

# NOTES - Planning Commission Workshop

August 10, 2017

6 PM

Workshop called to order by Dave Picot at 6 pm.

Present: Picot, Reinhard, Stencel, Fulton, Ziegler, Macksey, McCombs, Huepenbecker.

Absent: Kaatz

Also present: Jerry Dawson, zoning administrator

Purpose of meeting is to discuss our capacity to deal with all issues that are before us, including those which are in addition to our regular business: Master Plan, Capital Improvement Plan, and Redevelopment Ready Communities (RRC).

We believe that the planning and zoning function is under-serving the Village, and there are a number of reasons for this:

1. No regular physical space for the zoning administrator to work and discuss business in private.
2. Lack of direct and timely access to legal and professional services.
3. No central location or organized system for filing documents
4. Disregard for the importance of planning, particularly by Council
5. Insufficient resources given to enforcement
6. Long tradition of non-enforcement limits the viability of existing law.
7. Zoning information and services are delivered by more than once source which can be contradictory and damaging to the public trust.
8. Documentation and record keeping is insufficient which makes retrieval of information difficult, time-consuming, and often unsuccessful.

## **The Village is growing. Growth requires guidance through planning.**

The state of Michigan recognizes the benefit of good planning and threatens to withhold important funding opportunities from places that continue to ignore the need. The self-evaluation for Redevelopment Ready Communities demonstrates the community is working toward improvement.

We identified some ways to get better.

1. With the resignation of our part-time zoning administrator we need to revise the job description to include responsibility for directing a planning and zoning department.
2. Put the necessary supports in place to assure success of new zoning administrator (including space, cabinets, and direct access to services).
3. Use citizen volunteers with expertise in a variety of areas to assist in creating the Capital Improvement Plan.

4. Enlist the cooperation of all government groups to complete the RRC self-evaluation.
5. Encourage the new manager to take the leadership role in Redevelopment Ready Communities
6. Provide packets of instructions for common requests about zoning (i.e. decks)
7. Improve website; explore faster turn-around time for updates and expanding website to provide necessary forms and make it interactive.
8. Establish a relationship with and fund a professional planner to facilitate revising the Master Plan, which is required in 2018.

The Planning Commission has appreciated the work that Jerry Dawson has done as our part-time zoning administrator. He has increased enforcement and with his knowledge of zoning issues has identified areas of concern in our zoning ordinance.

The next meeting was scheduled for Wednesday, September 6 at 7 PM in the Village Conference Room.

Updated zoning ordinances and maps were distributed.

The meeting adjourned at 7:30 PM.

Respectfully submitted,

Dave Picot and Jackie Huepenbecker