

**Village of Lexington
Planning Commission
7227 Huron Avenue, Lexington MI
Regular Meeting
Monday, June 3, 2019
7 p.m.**

Call to Order: Mike Ziegler

Roll Call: Beth Grohman

Members: Ziegler Stencil McCombs Reinhard Macksey
 Kaatz Fulton Morris Huepenbecker

Approval of Agenda:

Approval of Minutes: March 6, 2019 Regular Meeting Pages 1-2

Public Comment: (3 minute limit)

Zoning Administrator's Report

Village Manager Report

Old Business

New Business

1. Progress on RRC (Redevelopment Ready Communities)
 - Where are we now on RRC? Pages 3-4
 - Draft RRC Progress Report Pages 5-13
2. Update on initiative with SmithGroup and discuss how to increase public participation, especially from our businesses.
3. Consider language to permit existing single family residences in the CBD. (They are permitted in C-1)
4. Review the Enabling Better Places Zoning Document
<https://www.miplace.org/4944e3/globalassets/documents/rrc/rrc-guide-enabling-better-places-zoning-reform.pdf>

You will receive your hard copy with your packet.

Public Comment: (3 minute limit)

Adjournment

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Monday, May 6, 2019
7 p.m.

Meeting Called to Order at 7:00 p.m. by Chairperson Mike Ziegler

Roll Call by Beth Grohman, Clerk

Present- McCombs, Picot, Kaatz, Reinhard, Macksey, Huepenbecker, Stencel, Ziegler

Absent –Morris

Others Present –Beth Grohman, Holly Tatman, Jerry Dawson, Greg Alexander, Joe Allen, Jerry Scott

Approval of Agenda: Motion by Macksey, seconded by McCombs, to approve the agenda as amended, addition #3 New Business, Budget.

All Ayes

Motion carried

Approval of Minutes – Motion by Kaatz, seconded by Stencel, to approve the minutes of February 4, 2019 as presented.

All Ayes

Motion carried

Public Comment – None

Zoning Administrator Report – Eleven land use permits issued. A brief update on the Wayne Street condemnation property. Questions regarding Lester Street property that only has a garage on it. Motion by Reinhard, seconded by Stencel to accept the Zoning Administrator Report. All ayes, Motion carried.

Planning Storm Water Management – Greg Alexander- Drain Commissioner- Alexander addressed questions on the storm water management ordinance, mapping improvements, drain right a ways, watercourse jurisdiction, storm water and recommendations for ordinance improvements, green infrastructure methods, parking lot drainage and Village clean out responsibilities.

Discussed the GIS mapping available on the Sanilac County website. Drains, soil types, FEMA flood plain, and tax information are available on the GIS mapping. Sanilac County Drain Commission has zero drains that are an outlet into the lake. Drains, natural waterways, running east and west are the responsibility of the landowner, regulated by the DEQ. Landowners, may remove any obstructions from the waterways, but cannot pull roots, or move soil without a permit from the DEQ. Alexander presented a draft of DEQ storm water management ordinance for review that could be used to update current ordinance.

Village Manager Report-

Update on Master Plan- Next workshop with Smith Group is on Monday, May 20 from 11 AM to 7 PM. Focus with stakeholders is on Residential Undeveloped Land, Frasier Property, and Downtown. Three stations set for more input: Main Street Gateways, North side of Huron, and the Waterfront.

Update on HB 4046 – Proposed legislative change by the state for STRs , stalled but not done. This bill will ban municipalities from regulating STRs.

Old Business: None

New Business:

- 1. Moore Public Library** – Blight Inspection Report –Huepenbecker explained there is an MEDC grant available to rehabilitate blighted buildings. The inspector determined the library is full of blight. Jerry reviewed his report and checked the building. Based upon these assessments, Holly will recommend to Council that they designate the building as blight.
- 2. Report on Workshop-** Six members from the Planning Commission attended the workshop in St. Clair County held on April 29. They felt they workshop was worthwhile and said their biggest take-away was - Do not make exceptions to your ordinance.
- 3. Budget -** Board requesting the same budget as last year. Kaatz reported that there may be some budget cuts made.

Public Comment –

Steve Stencil – Questions regarding telecommunication towers. Tatman responded.

Dave Picot – Commented on the Public Participation Plan. He and Holly Tatman thanked Jackie Huepenbecker for her assistance.

Jamie McCombs- Requested an overview of the draft MS4 Permit from Russ Beaubien. Plan is on the website. He explained the aspects of the plan, storm water, construction, policy and procedures that the DPW implements for storm water management. Recommends a good site review plan process.

Adjournment – Motion by Huepenbecker, seconded by Stencil, to adjourn the meeting at 8:42 p.m.

Beth Grohman
Village Clerk

Where are we now on RRC?

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or significantly outdated.

With 2nd Progress report:

When we started, we had completed 18% (should have been 15%) of the Redevelopment Ready Communities criteria, and was in the process of completing another 43%. This should have been

Now, we believe we have completed 18% of the Redevelopment Ready Communities criteria, and are in the process of completing at least another 53%.

1.1.1	1.1.2	1.1.3 N/A	1.1.4	Change? 1.2.1 current	1.2.2	Change? 1.2.3 Current
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4	Change? 5.1.1 Current	Change? 5.1.2 Current	5.1.3	5.1.4
5.1.5	5.1.6	6.1.1	6.1.2	6.2.1	6.2.2	



RRC[®] - Quarterly Progress Report 2 *DRAFT*

This document is designed to inform the RRC Team of progress your community has made in terms of implementing the necessary steps to meet the RRC Best Practices.

Community Name: LEXINGTON

Name of Staff Member Completing Report: Holly Tatman

Date: May XX 2019

Instructions

Please describe the progress your community has made toward implementing the RRC Best Practices. Complete the table below by describing the progress your community has made and estimating a date each task will be completed. Please be as thorough as possible in your comments and attach documentation to your email response or provide hyperlinks as appropriate.

- The “BP” and “Evaluation Criteria” columns identify which Best Practice and Evaluation Criteria are being addressed.
- The “Recommended Action for Certification” column was taken directly from the RRC Report of Findings and describes the actions your community could take to fulfill the expectations of each Best Practice. While the RRC Report of Findings outlined these recommended actions for your community, your community may choose alternative methods as long as all of the best practice criteria are met.
- The “Progress Made” column is for you to explain what steps have been taken toward meeting this specific recommendation.
- Finally, the “Estimated Date of Completion” column asks you to estimate a time frame for when a particular recommended action will be completed.

**Note: See questions on page three of this document.*

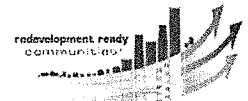
Progress is indicated by bold, italicized blue font. Please consider the following changes of color on the chart:

Possible changes to green: ***1.2.1***

Possible changes to yellow: ***1.2.3, 5.1.1 5.1.2***

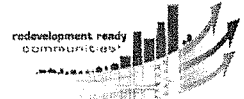


BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion
1.1.1 yellow	Governing body has adopted a master plan in the past five years.	Complete the master plan update process ensuring the new plan addresses each of the best practice expectations	<u>3/28/2019 Visioning Community Charrette</u> <u>5/20/2019 Stakeholder session on RRC sites and Downtown, Community Charrette on Downtown, Waterfront, Main Street Gateways</u>	March of 2020
1.1.2 yellow	Governing body has adopted a downtown plan.	Include a detailed downtown chapter and implementation strategy in the updated master plan	<u>5/20/2019 Stakeholder Session and Community Session charrette on Downtown</u>	December 2019 <u>March 2020</u>
1.1.4 red	Governing body has adopted a capital improvements plan.	Adopt a capital improvements plan covering six years as outlined in the MPEA	This is part of the SmithGroup's scope of work which is underway	December 2019 <u>March 2020</u>
1.2.1 red	Community has a public participation strategy for engaging a diverse set of community stakeholders.	Develop a public participation plan.	<u>Public Participation Plan was approved by Council.</u>	December 2019 for planning purposes <u>April 2019</u>
1.2.2 yellow	The community demonstrates that public participation efforts go beyond the basic methods.	Identify appropriate tools to engage the village's residents and other key stakeholders.	<u>Public Participation Plan includes tools to engage both Village residents and stakeholders. However, we need to more outreach.</u>	March 2020 for planning purposes <u>August 2019</u>
1.2.3 red	The community shares outcomes of public participation processes.	Ensure the public participation plan outlines how the village intends to share outcomes of engagement efforts. Establish a process for tracking the effectiveness of engagement efforts.	<u>The public participation plan details a variety of ways outcomes of engagement are to be shared.</u> <u>A process for tracking the effectiveness of engagement efforts is also included in the plan, but this has not been implemented.</u>	March 2020 <u>August 2019</u>



BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion
2.1.2 yellow	Zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	Consider whether some level of form-based code may be appropriate for downtown Lexington. Adopt provisions to support historic preservation in the downtown.	This is part of the SmithGroup's scope of work which is underway	March 2020
2.1.3 yellow	Zoning ordinance includes flexible tools to encourage development and redevelopment.	Review permitted and conditional land uses and incorporate additional modern uses.	This is part of the SmithGroup's scope of work which is underway <i>Commission received copies of RRC Enabling Better Places – Zoning Reform</i>	March 2020
2.1.5 red	The zoning ordinance includes standards to improve non-motorized transportation.	Adopt at least one provision to support non-motorized transportation. Adopt provisions requiring the completion of sidewalks during development.	This is part of the SmithGroup's scope of work which is underway Need to review Smith contract.	March 2020
2.1.8 yellow	Zoning ordinance is user-friendly.	Add additional graphics, charts, hyperlinks and or other aides to increase user-friendliness.	This is part of the SmithGroup's scope of work which is underway Need to review Smith contract.	March 2020

BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion
3.1.2 yellow	The community has a qualified intake professional.	Establish either a training system or checklists to ensure that consistent and accurate information is being provided to potential developers.	Working with our zoning administrator currently to provide a better system of information distribution to developers. Hoping to elaborate that once SmithGroup digs in deeper to our zoning issues.	March 2020
3.1.3 yellow	Community defines and offers conceptual site plan review meetings for applicants.	Define, offer, and actively advertise conceptual review meetings.	No progress on this currently but hopefully once SmithGroup digs deeper into zoning we will understand what we are missing	March 2020
3.1.4 yellow	The appropriate departments engage in a joint site plan reviews.	Review the existing joint review team and establish a policy for when others may be brought in. If police and fire are not part of the revised review team, update the zoning ordinance to remove them.	Actively do this when needed but we haven't had much opportunity to do it with such little growth. Should improve even more after SmithGroup looks at our processes.	March 2020
3.1.5 yellow	The community has a clearly documented internal staff review policy.	Document the internal review process including roles, responsibilities and timeframes.	Reviews were done in December and will be done annually going forward for all employees	Annually <u>December 2019</u>
3.1.6 yellow	Community acts promptly on development requests	Make the planning commission the final approver for at least permitted uses. Develop flowcharts to visually show all major development review processes.	This is part of the SmithGroup's scope of work which is underway – planning process revamp	March 2020
3.1.7 yellow	Community has a method to track development projects.	Establish a consistent method to track development projects from application submittal to occupancy.	This is part of the SmithGroup's scope of work which is underway – planning process revamp	March 2020
	Community annually reviews successes and challenges with the development review process.	Develop a mechanism to solicit feedback following the site plan review process. Establish a process for reviewing feedback at least annually.	This is part of the SmithGroup's scope of work which is underway – planning process revamp	March 2020



BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion
3.2.1 yellow	Community maintains a guide to development that explains policies, procedures and steps to obtain approvals.	Develop a Guide to Development as a document or a webpage.	Our policies and guidelines are currently on the website but will be greatly improved with SmithGroup's help	March 2020
3.2.2 yellow	Community annually reviews the fee schedule.	Explore accepting credit cards as a method of payment.	Annual fee schedule was approved at the December 2019 council meeting.	December 2019 <u>September 2019</u>

BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion
4.1.1 red	Community sets expectations for board and commission positions.	Establish desired skill sets and clear expectations for the planning commission, DDA and village council. Make the board/commission application available online.	Applications are online for positions and posted in the Village Office. Clearer expectations should be defined better as we go through the rebuilding phase with SmithGroup	March 2020
4.1.2 yellow	Community provides orientation packets to all members of development-related boards/commissions.	Review existing orientation materials and determine what additional material may be needed related to planning, zoning or development.	<u>Orientation packets compiled for new Planning Commission members and DDA members.</u> <u>Asking Council, Parks & Rec, MHP, and Environmental to compile one</u>	March 2020 <u>July 2019</u>

BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion
4.2.2 red	Community identifies training needs and tracks attendance for elected and appointed officials and staff.	<p>Establish a process to identify priority training topics or events.</p> <p>Establish a system to track training attendance by officials and staff.</p>	<u>DDA has identified training subjects.</u>	<u>November 2019</u>
4.2.3 yellow	Community encourages elected and appointed officials and staff to attend trainings.	Establish a consistent method to notify officials and staff of training opportunities.	The manager and council encourage staff to sign up for memberships to organizations pertaining to their positions and follow through with trainings. Membership/dues and education/training line items are built into the budget for every department for employees	Continuous <u>November 2019</u>
4.2.4 yellow	Community shares information between elected and appointed officials and staff	<p>Publish a planning commission annual report.</p> <p>Hold a joint meeting with the village council, planning commission and DDA at least annually.</p> <p>Establish a process to increase the sharing of information from training events.</p>	<p><u>Council approved Planning Commission's Annual Report in January 2019. Report to be posted on Village website.</u></p> <p>No plan for a joint meeting as of yet but with so many cross-committee members the information is disseminated to all party's monthly</p>	<p>Annually</p> <p>Continuously</p> <p><u>September 2019</u></p>



BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion
5.1.1 red	The community identified and prioritizes redevelopment sites.	Identify at least three priority redevelopment sites.	<u>5/20/2019 Stakeholder session on undeveloped land and redevelopment sites and charrette on north side of Huron.</u>	December 2019
5.1.2 red	The community gathers basic information for at least three priority sites.	Gather basic information for at least three priority redevelopment sites.	<u>5/20/2019 Stakeholder session on undeveloped land and redevelopment sites and charrette on north side of Huron.</u>	December 2019
5.1.3 red	The community has developed a vision for at least three priority sites.	Identify a vision for at least three priority redevelopment sites.	No progress yet	December 2019
5.1.4 red	The community identified potential resources and incentives for at least three priority sites.	Identify applicable incentives for at least three priority redevelopment sites.	No progress yet	December 2019
5.1.5 red	The community prepares a property information package for at least one priority site.	Develop a full property information package for at least one priority site.	No progress yet	December 2019
5.1.6 red	Prioritized redevelopment sites are actively marketed.	Actively market at least the property information package.	No progress yet	December 2019



BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion
6.1.1 red	Community has an approved economic development strategy.	Develop an economic development strategy which meets all the expectations under criteria 6.1.1.	<u>Gibbs Planning Group presented Retail Marketing Analysis at 3/28/19 meeting.</u> This is part of the SmithGroup's scope of work which is underway	December 2019
6.1.2 red	Community annually reviews the economic development strategy.	Establish a process for reviewing progress on the economic development strategy at least annually.	<u>Gibbs Planning Group presented Retail Marketing Analysis at 3/28/19 meeting.</u> This is part of the SmithGroup's scope of work which is underway	December 2019
6.2.1 red	Community has developed a marketing strategy.	Create a comprehensive marketing strategy for the village.	<u>Gibbs Planning Group presented Retail Marketing Analysis at 3/28/19 meeting.</u>	March 2020
6.2.2 yellow	Community has an updated, user-friendly municipal website.	Review the village website for old documents or mislabeled pages. Upload missing documents as they are updates or created.	<u>Some old and mislabeled pages have been removed.</u> Tweaks have been made to the current website to improve its accessibility but discussions are taking place on a complete overhaul of the site in conjunction with the master plan efforts	March 2020



Additional Questions/Feedback

1. Does your community have funds available to complete the recommended actions? If not, please describe the technical assistance you think would be the most helpful in achieving RRC Certification.

Click here to enter text.

2. Has your community used any of the RRC Resource Guides or the Online Library of Resources? Are there additional guides you think would be helpful?

We have used or are currently using the following:
RRC Resource Guides: Public Participation Strategy Guide, Website Guide
Online Library of Resources: Development Procedures, Enabling Better Places – Zoning Reform
Sometimes it's confusing getting back to the online resources.

3. Please describe any new activities on the following redevelopment ready sites (e.g. revised vision, new financial tool, design work, change in ownership, construction activity, etc.):

Project Name and Address	Project Status	Explanation of New Activity
TBD		
TBD		
TBD		

4. Please list any additional redevelopment ready sites your community has identified since the last progress report was submitted.

At our May 20, 2019 meeting with SmithGroup we discussed the Frasier property, north side of Huron, and undeveloped land adjacent to the Greenbush subdivision however, we haven't identified them as the RR sites that will be our focus.

5. Please describe any community successes, lessons learned or redevelopment challenges your community has encountered.

According to the professionals of SmithGroup, our participation at our first two public meetings was very good.
Lessons Learned:
We need to find an effective way to engage our business community; their participation was not strong.
A sign-in PROCESS might work better than just a sign-in form so we know who has participated.
In OUR community discussing one topic at a time works better than using charrettes with multiple stations.