahagan Nature Preserve****209 Maplehurst**

Marguerite Gahagan Nature Preserve is a non-profit organization operated by volunteers, and funded by its members, generous donors and the endowment left by Marguerite. It provides environmental education for Roscommon County schools as well as many of the schools in the surrounding counties. The preserve is a 62-acre public wildlife sanctuary open 24/7 to the community for hiking, biking, skiing, and sightseeing. Pets on a leash are welcome. A well-marked and maintained three mile trail network of walking paths wind through forested, creekside, and wetland habitats. A quarter mile wheelchair-accessible asphalt path and boardwalk allow universal access from the parking lot through the upland area to Tank Creek and the pond.

**South Higgins Lake State Park****106 State Park Drive**

South Higgins Lake State Park is located nine miles southwest of Roscommon. It is a 1000-acre park that contains almost one mile of shoreline along Higgins Lake, which is a large spring-fed body of water known for its clarity and fishing. There are multiple trails (see Marl Lake Trail), a modern campground with 400 sites, a picnic area, a sandy beach, a boat launch, playground, and many other amenities. Both state parks host annual seasonal events.

**North Higgins Lake State Park****11747 N. Higgins Lake Drive**

North Higgins Lake State Park is located eight miles west of Roscommon. It boasts 175 modern campsites, picnicking, swimming, two mini-cabins, and a boat launch. Over eight miles of trails are available for hiking, cross-country skiing, and biking (See Trails).

**Gerrish Township Park****109 Carlos Avenue**

This lakefront park, with approximately 400 ft of public beach, offers public swimming access, a gazebo, picnic areas, grills, restrooms with bathhouse, children's play equipment, universally accessible boardwalk, tetherball, and paved parking.

**Gerrish Municipal Park****2997 E. Higgins Lake Drive**

This park is adjacent to the township hall and has a pavilion, picnic tables, grills, restroom facilities (inside the hall), tennis courts, pickleball courts, children's play equipment, basketball court, tetherball and paved parking.



**Gerrish Township Community Park Marina****103 Mill Road**

This lakefront park area currently operates a 133 slip marina facility and offers marina gas sales, fishing, grills, boating and lake access. Winter activities include ice fishing and ice skating.

**Michigan State Firemen's Memorial Park****1295 E. Robinson Lake Road**

The park is two miles from the downtown area and is approximately four acres in size. Michigan Firemen's Memorial Festival committee provides all maintenance for this site which contains the memorial, a small playground, restrooms, and a walk-through artifact site of fire equipment and memorabilia. The project has become immensely popular with visitors and draws many people in a year's time as well as during the Michigan Firemen's Memorial Festival, held in September each year.

**Other Notable Parks:**

Park 27 in Lyon Township

Markey Township Park in Markey Township

Phoenix Park Lyon Township.

Roscommon North Youth Soccer Association fields has five soccer fields and one football field were built and funded by the Rotary Club of Roscommon and owned by C.O.O.R. Intermediate School District. The soccer association and football league operate and maintain the fields. This sports complex was dedicated in 1990 and continues to welcome other teams to play and compete in Roscommon.

## **RIVERS and LAKES**

**South Branch of the Au Sable River**

The South Branch of the Au Sable River, flowing through the Village of Roscommon, is one of the finest trout streams in the country. Anglers and canoeists are taken back in time when following this meandering river through pristine wilderness as it flows from its headwaters towards the mainstream of the Au Sable. Kayakers and canoeists enjoy the relatively flat waters. Roscommon is the host for the annual Pro Am Canoe Classic Race in early May featuring C2 and C1 races held at Wallace Park.

**Cut River**

Higgins Lake connects and drains into Marl Lake by way of the Cut River, which runs into Houghton Lake and eventually to Lake Michigan. The distance between Houghton and Higgins Lakes is about 10 stream miles. The river flow is unique where non-motorized experienced water crafts can enjoy a mix of river and lake in one trip and gives ample opportunity to fish.

### **Higgins Lake**

Eight miles west of Roscommon, Higgins Lake is a large recreational and fishing lake in Roscommon County. The 9,900-acre lake is known for its deep, clear waters and is the 10th largest in Michigan with a shoreline of 21 miles. The Cut River connects Marl Lake to Higgins Lake giving ample opportunity to fish for perch, trout and pike. Two state parks and public access points provide excellent beach facilities, camping, launch sites, hiking trails and cross-country skiing.

There are public beaches at North Higgins Lake State Park, South Higgins Lake State Parks, Gerrish Park and Gerrish Marina.

Kelly Beach off of Kelly Ave. (off Flag Point Dr) hosts a swimming area and association maintained boat launch and dock. There is no public parking within two blocks.

### **Boat Launches**

There are public launch sites at the State Parks, Gerrish Marina and the West Higgins Lake Boat Launch off County Road 200. These four launches include large parking lots. A fifth launch, Townline launch is small with limited parking.

## **TRAIL SYSTEMS**

### **MOTORIZED & NON-MOTORIZED SYSTEMS**

#### **Snowmobile/ORV Trails**

Geels Trail is a 55.93-mile ORV, motorcycle Route 69, with the trailhead south of Roscommon at Federal Highway, which extends south to Saint Helen. In 2014, the Village of Roscommon re-routed the trail access down Ballenger, then left down Main Street, extending north out of town to the Billman Road area. There is a disconnect from that point to the Grayling trail head (route 489) in Crawford County. The trail was recognized by the Michigan Department of Natural Resources in April 2011. Roscommon allows snowmobiles on the shoulder of all village maintained streets.

#### **Tisdale Triangle Pathway**

##### **Tisdale Road and Wisner Road**

This trail, located one-half mile east of Roscommon via M-18, consists of 8.1 miles of multiple loops. It is a non-motorized trail where cross-country skiing, snowshoeing, hiking and biking are permitted. The terrain is relatively flat with a few rolling hills. The Trail is maintained by the Roscommon Area Recreation Authority.

#### **Cross Country Ski Headquarters Trail Network**

This is a 9.39 mile trail system groomed for cross country skiing that is available as walking paths in the summer. Maintained by a privately owned facility.

### **The Mason Tract**

#### **Chase Bridge Road**

From Chase Bridge near Roscommon to Smith Bridge in neighboring Crawford County, there is a special place in the annals of fly fishing, the Mason Tract. The associated hiking trail is 10.42 miles utilized for cross-country skiing, snowshoeing and hiking, and is maintained by Friends of the Mason Tract. The Mason Tract is a section of undeveloped land that was conveyed to the State of Michigan in 1955 by the late George W. Mason, in a perpetual trust to ensure it remains undeveloped. It includes 1500 acres bordering the stream and an additional 1330 acres acquired from the U.S. Forest Service in 1957 that extended its borders. This special tract is also known as the Mason Retreat.

### **Red Pine Natural Area**

#### **County Road 603 and F-97**

The trail, located 15 miles east of Roscommon near the original Kirtland Community College campus, covers 164 acres. There are 34 acres of virgin pines, most of them red pine. Winding through this stand of 200-year old trees is a 1.5-mile interpretive trail with sixteen stops and an accompanying brochure.

### **Marl Lake Trail (South Higgins Lake State Park)**

Just off County Road 100, south of South Higgins Lake State Park, is Marl Lake. It has trail loops of 2.0, 3.5 and 5.5 miles for hiking, biking, cross-country skiing, and snowshoeing. It is a quiet wooded path that wraps around the shoreline and through treed areas. There is a small boat launch with vault toilets.

### **North Higgins Lake State Park Trail:**

Across from North Higgins State Park, the eleven-mile trail system consists of three trails: A 6.5-mile North Higgins-Beaver Creek Trail; the 3.8-mile North Higgins-Bosom Pines Trail; and the 1.5-mile North Higgins-Upland Nature Trail that is also enhanced with fitness stations. All trails are usable for hiking and cross-country skiing. Trails are groomed in the winter and are well-marked state forest-managed land.

### **Iron Belle Trail: North Higgins Lake State Park Section:**

Along the north side of North Higgins Lake State Park is a two-mile section of the Iron Belle Trail. This paved path is a seasonal walking and biking trail that extends from the northwest side of the park and finishes at Forest Avenue and North Higgins Lake Drive.

### **Roscommon Area Public Schools Walking Trail**

The paved 2-mile walking path is located on the campus of the Roscommon Area Schools. This trail now connects the Safe Walk to School Trail that runs along Co.Rd. 100.



## HISTORIC ATTRACTIONS

### **Roscommon Historic Model Train Museum**

#### **815 Lake Street**

Come and see the trains of years past and learn about their importance to Roscommon and the surrounding area. The train club operates an eighth-scale passenger train next to the River Center every Saturday during the summer as well as a clubhouse that exhibits displays of N, H.O., S, O, and G scale trains.

### **Roscommon Area Historical Society**

#### **404 Lake St.**

The Roscommon Area Historical Society preserves and protects artifacts and archives from the Roscommon and Higgins Lake Areas. The society maintains its museum in the 1880s era Gallimore Boarding House which operated from 1904–1931. The rooms are furnished in period style, and exhibits depict the history of the area. Richardson School House served the community from 1914–1955 and now displays an interior setting with many artifacts. The Silsby–Jacobson Building was built in the 1880's and currently houses historical documents and pictures.

### **The AuSable River Center**

#### **211 North Main Street**

The AuSable River Center and Museum have evolved from near destruction to one of Roscommon, Michigan's most beautiful and active places. The two-story structure was built in 1936 during the Great Depression as a Michigan Department of Conservation administrative building utilized for 40 years. Then it housed the County Health Department. The building was set to be demolished but was saved by a group of community members. Once maintained as a museum, it was filled with historic artifacts, utilized for events, meetings, and the home of the farmer's market.

After years of dedicated service, the AuSable River Center group retired leaving a building filled with memories. The building was partially renovated, moving the museum artifacts to the wall for better viewing. The fireplace room was renovated and the entire lower level can now be utilized for community meetings, special events, and classes. The upstairs holds an office, open space, and workshop that is available for classes.

### **The Civilian Conservation Corps Museum:**

#### **11747 N. Higgins Lake Drive**

The CCC Museum is part of North Higgins Lake State Park and is located across the street. More than 100,000 young Michigan men were enrolled in the federal Depression-era Civilian Conservation Corps, performing a variety of conservation and reforestation projects around the state. Onsite is the Historic Higgins Lake Nursery and the museum.



### **Mason Tract Attractions**

An hour and a half float down the AuSable River from Chase Bridge, you will come to the landing at Durant Castle. This 42-room mansion was built in 1931 for \$500,000. The castle was adorned with eight gables, seven fireplaces, and a two-story tower entrance. The basement had a gym, recreation room, bar, barber shop and vault. Sadly, the uninsured mansion burned to the ground the day after it was completed. The foundation area, along with interpretive signage and pictures, are on the bank of the river along with a public toilet.

The Chapel is further downriver and the only structure that exists in the Mason Tract, and was dedicated in 1957 to George W. Mason. He bequeathed this vast tract of wilderness to the people of the state so it could be enjoyed for many generations to come. A portion of the AuSable South Branch is also known as the Holy Waters by trout fishermen where there is fly fishing only, and catch and release, between Wakely Bridge and Burton's Landing. They journey from all around the world to fish here. It can be accessible by water or ORV and is a popular destination for weddings, private prayers, and local landmarks.

### **Pere Cheney Cemetery**

Pere Cheney was a village in beaver Creek Township in Crawford County, north of Roscommon. Established by lumberjacks in the 1870s it was wiped out by disease in the early twentieth century. Said to be "cursed" from its start because it was build on Native American land, all that is left is its cemetery, which is considered haunted by many.

## **COMMUNITY ATTRACTIONS**

### **CRAF Center**

#### **Community Recreation, Activities and Fitness Center**

#### **606 Lake Street**

The CRAF Center's Mission is to enable a healthier community by implementing effective programs, and providing facilities to enhance levels of fitness, recreation, and leisure satisfaction. The facility, a school building rescyed in 1994 is fully renovated and occupied. The CRAF Center offers a full fitness center, group classes, and personal trainers. Rooms are available to rent for meetings and accommodate the space and needs of the community.

### **Village Farmers Market**

#### **AuSable River Center**

#### **211 North Main Street**

This open market features local produce and various other Michigan-made products from the surrounding area. The market is one of the largest of the area with 25-35 venders a week and is open Saturdays, from May through October.

**Roscommon Community Center****510 South Street**

The Community Center is located on the east side of the Roscommon and is a focal point for several public programs. A very active senior group has the daily meal program there followed by recreational activities such as cards, bingo, dance, arts, and crafts. Various public meetings for planning purposes are also conducted in the Community Center.

**Roscommon County Fire Training Grounds****290 Ballanger Road**

The 20 acre Fire Training Grounds are located just east of Roscommon. Firefighters from around the state use the facility for training at various times throughout the year. There is a large parking area, two buildings, bathrooms and a large pole building constructed by the Michigan Firemen's Memorial Festival Committee for use during their annual event. Various public functions use the grounds annually and Fourth of July fireworks are shot off there.

**Roscommon Area District Library****106 Lake Street**

The library provides free services to all residents living within the library district, which includes Gerrish, Higgins and Lyon Townships as well as the Village of Roscommon. The library holds more than 35,000 materials including books, movies, magazines, music CDs, and audio books. Their patrons enjoy downloadable audiobooks, eBooks & magazines. Mango Languages & Ancestry.com (Library Edition) is also available for use. The library offers activities for all ages, visiting authors, and music programs throughout the year.

**Community Garden**

The Roscommon Community Garden is located in the Village of Roscommon at the corners of Main and George Streets. Produce grown at the garden is available to the community as it ripens. This project was headed by the Crawford-Roscommon Conservation District, community volunteers with funding from Rotary, grants and private donations. In collaboration with community service groups and the Village of Roscommon, the garden was completed for the 2016 season.

**Birdwatching**

The once endangered Kirtland's warbler is one of the rarest members of the wood warbler (Parulidae) family. It is a bird of unusual interest for many reasons. It nests in just a few counties in Michigan's Northern Lower and Upper peninsulas and Roscommon County has an abundant population for your viewing pleasure. In addition, Roscommon County hosts a variety of trails through area habitats that provide abundant opportunities for birdwatching of many species.

**AuSable Birding Trail:** The heavily forested Crawford and Roscommon counties in the heart of northern Michigan have long been a delight for birders and a haven for endangered and migratory species. The AuSable Birding Trail takes you through the woods and into the wetlands, from the protected nesting of the Kirtland's Warbler to the towering aeries of the populous Bald Eagle. Birders, novice to expert, are invited to bring their eyes and ears (and binoculars and cameras) to the trails, woods, and waters of the AuSable Birding Trail for a rewarding birding experience.

**The Ralph A MacMullan Conference Center** is located adjacent to the North Higgins Lake State Park. This educational center serves state and federal agencies, educational groups and other nonprofit organizations in a natural setting away from the distractions of home and the workplace.

**Kirtland Community College**  
**4800 West 4 Mile Road, Grayling MI 49738**

Kirtland Community College provides open access to education, as well as cultural opportunities, to enrich the lives of the people in Northern Michigan. Kirtland Community College offers 39 degrees and certificates including three transfer associate degrees.

**Bambi Lake Conference Center**  
**3468 East Robinson Lake Road**

Bambi Lake Baptist Retreat and Conference Center, commonly referred to as "Bambi Lake" is a 240 acre site owned by the Baptist State Convention of Michigan. There are many recreational activities such as boating, swimming or fishing in the private 20-acre lake, putt-putt golf, walking the wooded hiking trails and winter sledding down Monster Hill.

**Camp Westminster**  
**116 Westminster Drive**

Camp Westminster provides a setting for Christian summer camps, retreats, mission trips and outdoor summer worship in northern Michigan on beautiful Higgins Lake.

**Privately Owned Recreational Public Facilities**

In addition to the listed recreational opportunities in Higgins Township, the Village of Roscommon and areas within the community boundaries, there are an abundance of other assets. Included in the other private opportunities or facilities are a zoo, bowling alley, numerous golf courses, shooting range, canoe liveries, and amenities for a large range of sport orientated hunters, fishermen and the like.



# Resource Inventory

The Recreation Committee and the Roscommon community have identified open space in and around the village that they desire to preserve because of the properties' natural features. This chapter also lists existing natural areas that should be protected for future recreation opportunities.

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## **Currently protected land:**

- South Branch of the AuSable River-Natural Resource
- Wallace Park-Village Property
- Metro Park-RARA Property
- Tisdale Triangle Trail-State Property
- Michigan Fire Training Grounds-100 year Land Lease
- DNR Airport-DNR Property
- Michigan Firemen's Memorial Park-
- Village property between Seventh St. and South Branch, southeast of M-18- Village Property 055-758-001-0000 1 acre
- Small park area on Main Street across from old Village Hall-Village Property

## **Open Space Areas to Protect:**

055-105-012-0110: 10 acres bounded by Main, Robinson, Hannah, and Ballanger  
11 acres was an old ballfield, Private Held (Grover)

M-18 South of Village limits to Firemen's Memorial

North of DPW property to Tisdale Trail

055-105-007-0270: Private Property-M-18 and Tisdale, 12 acres Rosco Property  
Holdings

Frontier Communications Building: Main and Brook Street

**Private properties adjacent to Gahagan that continue to be of interest in acquiring:**

055-107-002-0060: Loughrey-(west of Post Office) Private

055-107-002-0080: Wyckoff-(South of Loughrey-west of M-18) Private

055-107-003-0020: Bendict-(South of Wyckoff, SW M-18) Private

005-107-005-0020: Kalthoff-Wetland (CR 100 or East Sunset) Private

005-107-010-0020: State Property- 121 acres Southline/Wheeler Road

055-106-015-0021: DNR-34 acres wetland North Of County Road 100 and bordering  
Brooks Street

## FESTIVALS

Lions Club Annual Ski for Light: Cross Country Ski Event for the blind (January)

Higgins Lake-Roscommon WinterFest (February)

Annual Roscommon Business Expo (May)

Pro Am Canoe Race (May)

Kirtland Warbler Festival (June)

Summerfest (June)

Sunrise Run (June)

CRAF Center Gazebo Concert Series (June through August)

Annual July 4th Fireworks and Parade (July)

Aluminum Canoe Race Classic (July)

Annual Roscommon Art Festival (July)

Roscommon Rotary Annual Duck Race (July)

Annual Meals on Wheels Car Show (August)

Michigan Firemen's Memorial Festival (September)

Conservation Expo (September)

Girls' Night Out in Roscommon (October)

Christmas in the Village (December)

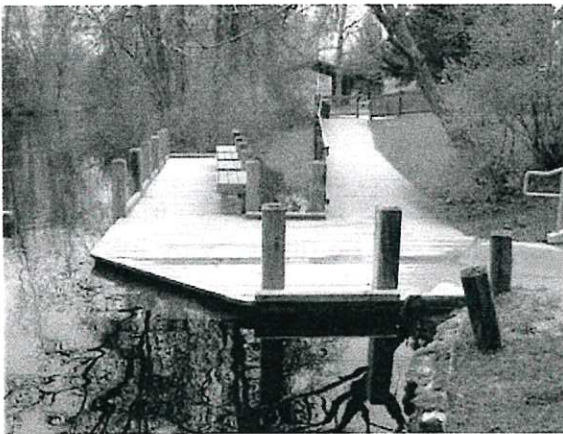
Reindeer Run (December)





## DNR RECREATION GRANT INVENTORY

In 2001, the Village of Roscommon received a MDNR Grant to improve the accessibility of Wallace Park. The program was funded through the Clean Michigan Initiative Recreation Bond Program (Project Number CM 99-217), and had a final construction cost of \$10,135. The village constructed a 3,540 square foot barrier-free park walkway from Seventh Street to the major features of the park. The walkway is used frequently and remains in good condition. In 2015, the Village of Roscommon received a MDNR Recreation Passport Grant for further improvements in Wallace Park. The program funded \$45,000, and with additional money from the village of \$54,529 and DDA of \$8,262 the \$107,792 project was completed in the fall of 2016. These improvements included universal accessibility into the park, canoe and kayak launch with fishing landing and replacement of the deteriorating retaining wall. New amenities of picnic tables, benches and grills were added to accommodate persons of all functional capacities



# Evaluation of Past Plans

The 2018 to 2022 Recreation Plan was evaluated to assess effectiveness, credit projects that were completed and reevaluate those that still exist. For those projects that were not completed, we took the opportunity to follow up to see if they are still an active desire of the community and what barriers exist to get the projects completed. Below are the items that were noted to be the priorities of the Roscommon community and surrounding area in 2018 noted with the evaluation and outcomes.

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## SUCCESSFULLY COMPLETED

**To reevaluate an avenue for funding for recreation within the Village of Roscommon and Higgins Township.**

In 2019, community recreation was evaluated and results presented to village and township. The AOI and bylaws were rewritten and submitted to the state with approval. The name was changed to Roscommon Area Recreation Authority and according to Legislature Act 321 of the Public Acts 2000 currently incorporated by the state. The village and township committed to specific funding according to bylaws and a Director of Recreation was created.

## PARTIALLY COMPLETED & ONGOING

**Create, expand and connect with existing non-motorized trail system in and around Higgins Township and the Village of Roscommon that can be used safely by residents and visitors.**

Walking opportunities have been enhanced with the completion of the Hilltop to Tisdale pathway, routine grooming and maintenance of Tisdale Pathway and completion of Division Street bridge. Alternative walking options have been promoted by RARA on social media and shared with area agencies. Progress is difficult within the community due to county and state road intersections with limited ability to add safe biking paths.

**Visitors as well as community members are unaware of area activities and recreation offerings within our community**

The challenge is to increase knowledge and awareness of existing area recreation opportunities. Increased use of social media, networking with area tourism bureau, chamber of commerce, and an addition of digital sign downtown for events has been very beneficial. According to 2022 survey data, there is still a disconnect in disseminating events and information out to area residents and visitors.

**To finish development of connections for current motorized trails on the north end of town and to establish a snow maintenance path along that roadside trail.**



**ORV, ATV and snowmobile users avoid Roscommon due to incomplete, non-connecting access.**

RECOGNIZED BUT NOT PRIORITIZED: Networking needs to be established with area snowmobile clubs and townships to help achieve these goals.

**Initiate assessment and planning for area accommodations for year-round use such as camping/RV park, small cabins, bed & breakfast, hotels or hostel.**

RECOGNIZED and initial measures taken by economic development. Lodging accommodations for year-round visitors do not meet the needs for area tourism.

**Develop, renovate or replace an avenue for recreation within the community as well as promotion of events to the community and out-of-town visitors.**

IN PROGRESS: Amenities in Roscommon's parks need to be assessed, planned and completed. RARA is currently in the planning process for completion phases for Metro Park. The village has purchased the Hiawatha property on the NE side of the river and is in the idea and design phase. Economic development has also increased awareness of the importance of greenspace and preservation, and working together to achieve this goal.

**To preserve sufficient open space that will provide opportunities for recreation now and in the future.**

RECOGNIZED AND ONGOING: Future population growth will place increasing demands on recreational land in the Roscommon area.

# Description of Planning Process

Higgins Township Board, Roscommon Village Council and the Roscommon Area Recreation Authority selected individuals for the Recreation Committee to direct the development of this plan. The committee implemented a multi-step process to gather information with the goal of involving as many segments of the community as possible.

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Review of the 2018–2022 Recreation and Open Space Master Plan:

Was the plan effective? Was the community able to implement and complete portions of the goals highlighted in the current plan? Are there remnants or unfinished objectives of the plan that should be incorporated into the 2023–2027 Master Plan?

1. Update the community's description and recreation inventory.

What are the major features of the Roscommon area? What is the impact of recreation on the residents and visitors? What recreation resources currently exist in Higgins Township, Roscommon, and surrounding area?

2. Determine the Community's Recreation Needs and Desires with plan of action.

What improvements are necessary to the current recreation infrastructure? What other opportunities does the public want?

3. Initiate a plan of action to meet the needs of the community.

This program prioritizes broad based goals from community input and identifies specific objectives necessary to accomplish them. Data was collected by multiple open meetings and public gathering sessions. In addition, public input was gathered using a survey. 541 community members took the survey with 84% being full time residents of the 48653–area code. This process identified community topics that need to be addressed and prioritized over the five-year period to make each item a reality. These groups include the Village, DDA, Higgins Township, RARA, and several local service organizations.

4. Draft the Recreation Plan.

Using the guidelines from the Michigan Department of Natural Resources, complete a plan that will guide the community in reaching the identified goals.

5. The 2023–2027 Recreation Plan:

Once the plan was drafted it was available for public input, presented at township, village and county meetings and subsequent approval was obtained by the Village Council, Township Board and RARA Board.

# Planning Methods

The Recreation Committee was charged with the task of drafting a new Recreation Plan for Higgins Township, Village of Roscommon and the Roscommon Area Recreation Authority, guiding it through the approval process and submitting it to the State of Michigan. This involved a multi-step process.

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1. The existing recreation facilities and programs were evaluated by collecting the relevant data.
  2. Community needs were established by several means of collecting recreation priorities of residents.
  3. Community priorities and existing facilities were assessed.
  4. Identified deficiencies were addressed through broad recreation goals.
  5. An Action Plan was developed to identify specific projects as a way of reaching those goals.
  6. Budgetary and scheduling components were added to that plan.
  7. Community residents and stakeholders reviewed the completed Recreation Plan and gave input regarding the plan details.
  8. The committee made revisions to the plan based on the public input.



# Public Input Process

The Recreation Committee decided to utilize two forms of input to gather public opinion in an attempt to address all age groups within the community.

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## INPUT METHOD #1: Community Input Meetings

These meetings were well publicized as part of public input sessions of Higgins Township, the village of Roscommon, and Roscommon Area Recreation Authority's meetings. Attending the meetings were community members, business owners and the media. The meeting was an open forum where residents gave their priorities for community infrastructure improvements. Two primary questions were asked: How do you view recreation in your community? What avenues do we need to develop or steps to improve existing recreation opportunities? Most everyone agreed that the natural resources are the items that draw people to our community. Frequently voiced, the groups were in agreement that they are not aware of specific amenities, attractions and events in our surrounding area. Top themes that were gained from the public input:

1. Hiking and biking trails
2. ATV/snowmobile trailhead connecting existing trails
3. Finishing Metro Park and Hiawatha Park as public space and greenspace.
4. Improving marketing and awareness of amenities and activities going on within the community.

## INPUT METHOD #2: Community Questionnaires

This method was used to determine the interests from a broad age range of residents. A survey utilizing SurveyMonkey was designed utilizing similar questions from the 2012 and 2018 recreation survey. The survey link was distributed by email, social media, group email from the CRAF Center, DDA, village and township board members, and two classes in each of the elementary, middle and high school. It is of note that a better representation of results was gathered from the school age population which changed the outcome of the survey results as it has to do with

kids and activities they would prefer. A copy of questions and results are included in the appendix. In order of priority, the survey results are of the facilities or activities the community could consider developing or enhancing:

1. Hiking/walking paths
2. Bike paths
3. Kids activities
4. Basketball Courts
5. Pickleball
6. Ice rink
7. Splashpad
8. Dog Park
9. Movie Theater
10. Pool
11. Skateboard Park
12. Volley ball

The top activities are consistent with the prior recreation needs of the community. It is to be noted that most activities or amenities are currently in the pipeline for development. Much of 2018–2022 was spent on restructuring of the RARA, building relationships with the township and village and loss of time with the Covid-19 pandemic.

# Goals and Objectives

The Recreation Committee evaluated the issues, and redeveloped goals and objectives from the 2018-2022 Recreation Plan. The changes were based on the results of the community input meetings, community questionnaire and presentations to local organizations. Higgins Township, Village Council and the Roscommon Area Recreation Authority will use this information as it works on its economic development and capital improvement plan.

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**Visitors as well as community members are unaware of area activities and recreation offerings.**

Despite utilizing variety of media and marketing techniques there is still a disconnect between area amenities and activities and those that visit or live here.

**Goal:** To increase knowledge and awareness of existing area recreation opportunities and community events.

Objectives:

- a. Develop a master plan to problem solve how our community disseminates information.
- b. Take into consideration generational differences and how they obtain information
- c. Mastery of new platforms and marketing techniques
- d. Network with local governmental units, business and community groups to promote local activities and events.

**ORV, ATV and snowmobile users avoid Roscommon due to incomplete non-connecting access.**

There are state recognized trails on three sides of Roscommon, yet there is limited ability gain access into and through the Village. This limits the economic impact that local businesses could benefit from for food, gas and services. It also is a barrier for the user to plan routes that circumvent Roscommon.

**Goal** To work with area ORV/Snowmobile groups, local units of government, the DNR and road commissions to evaluate and plan a route that goes from the 69 trailhead south of Roscommon north to the connectors.

Objective:

- A. Establish a multidisciplinary group of ORV/Snowmobile members, local governmental, DNR, township, village, and road commissions to work through a process to plan a functional route.



- B. Develop a well-marked, clear pathway at trailheads and through Roscommon.
- C. Work with local governmental agencies on a general maintenance trail program.
- D. Market area assets and businesses that would benefit from riders to the area.
- E. Collaboration with enforcement agencies on ORV routes.

#### **Enhancement of Roscommon's parks and greenspace.**

Greenspace and playgrounds are highly sought-after amenities in communities

**Goal:** Preserve, renovate or replace amenities and opportunities to provide an avenue for recreation within the community.

##### **Objectives**

- A. RARA will utilize data gathered to plan and engineer Metro Park completion.
- B. Hiawatha Park is vacant greenspace with preliminary plans for development for river access, greenspace for residents and visitors alike.
- C. Gahagan Nature Preserve plan acquisitions and protection of adjacent properties and wetlands. Documented plans highlight park and trail enhancement, addition to their educational center and develop and maintain outdoor environmental education withing the schools and community.
- D. Greenspace: See Open space
- E. Identify area funding partners and volunteers to complete renovation projects.
- F. Identify threats to individual safety and put in place measures to make the community a safe place to live, work and play.

**Higgins Township and Roscommon area residents rank trail systems/safe walking paths along with safe bike pathways as the top request for the past decade.**

**Goal:** Continues to work to create, expand and connect with existing non-motorized trail system in and around Higgins Township and the village of Roscommon that can be used safely by residents and visitors.

##### **Objectives**

- A. Identify existing strengths, weaknesses, opportunities and threats to pathways' access in the community factoring in all safety concerns of the public.
- B. Continue to expand a pathway system that provides safe walk or bike to neighborhoods, parks and businesses within Higgins Township and Roscommon limits.

- C. Continuation of expanding the roads shoulders or marked roadways within Higgins Township/village of Roscommon to create a safe passage for non-motorized use.
- D. Primary non-motorized traffic from Hilltop and north of Roscommon utilize the newly developed Hilltop to Tisdale section of the pathway into Roscommon. There are safety concerns with narrow/no shoulders where the pathway crosses the bridge over the AuSable River. Plans for an extended walkway over the river have been engineered since 2015 and with Roscommon now owning both sides of the river make this a workable goal.
- E. Acquire necessary land or obtain easements for pathway development.
- F. Involve community groups to fund, develop, promote and maintain the trail systems.
- G. Increase awareness of area trails

**Future population growth will place increasing demands on recreational land in the Roscommon area.**

**Goal:** Community sustainability to preserve sufficient open space that will provide opportunities for recreation now and in the future.

**Objectives**

- A. Preserve current public land that is suitable for recreation in quantities adequate to meet the existing and future recreation need of the population.
- B. Protect the natural resources and identity of the community and surrounding area.
- C. Secure donations, endowments and corporate partnerships to maintain and develop the recreation system necessary to meet the goals of this plan

**The Roscommon community provides limited group activities across the age spectrum.** With 13.4 percent of the population under the age of 14 and another 24.7 percent above the age of 65, it is necessary to plan improvements to accommodate every age group. More age-related activities were cited as a priority in the data collection process for the recreation plan. Due to the current economic climate, spending on recreation by governmental agencies has been reduced or eliminated.

**Goal:** To provide community activities to increase recreational activities and socialization for all ages and abilities.

**Objectives**

- A. Identify and create activities that are suitable to the community and offer age-appropriate recreational activities.
- B. Provide opportunities to promote a healthy lifestyle and, in turn, a healthy community.

C. Promote and market the parks, recreation programs, facilities and the benefits that are provided to the public.

D. The Roscommon Area Recreation Authority, using the priorities collected for this recreation plan, will annually develop or provide new programs, events and community enhancements that cross the age span to address the needs of socialization, exercise and activities for the community at large.



# Action Plan

The Roscommon Recreation Committee, in cooperation with Roscommon community members, compiled a prioritized list of projects for implementation from 2023–2027. The committee based this list on the various public input sessions and surveys, as well as the collaborative work with township and village staff and demographic data. This Action Plan was developed to carry out the goals and objectives set forth in the previous chapter. These projects are subject to availability of funding through village and township funds and grant acquisition.

Past recreation plans have had items, activities or upgrades for recreation within the community. Many of those items have been accomplished and several are in process. It is noticeable that along with a “list” of items for recreation, that we lack the infrastructure or organization to market, secure and manage recreation opportunities.

Recreation and planning for the future of recreation is an ongoing process. We have compiled several action items that will meet the majority of current recreational needs and desires of a community. We believe the mix of projects that are included in this plan will accomplish most of the goals. The following section describes those projects in some detail and gives their locations when appropriate.

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## **Complete Snowmobile / ATV Trail Connection Plan**

Network with area organizations and agencies to work mutually to achieve well planned, marked, developed trail system. The common goal is to join incomplete trail systems providing access for safe passage in and round the community. This will help trail usage from north to south, increasing tourism and economic impact within the region.

## **Utilize Community Natural Resources**

With the South Branch of the AuSable River flowing through Roscommon, and nearby fresh water lakes, canoeing, kayaking, boating and fishing are popular recreation activities with residents and visitors. A plan needs to be put in place to promote activities within Wallace/Hiawatha Park and surrounding properties to promote what we have naturally.

**Safe Passage for Non-Motorized Use-continued and ongoing**

Continued open communication and planning between the Roscommon County Road Commission and village of expanding the road shoulders or enhanced signage within the area to create a safe passage for non-motorized use. We have access to many trails but non-obstructed, well-groomed areas are not well developed or marked. Currently there is no safe access across the AuSable River on M-18 for non-motorized travel. The planned of a walking bridge would reduce potential for harm and provide an appealing safe pathway for pedestrians in and out of Roscommon.

**Park Planning, Development and Completions:**

Metro Park on George Street currently has three ball fields, newly renovated bathrooms and a new playground built in 2014.

Rehabilitated open space is available and ready for development by the RARA. Safe hiking and biking opportunities, water feature, kids' activities, skateboard park, dog park and pickleball and basketball courts are the items to be evaluated for future development. These items are repeated top priorities over the past decade according to our recreation plans. Hiawatha Park is also open green space, borders the AuSable River and is adjacent to Wallace Park. The options are broad for usage and planning amenities that can include greenspace, launch, pavilions, parking, universal access to the water and surrounding areas and bathrooms.

**Trailhead and Wayfinding Signage for ORV/Snowmobile**

Trailhead at the north and south end of Roscommon lacks wayfinding signage to area amenities and visible markers. This is due in part lack of connection between the two trailheads. A trail connection plan needs to be put in place.

**Wayfinding Information**

With diverse recreation opportunities in the Roscommon area, it is important for visitors to have easy access to information. Installing way-finding information boards and development of community apps or printed media within the community will help area residents and visitors locate areas of recreation, businesses and local attractions.



# HIGGINS TOWNSHIP-VILLAGE OF ROSCOMMON ROSCOMMON AREA RECREATION AUTHORITY

## RECREATION SURVEY

*This survey is designed to assess recreation opportunities for the village of Roscommon,  
Higgins Township and the Roscommon area residents*

### 1. COMMUNITY

- a. Full time resident
- b. Seasonal resident
- c. Visitor

ZIPCODE:

### 2. What is your age group

- a. Under 12
- b. 13-19
- c. 20-40
- d. 41-65
- e. over 65

### 3. What is your favorite recreation activity in this community?

### 4. What are your barriers to enjoying recreation in this area?

### 5. What recreation activities do you LEAVE this community for?

### 6. Rank the top 10 items you would like to see developed or improved.

### 7. Activity Programming:

List YOUR top programs or activities you would like to see developed.

### 8. How would you rank the CRAF Center.

☐ Never Visited ☐ Needs Work ☐ Good ☐ Excellent

### 9. How would you rank Metro Park.

☐ Never Visited ☐ Needs Work ☐ Good ☐ Excellent

### 10. How would you rank Gahagan Nature Preserve.

☐ Never Visited ☐ Needs Work ☐ Good ☐ Excellent

### 11. How would you rank AuSable River Center.

☐ Never Visited ☐ Needs Work ☐ Good ☐ Excellent

### 12. How would you rank the care and maintainance of Tisdale Pathway.

### 13. How would your rank overall recreation in your community.

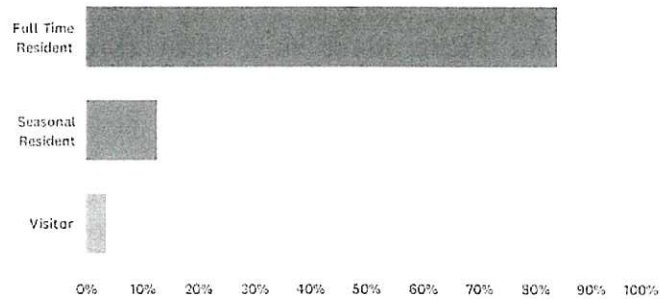




# RECREATION SURVEY

## Q1 Community

Answered: 538 Skipped: 3



### ANSWER CHOICES

Full Time Resident

Seasonal Resident

Visitor

Total Respondents: 538

### RESPONSES

84.01%

12.83%

3.53%

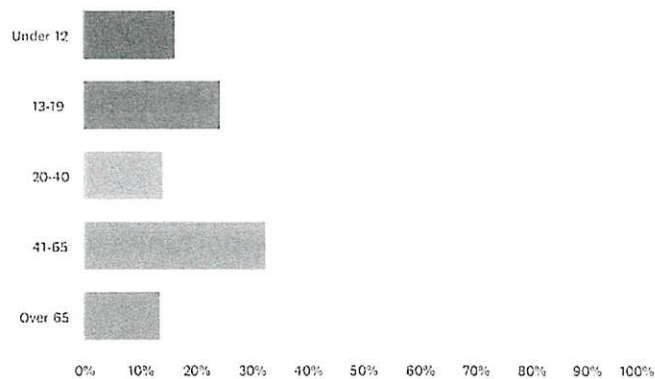
452

69

19

## Q2 What is your age grouping?

Answered: 539 Skipped: 2



### ANSWER CHOICES

Under 12

13-19

20-40

41-65

Over 65

Total Respondents: 539

### RESPONSES

16.33%

24.49%

14.29%

32.65%

13.54%

88

132

77

176

73

# RECREATION SURVEY

## Favorite Recreation Activity in Community

### **Water-34%**

It comes to no surprise that water is the overwhelming favorite resource of our community. This entails both motorized and non-motorized boating and swimming. Higgins Lake's nearest public access is 6.5 miles away from the village of Roscommon. The South Branch of the Au Sable River runs right through Roscommon and is bordered by Wallace Park and Hiawatha Park.

### **Sports-18%**

Community members love using sport to get moving and to be active. According to the survey, the activities enjoyed differ from one generation to the next. The under 20 group prefer basketball, soccer, baseball and softball. The 20-50 age group supports the natural resources of water and outdoors along with activities and amenities for families such as parks, safe walking and biking and kids activities. The favorite for the over 50 community members is pickleball.

### **Hiking/Walking-15%**

Higgins Township consist of about 44 square miles of state land, and the consensus is that people prefer to take in all the natural scenery on foot. Hiking and walking have been a high priority for the past 15 years on our recreation surveys. Not only do the residents wish for hiking trails, but the ability to walk on a more stable surface without worrying about barriers or traffic is of importance for their safety.

### **Biking 14%**

Biking spans all ages and skill levels, so whether you are just learning or training for your next competition biking is a top favorite. Our respondents repeatedly list a deficiency in safe bike routes or spaces for both children and adults.

### **Outdoor Recreation 12%**

Our natural resources, parks, and recreation opportunities make Roscommon a top visitor destination year around. Outdoor recreation is also one of the top five reasons families relocate to live and raise families.

### **ATV/ORV 7%**

A growing pastime, hitting the trails on a quad, side by side, or snowmobile has increasing popularity. Having the trails in close proximity to communities for food, gas and social time spent is a necessity to capture the economic impact that this recreational business brings.

## Barriers to Enjoying Recreation

### **Trails-36%**

Hiking and biking combine for 29% of the activities that people like to do. According to our survey results, a lack of awareness of trails and groomed ski trails hinder people for enjoying this pastime more.

### **None-28%**

Over a quarter of responses said they don't have any barriers to enjoying recreation in our community.

### **Accessibility or Access 21%**

Our woods and waterways are what residents and visitors seek. According to the responses, there is a disconnect between what is perceived accessibility and what is actually available. This includes anything from a trail to boat launches. Living in a rural area, travel is required for many destinations and not always an option.

According to the survey, a lack of activities for the kids, parks, and programs has been a topic in our recreation plan over the past 15 years.

### **Courts-15%**

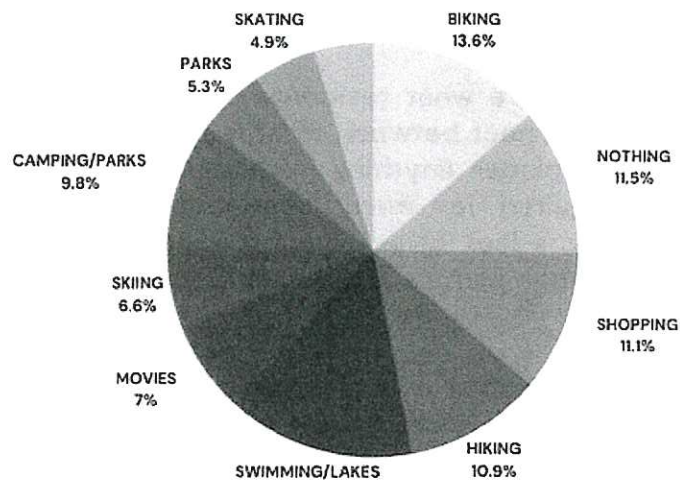
Outside basketball and pickleball courts weigh in on community wants and needs.

Both are available inside at the CRAF Center within the village limits, but many enjoy playing outdoors during the summer months. The closest outdoor courts are in Gerrish Township within five miles of the village, Lyon Township is 10 miles, or Denton Township, about 14 miles away.

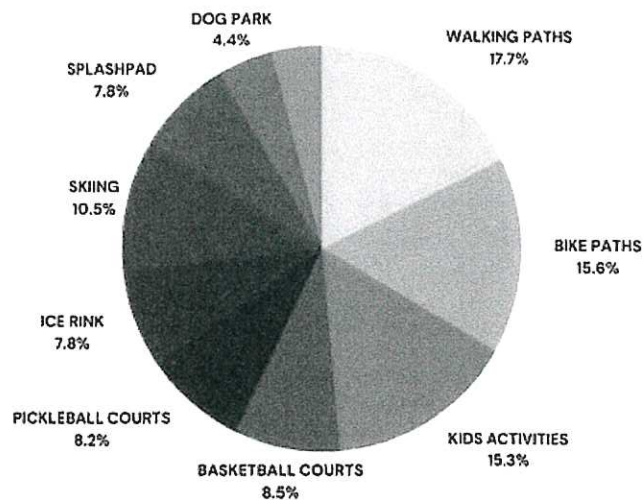


# RECREATION SURVEY

## WHAT RECREATION ACTIVITIES DO YOU LEAVE THE COMMUNITY FOR

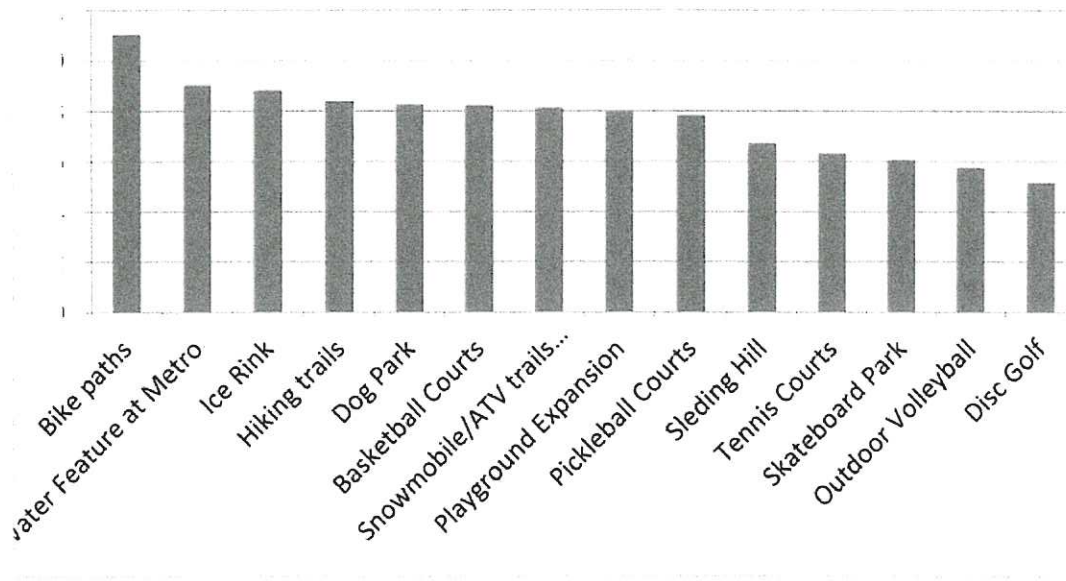


## TOP TEN PROGRAMS & ACTIVITIES THE COMMUNITY MEMBERS WOULD LIKE TO SEE DEVELOPED



# RECREATION SURVEY

Rank the top items you would like to see developed or improved.





## FIVE FAMILY MEETING

10/20/2022 @ 6:00 P.M.

### AGENDA

1. Call to Order, Pledge of Allegiance

2. Reports:

Village President – MIKE MILLER

- Public Acknowledgement

Downtown Development Authority – THOMAS O'BRIEN

- Public Acknowledgement

Planning Commission Chair – DON DIXON

- Public Acknowledgement

Economic Development Administrator – DAN SCOW

- Public Acknowledgement

Village Manager – RON ALDEN

- Public Acknowledgement

3. Adjournment



## WASTEWATER - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
REPLACE BYPASS PUMP	30,000							SF/BO		COMPLETED
INDUSTRIAL PARK			800,000					SF/BO	HIGH	PENDING
MIXED USE SEWER				800,000				SF/BO	MED	PENDING
TOTAL	30,000		800,000	800,000						

## WATER - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
WATER MAIN/BALLINGER										
WATER OAK	153,000							WF	MEDIUM	PENDING
WATER QUALITY EASTSIDE	680,000							WF	LOW	ONGOING
WATER FOURTH STREET	208,000							WF	LOW	PENDING
WATER BIDDLE	548,000							GRANT	LOW	PENDING
WATER INDUSTRIAL PARK		800,000						GRANT	HIGH	PENDING
WATER MIXED USE				800,000				GRANT	MEDIUM	PENDING
DWAM REPLACEMENT	30,000	30,000	30,000	30,000	30,000	30,000	30,000			
TOTAL	1,619,000	830,000	30,000	830,000	30,000	30,000	30,000			

## STORM - PROJECT DESCRIPTION

	2022	2023	2024	2,025	2026	2027	2028	FUDING	PROIRITY	STATUS
GEORGE/MAIN CULVERTS	50,000							GEN FUND	MEDIUM	ONGOING
BROOKS STREET CULVERT			10,000					GEN FUND	MEDIUM	ONGOING
NORTH FOURTH CULVERT		10,000						GEN FUND	HIGH	PENDING
MATT'S/FIRST STREET		10,000								
TOTAL	50,000	20,000	10,000							

## EQUIPMENT - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PRIORITY	STATUS
TRUCK										
MULTI HOG ATTACHMENT		15,000		60,000				GEN FUND	MEDIUM	
DUMPTRUCK/SNOW BLOW	150,000			15,000		15,000		GEN FUND	LOW	PENDING
BACKHOE			150,000		150,000			GEN FUND	HIGH	COMPLETED
VOC TRUCK		30,000					40,000	GEN FUND	MEDIUM	PENDING
TOTAL	80,000	15,000	150,000	75,000	150,000	15,000	40,000	GEN FUND	MEDIUM	PENDING

## LOCAL STREETS - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
N, ST. HELEN										
TISDALE								LSF	LOW	PENDING
ESTHER								LSF	LOW	PENDING
WYCKOFF	45,000							LSF	LOW	PENDING
HILLTOP		20,000						LSF	LOW	COMPLETED
SHEERWOOD	15,000							LSF	LOW	PENDING
DIVISION STREET BRIDGE								LSF	LOW	PENDING
MAIN STREET BRIDGE			800,000				500,000	LSF	MEDIUM	PENDING
4TH STREET BRIDGE				800,000				LSF	MEDIUM	PENDING
TOTALS	60,000	20,000	800,000	800,000			500,000	LSF	MEDIUM	PENDING

## MAJOR STREETS - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
BALLINGER		55,000								
TOTAL		55,000						MS	LOW	ONGOING

**SIDEWALKS - PROJECT DESCRIPTION**

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
SIDEWALK REPLACEMENT		15,000	15,000	15,000	15,000	15,000	15,000	GEN FUND	MEDIUM	ONGOING
SIDEWALK - NEW		20,000		25,000				GEN FUND	MEDIUM	PENDING
TOTALS		35,000	15,000	40,000	15,000	15,000	15,000			

**PARKS & RECREATION - PROJECT DESCRIPTION**

LIGHTPOLES	2022	2,023	2024	2,025	2026	2,027	2028	FUNDING	PROIRITY	STATUS
BENCHES								GEN FUND	LOW	ONGOING
METRO PARK UPGRADES								DDA	LOW	ONGOING
HIAWATHA		1,300,000						DNR	MEDIUM	PENDING
AUSABLE RIVER CENTER PAVILLION								CDBG/GF	HIGH	ACTIVE
TOTAL								DNR/DDA	LOW	PENDING

**BUILDINGS - PROJECT DESCRIPTION**

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
REPLACE FURNACES (2 UNITS)	35,000							GEN FUND	HIGH	COMPLETED
SOLAR CONVERSIONS	10,000	10,000	10,000					GEN FUND	LOW	PENDING
UPDATE PUMP STSTIONS HOUSES	15,000							SF	HIGH	PENDING
TOTAL	60,000	10,000	10,000							



**VILLAGE OF ROSCOMMON  
PLANNING COMMISSION**

**Bylaws**

1. **PURPOSE.** These Bylaws are adopted to provide for the efficient and uniform administration of the Village of Roscommon Planning Commission.
2. **MEMBERSHIP.** The Planning Commission shall be composed of five (5) members as provided in Village of Roscommon Ordinance No. \_\_\_\_ of 2022.
3. **OFFICERS AND COMMITTEES.**
  - 3.1 **Officers.** The officers of the Planning Commission shall be a Chairperson, Vice Chairperson, and Secretary. Any recording secretary shall be employed by the Village of Roscommon.
  - 3.2 **Election of Officers.** The officers of the Planning Commission shall be chosen from its members by the Planning Commission at its annual meeting held in January of each year. The Village Council *ex officio* member of the Planning Commission shall not be eligible to serve as Chairperson or Vice Chairperson. The term of office for each officer shall be one (1) year, or until his or her successor is chosen and assumes office.
  - 3.3 **Chairperson.** The Chairperson shall preside over all meetings of the Planning Commission.
  - 3.4 **Vice Chairperson.** The Vice Chairperson shall perform the duties of the Chairperson during the absence or disability of the Chairperson.
  - 3.5 **Secretary/Recording Secretary.** The Secretary/Recording Secretary shall assure that the minutes of all meetings of the Planning Commission are properly recorded and that notices for all meetings are duly given. He or she shall also perform such other duties as may be assigned by the Chairperson or the Planning Commission.
  - 3.6 **Vacancies.** If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the office of Chairperson for the remainder of the term. All other vacancies in offices shall be filled by the Planning Commission from its members for the unexpired term of the office.
4. **MEETINGS**
  - 4.1 **Regular Schedule.** The regular meetings of the Planning Commission shall be scheduled at the annual meeting in January each year and posted as required by

the Open Meetings Act, as amended. If any regularly scheduled meeting falls on a legal holiday, the Planning Commission shall select an alternate date in the same month for the regular meeting. Notice of this alternate date shall be given as provided in Section 5.3.

- 4.2 Special Meetings.** Special meetings of the Planning Commission shall be held at the call of the Chairperson or upon written request of two (2) of the members of the Planning Commission filed with the Secretary/Recording Secretary. No less than eighteen (18) hours before the scheduled special meeting, the Secretary/Recording Secretary or his/her designee shall provide each member of the Planning Commission with a written notice of the special meeting, specifying the date, time, place, and purpose of the special meeting. This written notice shall be mailed or emailed to each member of the Planning Commission, given personally to each member, or left at the member's usual place of residence.
- 4.3 Place of Meeting.** Meetings of the Planning Commission shall be held at the Village Hall. Whenever the Chairperson determines that the place of the meeting will likely have inadequate space for members of the public, the location of the meeting may be changed to a larger meeting facility. A notice of the change in meeting location shall be prominently posted at the Village Hall so that it is visible from outside and shall be published in a newspaper of general circulation within the village, if such publication can be accomplished prior to the meeting.
- 4.4 Time of Meetings.** Meetings of the Planning Commission shall begin at 5:30 p.m., unless the Planning Commission, by a vote of a majority of its members, specifies a different starting time. The Planning Commission shall not begin considering any matter on the agenda after 8:00 p.m., except by unanimous consent of the members present. Matters on the agenda which have not been considered may be heard at an adjourned meeting/hearing, provided a motion specifies the time, date, and place of the adjourned meeting/hearing, or shall be placed on the agenda of the next regular meeting, or on the agenda of a special meeting, if one is called.
- 4.5 Change in Schedule.** Changes in the schedule of a regular meeting shall not be made except by a vote of a majority of the entire Planning Commission. Provided, however, the Chairperson may cancel a regular meeting when there is no business for the Planning Commission to conduct. If a quorum is not present at a regular meeting, the meeting shall be rescheduled, and a notice of the rescheduled regular meeting shall be posted as required in Section 5.3.
- 4.6 Meeting Attendance.** Each member of the Planning Commission shall attend all regular and special meetings of the Planning Commission, unless excused by the Chairperson for good cause. A member of the Planning Commission with

three (3) consecutive unexcused absences may be removed from office by the Village Council, following written notice and a hearing before the Village Council.

## **5. PUBLIC NOTICE OF MEETINGS**

- 5.1 Public Notice of Meetings.** The Secretary/Recording Secretary or his/her designee shall be responsible for providing the proper notice of all meetings of the Planning Commission. Notices shall comply with the Open Meetings Act, as amended, the Michigan Zoning Enabling Act, as amended, and the Village of Roscommon Zoning Ordinance, as amended.
- 5.2 Regular Meetings.** The Secretary/Recording Secretary or his/her designee shall post at the Village Hall so that it is visible from outside a notice within ten (10) days after the first meeting of the Planning Commission in each calendar year indicating the dates, times, and places of regular meetings.
- 5.3 Schedule Change.** Whenever the Planning Commission changes its schedule of regular meetings, the Secretary/Recording Secretary or his/her designee shall, within three (3) days after the regular meeting at which the change was made, post at the Village Hall so that it is visible from outside a public notice stating the dates, times, and places of the new schedule of regular meetings.
- 5.4 Special Meetings.** No less than eighteen (18) hours before any scheduled special meeting, the Secretary/Recording Secretary or his/her designee shall post at the Village Hall so that it is visible from outside a notice of the special meeting, including the purpose for which the special meeting is called.

## **6. QUORUM AND VOTING**

- 6.1 Quorum.** A majority of the members of the Planning Commission shall constitute a quorum for the transaction of business at all meetings of the Planning Commission.
- 6.2 Voting.** An affirmative vote of a majority of the entire Planning Commission shall be necessary to approve the village master plan and any amendment to the master plan. Unless otherwise provided in these bylaws or unless the Village of Roscommon Zoning Ordinance requires otherwise, an affirmative vote of a majority of the Planning Commission members present shall be necessary to decide in favor of the applicant on any matter before the Planning Commission and to make all other decisions.
- 6.3 Conflict of Interests.** A member of the Planning Commission shall declare a conflict of interest in connection with a matter pending before the Planning Commission and shall disqualify himself or herself from deliberating and voting



on the matter when any of the circumstances specified in Section 5 of the Village of Roscommon Planning Commission Ordinance exist.

## **7. REGULAR MEETING AGENDA.**

### **7.1 Regular Meeting Agenda.** The agenda for a regular meeting of the Planning Commission shall be as follows:

- a. Call to order.
- b. Pledge.
- c. Roll call.
- d. Approval of minutes.
- e. Public comments (not related to scheduled public hearings).
- f. Old business.
- g. New business, including scheduled public hearings.
- h. Correspondence/Reports.
- i. Public comments.
- j. Adjournment.

The Planning Commission reserves the right to alter the agenda by a majority vote of the members present at the meeting.

### **7.2 Special Meeting Agenda.** Whenever the Planning Commission meets in a special meeting, the matters to be considered shall be stated in the notice of the special meeting. No other matters shall be considered, except when all members of the Planning Commission are present and concur.

## **8. CONDUCT OF MEETINGS.**

### **8.1 Public Hearing Procedure.** The procedure for a public hearing of the Planning Commission shall be as follows:

- a. The Chairperson shall open the public hearing by announcing the matter to be heard and by summarizing the standards or other regulations of the zoning ordinance on which the Planning Commission's decision must be based.
- b. Determination by the Chairperson whether a time limitation will be imposed on members of the public wishing to address the Planning Commission during the public hearing.
- c. Staff report, if applicable.
- d. Compilation of list of all exhibits to be considered by the Planning Commission when making its decision.
- e. Presentation by the applicant or applicant's attorney or other agents.
- f. Correspondence and/or persons speaking in favor of the application.

- g. Correspondence and/or persons speaking in opposition to the application.
- h. Rebuttal comments by the applicant or applicant's attorney or other agents.
- i. Chairperson declares public hearing portion of the case closed.
- j. The Planning Commission begins its deliberations on the case.
  - 1. During deliberations the Planning Commission may solicit information from the applicant, applicant's attorney or other agents, or from members of the public. However, the solicitation of additional information shall not be construed as the reopening of the public hearing, unless so declared by the Chairperson. If the public hearing portion of the case is reopened, then the procedures for the original public hearing shall be followed.
  - 2. During deliberations the Planning Commission shall also specify in writing the findings of fact on which it bases its decision.
  - 3. If during deliberations the Planning Commission determines that additional information is needed to make its decision, it may adjourn the case to a specific time, date, and place to receive that additional information. At the adjourned time, date, and place, the public hearing portion of the case shall be reopened, but only to receive the requested additional information and other information relevant to that issue.
- k. At the conclusion of its deliberations, the Planning Commission shall adopt a motion documenting its decision.

**8.2 Members of the Public.** Members of the public wishing to address the Planning Commission during the meeting or during a public hearing shall first be recognized by the Chairperson, and each person who speaks shall state his or her name and shall address the entire Planning Commission.

**8.3 Time Limit for Public Comments.** During any public comment period (both during public hearings and outside public hearings) each member of the public that addresses the Planning Commission shall be limited to three (3) minutes, unless extended by a majority vote of the Planning Commission members present. Members of the general public expressing a desire to address the Planning Commission may transfer their allotted time to another individual, who may act as a spokesperson for the group. The time limitation imposed pursuant to this section, however, shall not apply to the applicant or the applicant's attorney or other agents, since the applicant has the burden of proof on the matter before the Planning Commission.

**8.4 Written Statements Submitted by the Public.** All written statements (both during public hearings and outside public hearings) should be given to the Secretary/Recording Secretary or his/her designee prior to the commencement of the meeting or public hearing. All written statements and documents



presented to the Planning Commission by an individual are considered public documents and shall be retained in the public record of the meeting.

**8.5 Disorderly Conduct at Meetings.** Individuals addressing the Planning Commission (both during public hearings and outside public hearings) should take into consideration the rules of common courtesy. The comments by members of the public cannot be used to make personal attacks against members of the Planning Commission or village staff. The Chairperson may call out of order any person who is being disorderly by speaking or otherwise disrupting the meeting, failing to be germane, speaking longer than the allotted time, yelling, shouting or speaking vulgarities. Such person shall thereupon be seated until the Chairperson determines whether the person is in order. If a person is called out of order, he or she shall not be permitted to continue to speak at the same meeting or public hearing, except by a majority vote of the Planning Commission members present. If the person continues to be disorderly to the extent that the Planning Commission cannot continue to conduct business, the Chairperson shall consider the person to be in breach of the peace and may request the assistance of a law enforcement officer to remove the person from the meeting. The Planning Commission shall have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person. No person shall be removed from a public meeting, except for an actual breach of the peace committed at the meeting.

**8.6 Rehearings.**

- a. Except as provided in this subsection and the Village of Roscommon Zoning Ordinance, a decision of the Planning Commission shall be final. The Planning Commission may grant a rehearing under exceptional circumstances for any decision made by it. Exceptional circumstances shall mean any of the following:
  - 1. The applicant who brought the matter before the Planning Commission made misrepresentations concerning a material issue which was relied upon by the Planning Commission in reaching its decision.
  - 2. There has been a material change in circumstances regarding the Planning Commission's findings of fact which occurred after the public hearing.
  - 3. The village attorney by a written opinion states that in the attorney's professional opinion the decision made by the Planning Commission or the procedure used in the matter was clearly erroneous.
- b. A rehearing may be requested by the applicant or by the Zoning Administrator, or a rehearing may be granted by the Planning Commission on its own motion, pursuant to the following procedure:



1. A request for a rehearing which is made by an applicant or the Zoning Administrator must be made within twenty-one (21) days from the date of approval of the Planning Commission's minutes regarding the decision for which the rehearing is being requested.
2. A request for a rehearing made by the Zoning Administrator or a rehearing granted by the Planning Commission on its own motion may be granted at any time as long as the applicant has not been prejudiced by any delay.
3. Whenever the Planning Commission considers granting a rehearing, it shall provide written notice to the applicant that a rehearing will be considered. The notice may be served upon the applicant by first class mail at the applicant's last known address, or may be served personally on the applicant. The notice must be served at least nine (9) days before the time set for the hearing if served by mail, or at least seven (7) days before the time set for the hearing if served by personal service. Service by mail shall be complete upon mailing. In addition to serving the above notice on the applicant, all other notice requirements for the type of decision being heard shall be completed before the Planning Commission holds a hearing at which it considers whether to grant a rehearing.
4. If the Planning Commission grants a rehearing, then the rehearing on the merits shall not be held until all notice requirements for the type of decision being reheard have been satisfied.

**8.7 Robert's Rules of Order.** Except as modified by these Bylaws and state or federal law, the Planning Commission shall follow Robert's Rules of Order, as Revised, for all procedural questions.

## **9. RECORD OF MEETINGS.**

**9.1 Recording Responsibility.** The Secretary/Recording Secretary or his/her designee shall be responsible for maintaining the official records and minutes of each meeting of the Planning Commission. The minutes shall include all the actions of the Planning Commission with respect to motions. The minutes shall include the names of Planning Commission members who present motions and Planning Commission members who second motions as well as the vote of the Planning Commission on such motions. If a roll call vote is taken, the record shall show the "yes" and "no" votes. However, if all members vote "yes" or "no", the minutes may then reflect motion carried or defeated by unanimous vote.

**9.2 Voting.** Whenever a question is put by the Chairperson, every Planning Commission member present shall vote on the question. If a member has a conflict of interest, such conflict of interest shall be fully stated on the record. If a question exists whether the circumstances actually present a conflict of interest,

the Planning Commission may, by majority vote of the members present, adjourn the case to a specific time, date, and place in order to obtain a written opinion from the village attorney. Once the conflict of interest is declared and confirmed, the Planning Commission member with the conflict of interest shall abstain from participating and voting in the case.

- 9.3 Requests for Remarks to be Included.** Any Planning Commission member may request to have his or her comments printed as part of the minutes. If there are no objections by any Planning Commission member, the comments may be included. If there is an objection to including the requested comments in the minutes, the Planning Commission shall decide the matter by a majority vote of the Planning Commission members present.
- 9.4 Public Access to Meeting Records.** The Secretary/Recording Secretary or his/her designee shall make available to the public the minutes of official meetings in accordance with the Freedom of Information Act. Minutes prepared by the Secretary/Recording Secretary or his/her designee but not approved by the Planning Commission shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Planning Commission shall be available within five (5) business days after the meeting at which they were approved. The Secretary/Recording Secretary or his/her designee shall promptly mail copies of minutes to persons who have subscribed and paid the required fee as determined by the Village Council.
- 10. AMENDMENTS.** These Bylaws may be added to, amended or repealed in whole or in part. Proposed changes to these Bylaws must be submitted in writing to the members of the Planning Commission at least one (1) month in advance of the meeting at which the proposed changes will be considered. A majority vote of the entire Planning Commission members shall be required to amend these Bylaws.
- 11. SEVERABILITY.** If any section, provision or clause of these Bylaws or the application thereof to any person or circumstance shall be invalid, such invalidity shall not effect any remaining portion or application of these Bylaws which can be given effect without the invalid portion or application.

These Bylaws were adopted by the Village of Roscommon Planning Commission  
on \_\_\_\_\_, 2022.

VILLAGE OF ROSCOMMON  
PLANNING COMMISSION

By: \_\_\_\_\_  
Don Dixon  
Chairperson

By: \_\_\_\_\_  
Jennie Walker  
Secretary