



**2020
PLANNING COMMISSION
ANNUAL REPORT**

PLANNING COMMISSION:

1. Membership

| MEMBER | TITLE | TERM EXPIRES |
|--------------------|--------------------------|---------------------|
| WILLIAM WASCHER | Chair | 06-30-2021 |
| FRANCIS LIVINGSTON | Vice Chair | 06-30-2021 |
| JANAE FEAR | Secretary | 06-30-2021 |
| TARA JENKINS | Commissioner | 06-30-2022 |
| DANIEL LAW | Council Rep | 11-09-2024 |
| TADD MORRIS | Commissioner | 06-30-2023 |
| LINDA ROBERTSON | Commissioner | 06-30-2022 |
| THOMAS TAYLOR | ZBA Rep. Commissioner | 06-30-2023 |
| PETE YERIAN | Commissioner | 06-30-2022 |

2. Attendance

| | Wascher | Fear | Jenkins | Law | Livingston | Morris | Robertson | Taylor | Yerian |
|-------------|----------------|-------------|----------------|------------|-------------------|---------------|------------------|---------------|---------------|
| Jan | X | X | | | | | X | | X |
| Feb | X | X | X | X | X | | X | X | |
| Mar | NO MEETING | | | | | | | | |
| Apr | NO MEETING | | | | | | | | |
| May | X | X | | X | X | | | X | |
| Jun | X | X | | X | X | Appointed | X | X | X |
| Jul | X | X | | X | X | X | | X | X |
| Aug | X | X | X | X | X | X | X | X | X |
| Sept | NO QUORUM | | | | | | | | |
| Oct | NO MEETING | | | | | | | | |
| Nov | X | X | | X | X | X | | X | X |
| 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 27 | <ul style="list-style-type: none"> • Site Plan Review 1107 W Main St - new car wash Approved • Recreational Marijuana Discussion • 2020-2026 CIP Reviewed and Approved |
| February 24 | <ul style="list-style-type: none"> • Rezoning request 425/429 Hamblin R-2 to I-1- Not approved • 2019 Planning Commission Annual Report |

| | |
|--------------|--|
| | Reviewed and Approved |
| March 30 | <ul style="list-style-type: none"> Meeting cancelled |
| April 27 | <ul style="list-style-type: none"> Meeting cancelled |
| May 26 | <ul style="list-style-type: none"> Rezoning request N. Washington St. RM-2 to RM-2 with PUD Overlay Approved |
| June 29 | <ul style="list-style-type: none"> Rezoning request 715 S. Washington St. R-2 to B-1 Approved |
| July 27 | <ul style="list-style-type: none"> Master Plan Draft Reviewed |
| August 24 | <ul style="list-style-type: none"> Chickens To allow in the city Not approved |
| September 28 | <ul style="list-style-type: none"> No Quorum |
| October 26 | <ul style="list-style-type: none"> Meeting cancelled |
| November 23 | <ul style="list-style-type: none"> Site Plan Review Washington St Project Public Hearing Approved Rezoning request 210 Monroe St I-1 to R-2 Approved Master Plan Survey Results Reviewed Approved Master Plan Draft and to forward to City Council for 63-day review period Site Plan Review Hospital parking lot Approved |
| December 9 | <ul style="list-style-type: none"> Meeting cancelled |

4. Master Plan Review

CIB Planning, Inc. of Fenton, Michigan has worked with City Officials and the Planning Commission to present a draft of the Master Plan. This draft has been forwarded to City Council for review and approval of the 63-day review period.

5. Zoning Ordinance Amendments

a. Zoning ordinance: No changes

b. Rezoning Requests:

| Address | Rezoning Request | Status |
|-----------------------|-------------------------------|----------|
| N. Washington St. | RM-2 to RM-2 with PUD Overlay | Approved |
| 715 S. Washington St. | R-2 to B-1 | Approved |
| 210 Monroe St. | I-1 to R-2 | Approved |

ZONING BOARD OF APPEALS

1. Membership:

| MEMBER | TITLE | TERM EXPIRES |
|---------------------|--------------------------------------|---------------------|
| RANDY HORTON | Chair | 6-20-2023 |
| 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 | No Meeting | | | | | | |
| Jun | X | | | X | X | X | |
| Jul | No Meeting | | | | | | |
| 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 21 | Cancelled due to lack of agenda items |
| February 18 | Cancelled due to lack of agenda items |
| March 17 | Cancelled due to lack of agenda items |
| April 21 | Cancelled due to lack of agenda items |
| May 19 | Cancelled due to lack of agenda items |
| June 16 | <ul style="list-style-type: none"> • Dimensional Variance Request 615 N. Park St Accessory structure closer than 3' to property line and height over 14' Approved • Dimensional Variance Request 507 Gilbert St. Accessory structure closer than 3' to property line Approved |

| | |
|--------------|---------------------------------------|
| July 21 | Cancelled due to lack of agenda items |
| August 18 | Cancelled due to lack of agenda items |
| September 15 | Cancelled due to lack of agenda items |
| October 20 | Cancelled due to lack of agenda items |
| November 17 | Cancelled due to lack of agenda items |
| December 15 | Cancelled due to lack of agenda items |

TRAINING

None held in 2020

JOINT MEETINGS

None held in 2020

REDEVELOPMENT READY COMMUNITIES:

| | Report of Findings | Progress Report | Progress Report |
|---|---------------------------|------------------------|--------------------------------|
| Criteria | August 1, 2017 | October 1, 2018 | December 2020 |
| Best Practice 1.1: The Plans | | | |
| The governing body has adopted a master plan in the past five years. | N | N | In 63-day public review period |
| The governing body has adopted a downtown plan. | N | N | In 63-day public review period |
| 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 | Y: Complete & on website |

| | | | |
|--|---|---|------------------------------------|
| The community provides orientation packets to all appointed and elected members of development related boards and commissions. | N | N | Y: Complete & on website |
| 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 | 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 | Included in the new Master Plan |
| The community gathers preliminary background information for prioritized redevelopment sites. | N | N | N |
| The community has development a vision for the priority redevelopment sites. | N | N | N |
| The community identifies available resources and incentives for prioritized redevelopment sites. | N | N | N |
| A property information package for the prioritized redevelopment site(s) is assembled. | N | N | N |
| Prioritized redevelopment sites are actively marketed. | N | N | N |
| Best Practice 6.1: Economic Development Strategy | | | |
| The community has approved an economic development strategy. | N | N | Included in the new Master Plan |
| 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 |