



**2019
PLANNING
ANNUAL REPORT**

PLANNING COMMISSION:

1. Membership

| MEMBER | TITLE | TERM EXPIRES |
|--------------------|-----------------------|---------------------|
| JANAE FEAR | Secretary | 06-30-2021 |
| FRANCIS LIVINGSTON | Vice Chair | 06-30-2021 |
| DANIEL LAW | Council Rep | 11-09-2020 |
| WILLIAM WASCHER | Chair | 06-30-2021 |
| THOMAS TAYLOR | ZBA Rep. Commissioner | 06-30-2020 |
| PETE YERIAN | Commissioner | 06-30-2022 |
| LINDA ROBERTSON | Commissioner | 06-30-2022 |

2. Attendance

| | Wascher | Adams | Fear | Jenkins | Law | Lafferty | Livingston | Taylor | Kirkland | Yerian | Robertson |
|------|---------|----------|------|---------|-----|------------|------------|--------|----------|--------|-----------|
| Jan | | | | | | No Meeting | | | | | |
| Feb | X | X | X | | X | X | X | | X | | |
| Mar | | | | | | No Meeting | | | | | |
| Apr | | | X | | X | Resigned | X | X | X | | |
| May | X | X | X | X | X | | X | X | X | | |
| Jun | | | | | | No Meeting | | | | | |
| Jul | X | | X | | X | | X | X | | X | |
| Aug | X | X | | X | X | | X | X | | X | |
| Sept | X | Resigned | X | X | X | | | X | | X | X |
| Oct | | | | | | No Meeting | | | | | |
| Nov | | | | | | No Meeting | | | | | |
| Dec | | | | | | No Meeting | | | | | |

X = present

3. Meetings

Planning Commission meetings are held the 4th Monday of each month, except as noted at 6:30 p.m.

| Meeting Date | Agenda Items |
|---------------------|---|
| January 28 | <ul style="list-style-type: none"> Meeting cancelled due to weather |
| February 25 | <ul style="list-style-type: none"> Sign ordinance - amendments Medical Marihuana Ordinance amendments – Public Hearing Industrial district outdoor storage height and screening requirements – Public Hearing 2019-25 Capital Improvements – present and action 2018 Planning Commission annual report – present and action Recreational marijuana – discussion |
| March 25 | <ul style="list-style-type: none"> Meeting cancelled |
| April 22 | <ul style="list-style-type: none"> Site plan review – J&H Family Store at 917 E Main St |
| May 28 | <ul style="list-style-type: none"> Site plan review – Memorial Healthcare for new addition to the hospital complex |

| | |
|--------------|---|
| | <ul style="list-style-type: none"> Site plan review – Consumers Energy for replacing gas regulator facility |
| June 24 | Cancelled due to lack of agenda items |
| July 22 | <ul style="list-style-type: none"> Site Plan Review Ordinance amendments to allow for administrative reviews Sign Ordinance amendments Recreational marijuana - discussion |
| August 26 | <ul style="list-style-type: none"> Site plan review for Woodworth Commercial at 501 W Main St Set public hearing for Site Plan Review and Sign Ordinance amendments Master plan update |
| September 23 | <ul style="list-style-type: none"> Public hearings for site plan review and sign ordinance amendments |
| October 21 | Cancelled due to lack of agenda items |
| November 25 | Cancelled due to lack of agenda items |
| December 9 | Cancelled due to lack of agenda items |

4. Master Plan Review

CIB Planning, Inc. of Fenton, Michigan is in the process of updating the Master Plan. A draft of the plan should be available in January or February.

5. Zoning Ordinance Amendments

a. Zoning ordinance:

| Section | Amendment/Addition | Status |
|----------------|---|----------|
| Section 16.5 | Amendment – Medical marihuana | Approved |
| Section 38-292 | Amendment – Industrial district – outdoor storage height and screening requirements | Approved |
| Chapter 26 | Amendments to sign ordinance | Approved |
| Section 38-390 | Amendments to the site plan ordinance to allow for administrative site plan reviews | Approved |

b. Rezoning Requests:

None requested in 2019

ZONING BOARD OF APPEALS

1. Membership:

| <i>MEMBER</i> | <i>TITLE</i> | <i>TERM EXPIRES</i> |
|---------------------|--------------------------------------|---------------------|
| RANDY HORTON | Chair | 6-20-2020 |
| THOMAS TAYLOR | PC Representative | 6-30-2021 |
| CHRISTOPHER EVELETH | Vice Chair Council Representative | 11-14-2022 |
| KENT TELESZ | | 6-30-2022 |
| MATTHEW GRUBB | Secretary | 6-30-2021 |
| MICHAEL BRUFF | Alternate | 06-30-2021 |
| ROBERT TEICH | Alternate | 06-30-2022 |

2. Attendance

| | Horton | Eveleth | Taylor | Telesz | Bruff | Teich | Grubb |
|------|------------|---------|--------|--------|-------|-------|-------|
| Jan | No Meeting | | | | | | |
| Feb | No Meeting | | | | | | |
| Mar | No Meeting | | | | | | |
| Apr | No Meeting | | | | | | |
| May | X | | X | | X | | X |
| Jun | No Meeting | | | | | | |
| Jul | X | | X | X | X | | |
| Aug | No Meeting | | | | | | |
| Sept | No Meeting | | | | | | |
| Oct | No Meeting | | | | | | |
| Nov | No Meeting | | | | | | |
| Dec | No Meeting | | | | | | |

X = present

3. Meetings:

Zoning Board of Appeals meetings are held the 3rd Tuesday of each month, except as noted at 9:30 a.m.

| Meeting Date | Agenda Items |
|--------------|---|
| January 15 | Cancelled due to lack of agenda items |
| February 19 | Cancelled due to lack of agenda items |
| March 19 | Cancelled due to lack of agenda items |
| April 16 | Cancelled due to lack of agenda items |
| May 21 | <ul style="list-style-type: none"> 917 E Main St – (2) variance requests – 11% variance to the percentage of windows and variance to landscape requirements. Window variance was tabled until the next meeting. Landscape variance was approved to allow for stamped concrete along the building instead of bushes, etc. Window variance was later removed as they were able meet the requirement. |
| June 18 | Cancelled due to lack of agenda items |
| July 16 | <ul style="list-style-type: none"> 819 N Shiawassee St – Memorial Healthcare 3 story building addition to the complex. (2) variance requests for exceeding building height and parking lot – approved. |
| August 20 | Cancelled due to lack of agenda items |
| September 17 | Cancelled due to lack of agenda items |
| October 15 | Cancelled due to lack of agenda items |
| November 19 | Cancelled due to lack of agenda items |
| December 17 | Cancelled due to lack of agenda items |

TRAINING

None held in 2019

JOINT MEETINGS

None held in 2019

REDEVELOPMENT READY COMMUNITIES:

| Criteria | Report of Findings August 1, 2017 | Progress Report October 1, 2018* | Progress Report |
|---|--------------------------------------|-------------------------------------|----------------------------|
| Best Practice 1.1: The Plans | | | |
| The governing body has adopted a master plan in the past five years. | N | N | Currently working on |
| The governing body has adopted a downtown plan. | N | N | Currently working on |
| The governing body has adopted a corridor plan. | | | |
| The governing body has adopted a capital improvements plan. | N | N | Y (Feb. 2020) |
| Best Practice 1.2: Public Participation | | | |
| The community has a public participation plan for engaging a diverse set of community stakeholders. | N | Y | Y |
| The community demonstrates that public participation efforts go beyond the basic methods. | Y | Y | Y |
| The community shares outcomes of public participation processes. | N | Y | Y |
| Best Practice 2.1: Zoning Regulations | | | |
| The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan. | N | N | Will occur after MP update |
| The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired. | N | N | Will occur after MP update |
| The zoning ordinance includes flexible zoning tools to encourage development and redevelopment. | Y | Y | Y |
| The zoning ordinance allows for a variety of housing options. | Y | Y | Y |
| The zoning ordinance includes standards to improve non-motorized transportation. | N | N | Will occur after MP update |
| The zoning ordinance includes flexible parking requirements. | N | N | Will occur after MP update |

| | | | |
|---|---|---|----------------------------|
| The zoning ordinance includes standards for green infrastructure. | N | N | Will occur after MP update |
| The zoning ordinance is user-friendly. | N | N | Will occur after MP update |

Best Practice 3.1: Development Review Policy and Procedures

| | | | |
|---|---|---|---------------------------|
| The zoning ordinance articulates a thorough site plan review process. | Y | Y | Y |
| The community has a qualified intake professional. | Y | Y | Y |
| The community defines and offers conceptual site plan review meetings for applicants. | N | N | Y: Complete & on website |
| The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process. | N | Y | Y |
| The appropriate departments engage in joint site plan reviews. | Y | Y | Y |
| The community has a clearly documented internal staff review policy. | N | N | Implemented BS&A tracking |
| The community promptly acts on development requests. | N | N | Implemented BS&A tracking |
| The community has a method to track development projects. | N | N | Implemented BS&A tracking |
| The community annually reviews the successes and challenges with the site plan review and approval procedures. | N | N | N |

Best Practice 3.2: Guide to Development

| | | | |
|--|---|---|--------------------------|
| The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals. | N | N | Y: Complete & on website |
| The community annually reviews the fee schedule. | N | Y | Y: Complete & on website |

Best Practice 4.1: Recruitment and Orientation

| | | | |
|--|---|---|--|
| The community sets expectations for board and commission positions. | N | N | Currently working on |
| The community provides orientation packets to all appointed and elected members of development related boards and commissions. | N | N | Currently working on: orientation packet for Council is complete |

Best Practice 4.2: Education and Training

| | | | |
|---|---|---|------------------------------------|
| The community has a dedicated source of funding for training. | Y | Y | Y |
| The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff. | N | N | Implemented |
| The community encourages the governing body, boards, commissions and staff to attend trainings. | Y | Y | |
| The community shares information between the governing body, boards, commissions and staff. | N | N | Currently planning a joint meeting |

Best Practice 5.1:

Redevelopment Ready Sites

| | | | |
|--|---|---|---------------------------|
| The community identifies and prioritizes redevelopment sites. | N | N | Will occur with MP update |
| The community gathers preliminary background information for prioritized redevelopment sites. | N | N | |
| The community has developed a vision for the priority redevelopment sites. | N | N | N |
| The community identifies available resources and incentives for prioritized redevelopment sites. | N | N | |
| A property information package for the prioritized redevelopment site(s) is assembled. | N | N | |
| Prioritized redevelopment sites are actively marketed. | N | N | |

Best Practice 6.1: Economic Development Strategy

| | | | |
|---|---|---|---|
| The community has approved an economic development strategy. | N | N | N |
| The community annually reviews the economic development strategy. | N | N | N |

Best Practice 6.2: Marketing and Promotion

| | | | |
|--|---|---|---|
| The community has developed a marketing strategy. | N | N | N |
| The community has an updated, user-friendly municipal website. | N | N | N |

*Status as of October Quarterly Review

Staff is actively working on items on the above list.