

2020 Annual Report
Village of North Branch Planning Commission

Section 19 of the Michigan Planning Enabling Act requires the Planning Commission to submit a report annually to its legislative body on "...its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development". This report represents the Village of North Branch Planning Commission's 2020 annual report to the Village Council.

Membership

The Village of North Branch Planning Commission is a seven-member board. Members are appointed for three-year terms.

Planning Commission Members	Term Expiration
Don Lamb	December 2020
Rob Hoell	December 2022
Betty Kennedy	December 2021
Tom Bates	December 2020
Kelly Martin	December 2021
Steven Sippell	December 2021
Laura Lyon	December 2022

Planning and Zoning Activities - 2020

The Planning Commission held four meetings in 2020. They are required under the Michigan Planning Enabling Act to have a minimum of four.

During those meetings, it reviewed:

- No Special Use Permits (SUP)
- No site plans
- No rezonings
- Four zoning ordinance text amendments
 - o Amendment on Day Care Homes – Adopted
 - o Amendment on Wireless Communication – Adopted
 - o Amendment on Uses After Special Approval – Reviewed
 - o Amendment on Accessory Apartments – Reviewed
- Redevelopment Ready Community (RRC) Compliance Activities
 - o Worked with the Safe Routes to School (SR2S) Committee
 - o Updated Capital Improvement Plan (CIP)
 - o Coordinated joint meeting with other entities – September 2020
 - o Created at least one property information package
 - o Worked on local economic development strategy, marketing, and branding strategy

Members of the Planning Commission also participated in the following training opportunity

- ROWE Virtual Summer CES (Traffic Impact Studies and What to Do When It's Not in the Book) – July 29, 2020

Planning and Zoning Goals - 2021

The Planning Commission will continue to review rezoning, text, SUP, and site plan review requests as provided for in the Village Zoning Ordinance. The Planning Commission also annually reviews the Master Plan implementation strategies to identify those appropriate for it to undertake in the coming year. These will include recommendations to the Village Council, DDA, and other “responsible parties” listed in the plan. The complete list of goals for the commission for 2021 includes:

- Address RRC Compliance Issues
 - o Work on local economic development strategy, marketing, and branding strategy
 - o Update Village CIP
- Continue to coordinate joint meetings with other entities such as DDA, Township PC, schools, etc. as appropriate
- _____
- _____
- _____
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Zoning Board of Appeals Activities - 2020

Although not required as the Planning Commission is to provide an annual report to the Village Council, below is a listing of the ZBA’s activities for 2020.

Membership

The Village of North Branch Zoning Board of Appeals is a five-member board. Members are appointed for three-year terms.

Zoning Board of Appeals Members	Term Expiration
Kelly Martin	11/20/2021
Nichole Guerra	11/20/2023
Matt Hohman	11/20/2023
Leonard Cowles	11/20/2021
Richard Evans	11/20/2021
Betty Kennedy – Recording Secretary	

The ZBA held three meetings in 2020. There are no minimum number of meetings per year required of the ZBA; it meets as required.

During those meetings, it reviewed:

- Three variance requests
 - o January 2020 – Use Variance for Machine Shop – Approved
 - o September 2020 – Use Variance for Day Care Home – Approved
 - o October 2020 – Use Variance for Mother-in-Law Apartment – Approved
- No appeals
- No interpretations

Joint Meetings - 2020

DDA – September 2020

Safe Routes to School – Virtual meeting