

City of Leslie
Planning Commission Annual
Report
2019



To: Members of the Leslie City Council
Members of the Planning Commission
Chelsea Cox, City Clerk

2019 PLANNING COMMISSION ANNUAL REPORT

The Michigan Planning Enabling Act, PA 33 of 2008, as amended, requires that an annual report of planning commission activities be prepared for the legislative body that reflects the administration and enforcement of the master plan and zoning ordinance, including recommendations for amendments or supplements to the ordinance. The statute does not require approval of this report but simply that it is filed with the city council.

City staff would like to express their sincere appreciation to the citizen volunteers who are an integral part of the city government and dedicate their time without compensation to make Leslie's government reflective of the attitudes and beliefs of its residents.

INTRODUCTION

Long range planning for the physical development of the city of Leslie is the primary focus of the economic and community development department, which oversees planning and zoning. In addition to preparing and maintaining the master plan, the department is responsible for the administration of the zoning ordinance and other tools that are implemented to attain the goals and objectives listed in the plan.

Planning Commission

The Planning Commission is a nine-member volunteer board appointed by the mayor and approved by the city council. They are responsible for planning the future growth of the community and review of specific development projects including special use permits, zoning ordinance amendments, and property rezoning requests. The planning commission is also charged with the preparation and adoption of plans for the city including the master plan and capital improvement plan.

The planning commission serves in an advisory capacity to the city council, deliberating on each around a set of standards, and providing a recommendation to the city council.

Planning enabling legislation outlines that the commission should represent a broad spectrum of interests, including industry, transportation, commerce, education, agriculture, etc.; this same statute outlines that the commission should represent the various geographic areas of the city. As provided for by statute, there is one city council member appointed to the planning commission with voting rights and one member of the planning commission also serves on the zoning board of appeals. The zoning administrator serves as staff liaison for the planning commission and has no voting rights.

The commission conducts regular, public meetings in city council chambers at city hall on the fourth Wednesday of each month at 6:00 p.m. Meeting agendas are posted on the city website by 5:00 p.m. on the Friday preceding the meeting. The agendas and minutes are also posted on the city website. Planning commission members currently appointed are listed on the following page.

| Planning commission member | Term expires |
|------------------------------|----------------|
| Stan Williams, Chair | 11-1-22 |
| Matt Chamberlain, Vice chair | 11-1-20 |
| Adrian Poulisse | 11-1-20 |
| William Muenzenmaier | 11-1-20 |
| Wayne Babin | 11-1-21 |
| Karl Mitchell | 11-1-22 |
| Barb Winslow | 11-1-22 |
| Mayor | Term of office |
| Vacant | 11-1-21 |

The Leslie planning commission met seven (7) times in 2019. Attendance is listed below:

| 2019 Planning Commission Attendance | | | | | | | | |
|-------------------------------------|------------|-------------|----------|--------------|-------|----------|---------|---------|
| | Williams | Chamberlain | Poulisse | Muenzenmaier | Babin | Mitchell | Winslow | Shuster |
| Jan | NO MEETING | | | | | | | |
| Feb | NO MEETING | | | | | | | |
| Mar | X | X | X | | | X | | X |
| Apr | X | X | X | | | X | | X |
| May | NO MEETING | | | | | | | |
| Jun | X | X | X | X | X | X | | Beegle |
| Jul | X | X | | X | X | X | | X |
| Aug | | X | X | | X | X | JOINED | X |
| Sep | | X | X | | X | X | X | X |
| Oct | X | X | X | X | X | X | X | X |
| Nov | NO MEETING | | | | | | | |
| Dec | NO MEETING | | | | | | | |

Site Plan Review

The zoning ordinance requires that a signed and sealed site plan be submitted and approved for all development or redevelopment of multi-family, commercial, and industrial structures and/or off-street parking lots (new or expansions). The primary intent of the review is to ensure that the proposed development complies with regulations in the zoning ordinance as well as to insure proper infrastructure is in place to support the project and that appropriate pedestrian, vehicular traffic flow, and stormwater management is provided. Site plans are submitted to the zoning administrator for review as well as the building department and department of public services. A site plan is a legally binding document, and therefore, the building official inspects the property throughout construction to ensure compliance with the approved site plan. In 2019, two (2) site plan reviews were performed and exhibit investment in our community.

Special Use Permits

Each zoning district in the zoning ordinance outlines the land uses that are permitted by right in each district and do not need additional zoning approval. The zoning ordinance also lists special land uses that would be allowed in any district; these special land uses are those uses of land that are not necessarily incompatible with the uses permitted in each zoning district but require review to ensure they would be compatible with surrounding land uses and additional oversight as to how they are implemented.

The specific special uses provided for by ordinance are subject to public hearing at the planning commission. Based on the local ordinance, the city council is authorized to make final determinations as to the approval, approval with conditions, or denial of special use permits. Each request is reviewed to ensure compliance with the standards outlined in the ordinance. In 2019, one request for a special use permit was received for an auto sales lot.

Rezoning Requests

Rezoning requests are typically submitted by a property owner, though the city could initiate such a request. A rezoning request needs to be evaluated by looking at the highest and most intensive use of land that could be allowed under the proposed zoning district, zoning districts and land uses of the surrounding properties, and compliance with the master plan and future land use map.

A traditional rezoning approval cannot be made with conditions - the zoning district simply changes, and if the request is approved any land uses allowed in the new zoning classification would be allowed on the property. In 2006, legislation was approved to conditional rezoning in Michigan communities. Conditional rezoning allows for conditions on a rezoning request but with strict limitations and tied to a specific development and operations plan submitted as part of the application. In 2019 there were no rezoning requests.

Zoning Ordinance Amendments

Proposed zoning ordinance amendments can be initiated by the public, staff, or by the city council. Generally, the discussion is placed on the meeting agenda for initial review to determine the level of interest from the planning commission and/or city council and what type of parameters should be included in a draft ordinance. Providing there is support, a draft ordinance will later be submitted, and a public hearing held.

In 2019 planning commission was asked to consider a chicken ordinance and overnight on-street parking. Planning commission is working on the sign ordinance to make it content neutral and will bring this to council in 2020.

Each ordinance amendment includes research of best practices, review of concerns in current ordinances, and analysis of local conditions to determine what revisions would be appropriate. Additionally, most often community engagement efforts are undertaken to determine community support or opposition, which allows for revisions up front that help ensure proposed ordinances are in alignment with both professional recommendations and community perspective.

Following the future master plan update, staff expects more amendments to the zoning ordinances will be required.

Capital Improvement Program

Planning enabling legislation requires the preparation and use of a capital improvement plan (CIP) that attempts to determine and prioritize the anticipated needs of the city for a six-year minimum time period. The approval of this document does not place any particular project into the budget but only serves as a guideline to determine future budgeting needs. Each year, the intent is to revise the plan to accommodate current or projected future needs. Staff and planning commission are working to develop the CIP within the coming year. Planning enabling legislation requires the CIP to be reviewed by the planning commission to ensure projects are consistent with the goals and objectives of the master plan.

Planning Commission 2019 Annual Report – Summary of Meetings

| Date | Petition Type | Request | Petitioner | PC Action | CC Action |
|------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Jan | Meeting cancelled due to lack of agenda items | | | | |
| Feb | Meeting cancelled due to lack of agenda items | | | | |
| Mar | Sign ordinance update | Start updating the sign ordinance to meet content neutral requirements. | City | Discussion held, members asked to look at types of signs already in Leslie prior to next mtg. | N/A |
| | Overnight parking | Consider changing overnight parking restrictions. | PC member Poulisse | Overnight parking restrictions were discussed. | N/A |
| Apr | Special Land Use App | Approve auto sale lot at 206 Mill Street | Baker Auto mall | Approved. | Approved at May 7, 2019 mtg |
| May | Meeting cancelled due to lack of agenda items | | | | |
| Jun | Site plan review – | Site plan presented for a medical marihuana grow facility in the Business Park on an 8-acre parcel. | Atlas Grove, LLC | Tabled until 7-24-19 mtg to allow applicant to address missing items from plan. | Approved at July 16, 2019 mtg |
| | Site plan review – | Site plan presented for a medical marihuana grow facility in the Business Park on a 1-acre parcel. | CTK Agriculture | Conditionally approved, must address parking lot drainage showing storm sewer connections. Must show how surface water is addressed. | |
| | Overnight parking ordinance examples | Discussion of parking issues in certain parts of the City. | PC member Poulisse | CM, DPW Dir., Fire Chief and Police Chief tasked to compile a comprehensive list of streets documenting | |

| | | | | | |
|------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| | | City Council asked PC to evaluate the need for a chicken ordinance allowing residents to have chickens | | those streets that would be restricted, narrow streets, streets restricted to only one side parking. CM asked to create draft ordinance language. PC voted it did not see the need to create a Chicken ordinance. | |
| Jul | Sign Permit App 2019-01 | Request to install new signage for Happy Ours | 147 S Main | Approved | n/a |
| Aug | Site plan review | Site plan presented for a medical marihuana grow facility in the Business Park | Atlas Grove, LLC | Approved – construction will require a building permit and full construction plans. Any sign(s) will require a sign permit | |
| Sep | Overnight parking and draft ordinance language Training | Discussion on draft ordinance language Training tools shared with PC members | PC member Poulisse | Set public hearing for October mtg. CM will keep PC members informed of training opportunities. | n/a |
| Oct | Overnight parking – held public hearing | Public comments received regarding pros and cons of allowing overnight parking on certain streets in the City. | PC member Poulisse | No action taken. | CC Voted to leave current overnight parking restrictions in place at Nov 11, 2019 mtg. |
| Nov | Meeting cancelled due to lack of agenda items | | | | |
| Dec | Meeting cancelled due to lack of agenda items | | | | |

Zoning Board of Appeals

The Zoning Board of Appeals did not meet in 2019 as there were no variance requests presented.