PLANNING COMMISSION ANNUAL REPORT

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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
Don Lamb	12/23
Rob Hoell	12/22
Betty Kennedy	12/24
Tom Bates	12/23
Steve Sippell	12/24
Kelly Martin	12/24
Laura Lyon	12/22

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

The North Branch Planning commission met 5 times. This meets the requirements of the MPEA.

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:

See Minutes

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:

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
KM	6561 BERNIE	16,000 SQ FT	APPROVED W/CONDITIONS		4/20/21
THOMSON MINI	6695 BEECH ST	5100 SQ FT	APPROVED		11/3/21

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
USE	3961 MILL ST	MACHINE SHOP	APPROVED WITH		3/18/21

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

Insert summary from legislative body here:

APPROVED AMENDMENTS TO ZONING ORDINANCE 2/4/21

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

Insert text on zoning map amendments or trends here:

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

Topic /description	Date
UNDERSTANDING THE FUNDAMENTALS OF THE ZONING ORDINANCE AND MASTER PLAN	6/15/21
SEE TRAINING LIST ATTACHED	

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

Topic /description
MANAGING RISK: MAKING SOUND PLANNING & ZONING DECISIONS
OTHERS TO BE SELECTED AS THEY COME AVAILABLE. WE HAVE PURCHASED A TV FOR VIRTUAL TRAINING IN THE
COUNCIL ROOM.

12. Joint meetings

List any joint meetings and key topics of discussion: 10/7/21 Speed limits on M-90.

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

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