

**Village of Lexington
Planning Commission Regular Meeting
Village Hall, 7227 Huron Ave., Lexington, MI 48450
February 6, 2022
7 PM**

CALL TO ORDER REGULAR MEETING: Mike Ziegler

ROLL CALL: Vicki Scott

Members: Ziegler Stencil Roehl Kaatz
 Picot Morris Huepenbecker

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

Motion to approve the minutes of the Regular Meeting of January 9, 2023

Pages 1-3

PUBLIC COMMENT: (3-minute limit)

ZONING ADMINISTRATOR'S REPORT

Page 4

OLD BUSINESS

Pages 5-29

1. **Fellowship – Ameri-Corps** - Wil Morris
2. **Training Update** – Dave Picot
RRC Virtual Academy, Renewable Energy
3. **RRC Status Report**
Motion to approve RRC Status Report and send it to Council, DDA,
and ZBA.

NEW BUSINESS

1. **Collaboration with other groups**
Is there a contact list for all Village elected and appointed members
of Village groups
2. **Suggested Public Participation Event:**
Signs, Parking Solutions, Gravel Parking Lots, Other

PUBLIC COMMENT: (3-minute limit)

ADJOURNMENT

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Village Hall
7227 Huron Avenue, Lexington, MI
January 9, 2023 4 p.m.

Regular Meeting called to order at 4:00 p.m. by Chairman Ziegler

Roll Call: Vicki Scott, Clerk

Present: Ziegler, Picot, Stencel, Morris, Roehl, Kaatz arrived at 4:19 p.m.

Absent: Huepenbecker

Others Present: C. Cutright, D. Klaas, Jackie Huepenbecker (via phone), S. Klaas, K. DeCoster, M. Fulton, L. Adams, D. Zielinski, and 1 citizen.

Approval of Agenda:

Motion by Morris, seconded by Stencel, to approve the agenda as amended.

All ayes

Motion carried

Approval of Minutes:

Motion by Picot, seconded by Stencel, to approve the minutes of the Regular Meeting of December 5, 2022, as presented.

All ayes

Motion carried

Public Comment:

- M. Fulton 5727 Union – RRC back on agenda, when Lexington introduced to RRC Council formulated and approved to a Resolution to follow through with RRC, with new council Attorney stated new Council does not abide by old resolution. Recommendation to ask Council to approve a new resolution.
- K. DeCoster 5203 Main Street Lot 181- Questions regarding the zoning of Kevin Martin's property on Huron Avenue.

Zoning Administrator's Report:

Ziegler asked D. Klaas for information on the land use permits he had approved. Klaas explained them and answered questions about the 5795 Main Street sign, portable structures and shipping containers, gravel parking lots, and 7333 Lake Street.

Motion by Picot, seconded by Morris to accept the Zoning Administrator's report.

All ayes

Motion carried

Old Business:

1. **Update on CEDAM Fellowship Host Community Grant and next steps for the Planning Commission** – Picot reported the Village was not selected for this program, however, the CEDAM contact suggested we consider an Americore person, Morris offered to follow up on the Americore opportunity.

2. **RRC Update** – Picot remarked that working together, adding capacity, and collaboration and cooperation with all Village Groups will help us become RRC certified. Kaatz supported this, and Cutright added that there are grants available from MEDC for those that are RRC engaged already. New opportunities and training are available.
3. **Training Update** – Picot reported RRC offers a virtual academy – free course: Six (6) one-hour sessions on Thursdays from 6-7 pm (May 18-June 22). Good opportunity for groups looking for training.

Solar Energy Training (2 hours) - a free opportunity from Sanilac County Planning that is on their website. Possibly put together an ordinance. Morris said to be cautious, it's a "hot button" issue.

There is also a workshop on Making Good Decisions provided by Michigan Association of Planners in Frankenmuth.

New Business:

1. Election of Officers

Motion by Morris, seconded by Picot to nominate Mike Ziegler for Chairperson.

All ayes

Motion carried

Motion by Morris, seconded by Ziegler, to nominate Dave Picot as Vice Chairperson.

All ayes

Motion carried

Motion by Picot, seconded by Ziegler, to nominate Jackie Huepenbecker as Secretary.

All ayes

Motion carried

2. Set Schedule of Meeting for 2023

Motion by Morris, seconded by Stencil to approve the meeting schedule as amended:

July meeting on Wednesday, July 5, and September meeting on Monday, September 11 at 4 p.m.

All ayes

Motion carried

3. Planning Commission Annual Report

Motion by Morris, seconded by Ziegler to approve the 2022 Annual Report as presented.

All ayes

Motion carried

4. EV Charging Station Ordinance

Klaas voiced concern on safety issues, too close to a building. Discussion on redlined draft: amendments 5: 29-5 change language, private corporation, not Village property.

Remove 5:29-5 item two language. Section 66-8 Questions on public property.5:29-3

Adam Young added language. Picot explains, MDOT- removing that language Right of Way issues, leave language as is.

Motion by Morris, seconded by Roehl to set Public Hearing for May 1, 2023.

All ayes

Motion carried

5. **Consider Request from the Zoning Administrator and Village Manager to Consider Zoning Ordinance Changes on Three Topic and Authorize them to Work With Wade Trim on These Changes not to Exceed \$750.**

Ordinance language for Section 3-9. Align to fine and fee schedule

Decks – Add language for deck maintenance

Section 5.34 Car ports, shipping containers, portable structures, and accessory building structures codes, intent, and purpose. Fees to be attached

Motion by Morris, seconded by Kaatz, to move forward with Adam Young, at a fee not to exceed \$750.00.

Roll call

Ayes- Morris, Kaatz, Roehl, Stencel, Picot, Ziegler

Nays- None

Motion carried

6. **Discussion on Signs** – Morris suggests public feedback on changes to current language. Gather public input by adding a survey to the website. More discussion next month.

7. **What's bothering you? A Commissioner's New Year Opportunity to Forward and Issue or Concern for Future Group Consideration** – Move the item to next month's agenda.

Public Comment

- Kathy DeCoster (5203 Main St. Lot #181) – Comments regarding RRC and training opportunities, gravel dust-free surfaces, and Air B& B's and VRBO.
- Mike Fulton 5727 Union –Responsibility of the Planning Commission to the Village's future and need to look beyond today.
- Larry Adams 7311 Lake Street – Commented on RRC, complicated and try to work together.

Adjournment - Motion by Kaatz, seconded by Stencel, to adjourn at 6:07 p.m.

Respectfully submitted,
Vicki Scott

Zoning Administrator Report
Village of Lexington
February 1st, 2023

I am pleased to report that I have been able to make great strides in my role as the Zoning Administrator over the past month. I have:

- Will be completing my Zoning Certification Course the end of February.
- Sent out welcome letters to local businesses that were in violation of the trash container screening ordinance and gave them till June 30th to comply.
- Worked with Cynthia and Adam Young on changes to Ordinance (3.9) to reference our Fine and Fee Schedule, should have something to Planning Commission very soon.
- In the process of contacting local business that are utilizing sandwich signs without a land use permit and making them aware that they need to apply for a permit and the restrictions on the signs.
- Working with Cynthia & Ed on NorthShore's Lot 222 variance for Lara
- Met with DTE and Chris Heiden and Troy Fox from Spauling DeDecker, engineering firm for Crosswell Lexington Schools regarding repaving of parking lot off Boynton St.

(3) Land Use Permit Applications:

5349 Main St (Land Use Permit for Alterations/Remodeling)

5349 Main St (Sign Permit)

5482 Main St (Sign Permit)

I am currently working on making sure that residences and business owners in Lexington are complying with the Village ordinances. I am still learning the ins and outs of the ordinances, but I am determined to ensure that all residences and businesses are following the rules and regulations set out by the Village of Lexington.

I understand that there are many nuances to consider when making sure that residences and businesses are following the ordinances, and I am committed to learning as much as I can about them. I am confident that with the help of the Planning Commission, I can ensure that all residences and businesses are meeting the requirements set out by the Village ordinances.

Sincerely,

Dennis Klaas



Summary

Register Now

A promotional banner for the RRC Virtual Academy for Local Officials 2023. The banner has a blue and green background with a white box on the left containing the text "RRC VIRTUAL ACADEMY for LOCAL OFFICIALS 2023". To the right of the box, the dates "May 18 thru June 22" are displayed in large white font, followed by the text "Each session will be scheduled from 6 p.m. - 7 p.m." in a smaller white font.

Local officials change seats frequently and have so much on their plates. The RRC Virtual Academy provides an opportunity to learn the basics about Redevelopment Ready Communities and how your community can benefit from being engaged in RRC and pursuing the Essentials or Certified path. Join us for a free training opportunity and learn more about RRC!

Maximum capacity for this event is 50.

Schedule

May 18, 2023

RRC 101-Introduction

6:00 PM-7:00 PM

May 25, 2023

RRC BP1-Planning and Public Engagement

6:00 PM-7:00 PM

June 1, 2023

RRC BP 2 + BP 3-Zoning and Development Review

6:00 PM-7:00 PM

June 8, 2023

RRC BP 4-Boards and Commissions

6:00 PM-7:00 PM

June 15, 2023

RRC BP 5-Economic Development Strategy, Incentives +
Marketing Plan

6:00 PM-7:00 PM

June 22, 2023

RRC BP 6-Priority Redevelopment Sites

6:00 PM-7:00 PM

Countdown to the Event



115

DAYS

19

HOURS

54

MINUTES

34

SECONDS

Contact Us

Register By

May 15, 2023 6:59 PM

Register Now

[Already registered?](#)

Persons with disabilities needing of other accommodations for effective participation in this meeting should contact Ferguson@michigan.org by May 5th, 2023 to request visual, hearing or other assistance. Requests received after that date cannot be guaranteed, but efforts will be made to provide the accommodations requested.

Status Report Village of Lexington Progress on Achieving Expectations for Redevelopment Ready Communities (RRC) Best Practices

Our goal is to become a CERTIFIED Redevelopment Ready Community. Council approved a resolution to do so in September 2018, and the Planning Commission has been working to achieve it.

The RRC engagement reveals the village's capacity for achievement. Significant gains are necessary to achieve and sustain certified status in the program. We are at a point where a clear-eyed appraisal of what we can do and what it takes is in order. It seems reasonable to obtain Essential Status first, then as our capacity increases to continue toward obtaining Certified status.

There is a significant point to be made here. RRC adds the right kind of capacity. Gains in organizational strength due to adopting best practices are foundational and permanent. The sustained capacity we need will be generated internally. We will not be as dependent on individuals and personalities that come and go.

With Essential as a waypoint and Certified as the destination, what things pave the way? What things can we do to build capacity? The question must necessarily be answered by village leadership.

A Reminder About RRC

Communities that engage in the RRC process commit to improving development readiness by agreeing to undergo a rigorous assessment and working locally to integrate the Best Practices described in this document. The RC Best Practices are the standard for evaluation. Each best practice addresses key elements of community and economic development.

To demonstrate progress on each of the key elements, we upload documents on Trello, an interactive reporting system. Communities upload documents on Trello, demonstrating their progress on each key element. Evaluations are conducted by the RRC team through interviews, document review, and data analysis.

RRC certification signals that a community has clear development policies and procedures, a community-supported vision, a predictable review process, and *compelling sites for developers to locate their latest projects.*

RRC LEVELS: ESSENTIALS & CERTIFIED

RRC offers two levels: “Essentials” and “Certified.” Communities determine which level is most appropriate for their needs based on capacity, community goals, and other local factors. RRC understands that no two days are the same when it comes to running a local government; in recognition of that, communities can move between levels as local considerations change.

Each Best Practice includes expectations for Essentials and for Certified. In some cases, they are identical, but in many criteria, RRC Certified level includes additional expectations.

Purpose

ESSENTIALS	Communities that have achieved Essentials status have all the key documents and practices in place to provide a predictable development experience and meet local planning and zoning responsibilities under Michigan law.
CERTIFIED	RRC Certified communities have integrated all the Best Practices into their local processes and proactively seek out community development opportunities while providing a predictable development experience.

Best Practices

ESSENTIALS	Plans and Engagement [BP 1]; Zoning (partial) [BP 2]; Development Review (partial) [BP 3]; Boards and Commissions (partial) [BP 4].
CERTIFIED	Plans and Engagement [BP 1]; Zoning [BP 2]; Development Review [BP 3]; Boards and Commissions [BP 4]; Economic Development and Marketing [BP 5]; Redevelopment Ready Sites [BP 6].

Benefits

ESSENTIALS	Access to assigned community planner, RRC library, RRC training opportunities, RRC technical assistance match funding opportunities, and other benefits as identified.
CERTIFIED	All Essentials level benefits, plus access to the Redevelopment Services Team, site marketing support, continued access to RRC technical assistance match funding opportunities, and other ever-evolving benefits such as free event registrations, social media, and more.

Village of Lexington Progress

Best Practice 1: PLANS & PUBLIC ENGAGEMENT

1.1 Master Plan

Master plans establish a community vision through public engagement and identify how to implement that vision. The plan is an essential document that guides future development throughout the community, adding predictability and community support to the development process.

CRITERIA: The governing body has adopted a master plan in the past five years.	
ESSENTIALS EXPECTATIONS	Responsible
X The master plan reflects the community's desired direction for the future.	COMPLETED Planning Commission
X The master plan identifies strategies for priority redevelopment areas.	
X The master plan addresses land use and infrastructure, including complete streets.	
X The master plan includes a zoning plan.	
X The master plan establishes goals, implementation actions, timelines and responsible parties.	
X The master plan is accessible online.	
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> Progress on master plan implementation is assessed annually.	Work on after RRC Essentials status is achieved.

1.2 Downtown or Corridor Plan

Downtowns and major corridors are economic engines for communities. Having a plan for these particular areas adds predictability for future development and can support local efforts to strengthen businesses and create a community gathering space.

CRITERIA: The governing body has adopted a downtown or corridor plan.	
ESSENTIALS EXPECTATIONS	Responsible
X The downtown or corridor plan identifies development area boundaries.	COMPLETED Planning Commission
X The downtown or corridor plan clearly identifies priority projects.	
X The downtown or corridor plan includes mixed-use and pedestrian-oriented development elements.	
X The plan is available online.	
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	COMPLETED Planning Commission

Best Practice 1: PLANS & PUBLIC ENGAGEMENT *continued*

1.3 Capital Improvements Plan

Turning plans into action often requires capital investments. These plans, established under Michigan law, help coordinate these investments, which could include infrastructure, facilities, parks, technology and more.

CRITERIA: The governing body has adopted a capital improvements plan.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The capital improvements plan details a minimum of six years (beginning with the current year) of public structures and improvements and is updated annually.	Planning Commission Village Manager
<input type="checkbox"/> The capital improvements plan coordinates projects to minimize construction costs.	
<input type="checkbox"/> The capital improvements plan coordinates with adopted community plans and the budget.	
<input type="checkbox"/> The capital improvements plan is accessible online.	
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	NA

1.4 Public Participation Plan

Public participation plans help communities establish clear expectations for public engagement, ensuring all groups are represented in decision-making processes.

ESSENTIALS EXPECTATIONS	Responsible
X The plan identifies key stakeholders, including those not normally at the visioning table.	Planning Commission
X The plan describes public participation methods and the appropriate venue to use each method.	Village Council
X The plan includes the use of both traditional and proactive engagement methods.	
X The plan identifies how the community will report out results of engagement efforts.	
<input type="checkbox"/> The community reviews and updates the plan on a regular basis.	
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community provides an update on engagement activity to the governing body at least annually.	Work on after RRC Essentials status is achieved.

Best Practice 2: ZONING

2.1 Alignment with Master Plan

Under Michigan law, zoning ordinances must be based on an adopted master plan. Ensuring such coordination reduces uncertainty and risk for development.

CRITERIA: The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	
ESSENTIALS EXPECTATIONS	Responsible
X The community has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X The community has made updates to the zoning ordinance to align with the goals and zoning recommendations from the master plan.	COMPLETED Planning Commission

2.2 Accessibility and User-friendliness

Adding user-friendly components to the zoning ordinance can make it easier to understand, thus removing an initial barrier that disproportionately impacts local, small-scale, and first-time applicants.

CRITERIA: The zoning ordinance is accessible and user-friendly.	
ESSENTIALS EXPECTATIONS	Responsible
X The ordinance and zoning map are accessible online.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X The ordinance portrays clear definitions and requirements.	COMPLETED Planning Commission
X The ordinance includes graphics, tables or charts.	

Best Practice 2: ZONING *continued*

2.3 Concentrated Development

Allowing for areas of context-sensitive concentrated development provides myriad benefits including enabling pedestrian mobility, providing a sense of place, generating fiscal stability for communities, and leveraging existing infrastructure.

CRITERIA: The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	
ESSENTIALS EXPECTATIONS	Responsible
<p>X The ordinance allows mixed-use buildings by-right in designated areas of concentrated development.</p> <p>The ordinance requires ONE or more of the following elements in areas of concentrated development:</p> <ul style="list-style-type: none"> X Build-to lines <input type="checkbox"/> Open store fronts <input type="checkbox"/> Outdoor dining X Minimum ground floor transparency X Front-facing doorways <input type="checkbox"/> Parking located in the rear of the building <input type="checkbox"/> Walk-up windows <input type="checkbox"/> Public art program <input type="checkbox"/> Temporary or permanent parklets 	<p>COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	<p>COMPLETED Planning Commission</p>

Best Practice 2: ZONING *continued*

2.4 Housing Diversity

Having an ordinance which clearly allows for diverse housing types creates unique neighborhoods, provides lifestyle options for residents of all ages and income levels, helps attract talent, and provides flexibility for meeting market demand.

CRITERIA: The zoning ordinance allows for a variety of housing options.

ESSENTIALS EXPECTATIONS	Responsible
<p>The ordinance allows for TWO or more of the following housing types by-right:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessory dwelling units (ADU) <input checked="" type="checkbox"/> Townhouses/rowhouses <input type="checkbox"/> Triplexes <input type="checkbox"/> Quadplexes <input type="checkbox"/> 6-plexes <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Stacked flats <input type="checkbox"/> First-floor residential with commercial <input checked="" type="checkbox"/> Residential above commercial <input type="checkbox"/> Micro units <input type="checkbox"/> Cottage housing/bungalow courts <input type="checkbox"/> Tiny houses 	<p style="text-align: center;">COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
<p>The ordinance allows for THREE or more of the following housing types by-right:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessory dwelling units (ADU) <input checked="" type="checkbox"/> Townhouses/rowhouses <input type="checkbox"/> Triplexes <input type="checkbox"/> Quadplexes <input type="checkbox"/> 6-plexes <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Stacked flats <input type="checkbox"/> First-floor residential with commercial <input checked="" type="checkbox"/> Residential above commercial <input type="checkbox"/> Micro units <input type="checkbox"/> Cottage housing/bungalow courts <input type="checkbox"/> Tiny houses 	<p style="text-align: center;">COMPLETED Planning Commission</p>

Best Practice 2: ZONING *continued*

2.5 Parking Flexibility

The cost and space consumed by parking can make or break a project financially. Providing flexible options for parking allows for creative and context-sensitive solutions in communities of all sizes and reduces the negative impacts excessive parking can have on a community's sense of place.

CRITERIA: The zoning ordinance includes flexible parking requirements.

ESSENTIALS EXPECTATIONS	Responsible
<p>The ordinance includes regulations for TWO or more of the following tools approved either administratively or by the planning commission:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reduction or elimination of required parking when on-street or public parking is available <input type="checkbox"/> Connections between parking lots <input type="checkbox"/> Shared parking agreements <input type="checkbox"/> Parking maximums <input type="checkbox"/> Elimination of parking minimums <input checked="" type="checkbox"/> Parking waivers <input type="checkbox"/> Electric vehicle charging stations <input type="checkbox"/> Bicycle parking <input type="checkbox"/> Payment in lieu of parking <input type="checkbox"/> Reduction of required parking for complementary mixed uses <input type="checkbox"/> Banked/deferred parking 	<p style="text-align: center;">COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
<p>The ordinance includes regulations for THREE or more of the following tools approved either administratively or by the planning commission:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reduction or elimination of required parking when on-street or public parking is available <input type="checkbox"/> Connections between parking lots <input type="checkbox"/> Shared parking agreements <input type="checkbox"/> Parking maximums <input type="checkbox"/> Elimination of parking minimums <input checked="" type="checkbox"/> Parking waivers <input type="checkbox"/> Electric vehicle charging stations <input type="checkbox"/> Bicycle parking <input type="checkbox"/> Payment in lieu of parking <input type="checkbox"/> Reduction of required parking for complementary mixed uses <input type="checkbox"/> Banked/deferred parking 	<p style="text-align: center;">Planning Commission</p> <p>This will be complete once the EV charging station ordinance is approved.</p>

Best Practice 2: ZONING *continued*

2.6 Green Infrastructure

Integrating green infrastructure can reduce infrastructure and maintenance costs, provide opportunities for recreation and physical activity, reduce exposure to harmful substances, advance placemaking goals, improve safety, promote community identity and a sense of well-being, and provide economic benefits.

CRITERIA: The zoning ordinance includes standards for green infrastructure.	
ESSENTIALS EXPECTATIONS	Responsible
NA	NA
CERTIFIED EXPECTATIONS	Responsible
<p>The ordinance includes regulations for THREE or more of the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Low impact development techniques (rain gardens, bioswales, etc.) <input type="checkbox"/> Rain water collection (blue roofs, cisterns, water harvesting, stormwater vaults, etc.) <input type="checkbox"/> Green roofs <input type="checkbox"/> Permeable pavement <input type="checkbox"/> Steep-slope protections <input type="checkbox"/> Street-tree planting standards <input checked="" type="checkbox"/> Tree preservation or replacement standards <input checked="" type="checkbox"/> Parking lot internal landscaping standards <input checked="" type="checkbox"/> Open space preservation development (i.e., cluster housing) <input type="checkbox"/> Required native or low-maintenance plantings <input type="checkbox"/> Renewable energy <input type="checkbox"/> Buffering standards around water bodies or other natural resources <input type="checkbox"/> Off-site stormwater regulations allowing site developers to participate in district-scale <i>stormwater management plans</i> 	<p>COMPLETED <i>Planning Commission</i></p>

Best Practice 3: DEVELOPMENT REVIEW

3.1 Defined Processes

Clearly defined development review processes provide predictability for investments big and small.

CRITERIA: The zoning ordinance includes clear steps for major development review processes.	
ESSENTIALS EXPECTATIONS	Responsible
X Processes for site plan review, special land use, rezoning, variances, and text amendments are clearly laid out in the zoning ordinance.	COMPLETED Planning Commission
X Development review standards are clearly defined	
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	COMPLETED Planning Commission

3.2 Point of Contact

Having a clearly identified point of contact helps communities offer positive and personalized service which builds a foundation for a predictable development review experience.

CRITERIA: The community has clearly identified a point of contact for development review activities.	
ESSENTIALS EXPECTATIONS	Responsible
X The community has an identified development review point of contact, which is clearly indicated on the website.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	COMPLETED Planning Commission

Best Practice 3: DEVELOPMENT REVIEW

3.3 Conceptual Review

Conceptual review meetings offer a chance for early, informal review of proposed projects. This helps avoid costly mistakes or delays later in the process.

CRITERIA: The community defines and offers conceptual review meetings for applicants.	
ESSENTIALS EXPECTATIONS	Responsible
X The community advertises online that conceptual site plan review meetings are available.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X The community has clearly defined expectations posted online and a checklist to be reviewed at conceptual meetings.	COMPLETED Planning Commission

3.4 Internal Review Process

Clearly documenting the internal review process provides predictability and consistency in the development review process. It also ensures that processes can continue in the event of staff turnover.

CRITERIA: The community has a clearly documented internal staff review policy.	
ESSENTIALS EXPECTATIONS	Responsible
The internal review process addresses the following: X Key steps of the application from submittal to issuing of the permit X Timelines X Identifies who reviews applications X Identifies approval standards	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> Community has established a joint review team..	Work on after RRC Essentials status is achieved.

Best Practice 3: DEVELOPMENT REVIEW *continued*

3.5 Approval Authority

Approving permitted uses at the planning commission or staff level allows faster approval and respects the administrative nature of development review.

CRITERIA: The community streamlines the approval process by using administrative and planning commission approval authority.	
ESSENTIALS EXPECTATIONS	Responsible
X Site plans for permitted uses are approved administratively or by the planning commission.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X Permitted uses do not require a formal public hearing (but allow for public comment and other engagement as deemed necessary).	COMPLETED Planning Commission

3.6 Fee Schedule

Having a fee schedule allows an applicant to clearly understand their likely costs upfront, reducing surprises further in the process.

CRITERIA: The community maintains a fee schedule.	
ESSENTIALS EXPECTATIONS	Responsible
X The fee schedule is available online in an easy-to-find location.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
X The fee schedule is reviewed annually and updated as needed.	COMPLETED Planning Commission

3.7 Payment Methods

Clearly identifying methods of payment reduces uncertainty. Communities that accept credit cards offer a highly sought after, modern option that adds flexibility.

CRITERIA: The community offers clear methods of payment.	
ESSENTIALS EXPECTATIONS	Responsible
X The community clearly indicates on its website accepted method(s) of payment for development fees.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community accepts credit card payment for development fees.	Work on after RRC Essentials status is achieved.

Best Practice 3: DEVELOPMENT REVIEW *continued*

3.8 Access to Information

Having key information and forms available online (or organized into a guide) reduces the number of questions the point of contact will need to address and increases the likelihood of a successful development review experience from the beginning.

CRITERIA: Format	
ESSENTIALS EXPECTATIONS	Responsible
<p>The community's website includes the following essential items:</p> <ul style="list-style-type: none"> X <i>Zoning ordinance</i> X Meeting information X Application(s) for site plan X Special land use, rezoning, variance X Zoning text amendment and zoning permits X Fee schedule X Conceptual meeting availability 	<p>COMPLETED Planning Commission</p>
CERTIFIED EXPECTATIONS	Responsible
<p>The community has compiled a "Guide to Development," which includes the following:</p> <ul style="list-style-type: none"> X Relevant contact information X Relevant meeting schedules; flowcharts of development review processes X Conceptual meeting procedures X Relevant ordinances to review prior to application submission X Applications for all major development review processes (at least site plans, special land-uses, variances, and rezoning) X Explanation of approval authority for development review processes X Fee schedule X Special meeting procedures X <i>Financial assistance tools</i> X Design standards and other local guidelines X Information on building processes and contacts X The "Guide to Development" is available online. 	<p>COMPLETED Planning Commission</p>

Best Practice 3: DEVELOPMENT REVIEW *continued*

3.9 Project Tracking

Having a consistent tracking system keeps staff and applicants informed of a project's development review status. It also ensures continuity in the event of staff turnover or absences.

CRITERIA: The community has a method to track development projects.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community uses a tracking mechanism for projects during the development process, from application to permit.	Work on after RRC Essentials status is achieved.

Best Practice 4: BOARDS & COMMISSIONS

4.1 Recruitment Process

Having clear and accessible recruitment and appointment procedures reduces barriers to attracting candidates for boards and commissions.

CRITERIA: The community has a clear recruitment and appointment process.	
ESSENTIALS EXPECTATIONS	Responsible
X Board and commission applications are available online.	COMPLETED Village Manager
CERTIFIED EXPECTATIONS	Responsible
X The community has clearly documented the process for board and commission appointments online.	COMPLETED Village Manager

4.2 Expectations and Interests

Providing clear expectations on what being a board member entails (and helpful background to have) helps candidates understand which board may best fit their experience and capacity.

CRITERIA: The community sets expectations for board and commission positions.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The community outlines expectations for board and commission positions.	Need - Council
X The community outlines expectations for board and commission positions.	COMPLETED Planning Commission
<input type="checkbox"/> The community outlines expectations for board and commission positions.	Need - ZBA
<input type="checkbox"/> The community outlines expectations for board and commission positions.	Need - DDA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community identifies associated interests and background for board and commission positions.	Work on after RRC Essentials status is achieved.

Best Practice 4: BOARDS & COMMISSIONS

4.3 Orientation

Ensuring recently elected or appointed officials have the information they need to perform their new duties makes the development review process more predictable.

CRITERIA: The community provides orientation material to all appointed and elected members of development-related boards and commissions.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	Need - Council
<input checked="" type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	COMPLETED - PC
<input type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	Need - ZBA
<input type="checkbox"/> The orientation materials include all relevant planning, zoning and development information.	Need - DDA
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	NA

4.4 Bylaws

Bylaws provide predictability for board proceedings and, therefore, the development review experience.

CRITERIA: The community has bylaws for appointed development-related boards and commissions.	
ESSENTIALS EXPECTATIONS	Responsible
<input checked="" type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions. <input checked="" type="checkbox"/> The bylaws are available online.	COMPLETED - Council
<input checked="" type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions. <input checked="" type="checkbox"/> The bylaws are available online.	COMPLETED - PC
<input type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions. <input type="checkbox"/> The bylaws are available online.	Need: - ZBA
<input checked="" type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions. <input checked="" type="checkbox"/> The bylaws are available online.	COMPLETED - DDA
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	NA

Best Practice 4: BOARDS & COMMISSIONS

4.5 Planning Commission Annual Report

All planning commissions in Michigan must issue an annual report as outlined in the MPEA. This is also a great opportunity to assess past activity and communicate with other boards.

CRITERIA: The community issues a planning commission annual report.	
ESSENTIALS EXPECTATIONS	Responsible
X The planning commission prepares an annual report for the governing body.	COMPLETED Planning Commission
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	COMPLETED Planning Commission

4.6 Training Plan

Developing a training plan identifies opportunities, expectations, and goals that are aligned with the community's plans, needs, and capacity. This working document addresses training needs and desires of current board and commission members.

CRITERIA: The community has a documented training plan.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The plan identifies training goals and expectations.	Need - Council
<input type="checkbox"/> The plan identifies funding sources.	
<input type="checkbox"/> The plan identifies how training participants share outcomes with other officials and staff.	
<input type="checkbox"/> The plan identifies how the community consistently encourages training.	
<input type="checkbox"/> The plan is reviewed every two years.	
X The plan identifies training goals and expectations.	COMPLETED- PC
X The plan identifies funding sources.	
X The plan identifies how training participants share outcomes with other officials and staff.	
X The plan identifies how the community consistently encourages training.	
X The plan is reviewed every two years.	
<input type="checkbox"/> The plan identifies training goals and expectations.	Need - ZBA
<input type="checkbox"/> The plan identifies funding sources.	
<input type="checkbox"/> The plan identifies how training participants share outcomes with other officials and staff.	
<input type="checkbox"/> The plan identifies how the community consistently encourages training.	
<input type="checkbox"/> The plan is reviewed every two years.	

Best Practice 4: BOARDS & COMMISSIONS

CRITERIA: The community has a documented training plan.	
ESSENTIALS EXPECTATIONS	Responsible
<input type="checkbox"/> The plan identifies training goals and expectations.	Need: _ DDA
<input type="checkbox"/> The plan identifies funding sources.	
<input type="checkbox"/> The plan identifies how training participants share outcomes with other officials and staff.	
<input type="checkbox"/> The plan identifies how the community consistently encourages training.	
<input type="checkbox"/> The plan is reviewed every two years.	
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification.	NA

4.7 Joint Meetings

Joint meetings offer opportunity for direct collaboration between officials to ensure the community's board are rowing in the same direction.

CRITERIA: The community holds joint meetings with boards and commissions.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community holds collaborative work sessions, meetings, trainings, or other joint events at least annually.	Planning Commission Village Manager

Best Practice 5: ECONOMIC DEVELOPMENT & MARKETING

5.1 Economic Development Strategy

More than ever, communities and their partners must understand how to leverage their strengths and address their challenges in a competitive market for talent and investment. A local economic development strategy guides those efforts.

CRITERIA: The community has approved an economic development strategy.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The economic development strategy identifies the economic opportunities and challenges of the community. <input type="checkbox"/> The strategy addresses activities related to key economic development initiatives including business and talent attraction/retention, education and infrastructure. <input type="checkbox"/> The economic development strategy defines specific goals, actions, timelines and responsible parties for implementation. <input type="checkbox"/> The economic development strategy coordinates with a regional economic development strategy. <input type="checkbox"/> The economic development strategy is accessible online. <input type="checkbox"/> Progress on the economic development strategy is reported annually to the governing body.	Work on after RRC Essentials status is achieved.

Best Practice 5: ECONOMIC DEV. & MARKETING *continued*

5.2 Incentive Tools

Clearly identifying locally available economic development tools ensures the most efficient use of local resources to encourage development that the community desires. Having process documentation and application materials available assists potential applicants in understanding how to leverage local tools.

CRITERIA: The community has identified local economic development tools.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community's identified local economic development tools are outlined online. <i>*Financial and non-financial examples below</i> <input type="checkbox"/> The process for accessing the local economic development tools, and application materials (if applicable) are available online.	Work on after RRC Essentials status is achieved.

FINANCIAL AND NON-FINANCIAL EXAMPLES	
Financial	Non-financial
<i>Façade improvement programs</i>	<i>Density bonuses</i>
Housing incentive programs	Design assistance (financial or non)
Infrastructure improvements	Expedited review process
Industrial facilities tax exemption	Height bonuses
<i>Land disposition policies which allow for a reduced sale price</i>	<i>Off-street parking reductions (project specific)</i>
Local or county brownfield TIF	Infrastructure advantages
Local small business support loans	Pre-approved building plans
Neighborhood enterprise zones	Reduced setbacks
PILOTs (payment in lieu of taxes)	Resource connections
Revolving loan fund	Workforce training
Site prep	
Tax abatements (Industrial, OPRA, Commercial rehab, etc.)	
Waived local fees (development review, utility connections, etc.)	

Best Practice 5: ECONOMIC DEV. & MARKETING *continued*

5.3 Marketing Plan

Marketing and branding are essential tools for promoting a community's assets and unique attributes. A marketing plan establishes goals and strategies for how a community should partner locally to build a consistent brand, tell their unique story, and attract new residents, visitors, businesses, and development.

CRITERIA: The community has a documented marketing plan.	
ESSENTIALS EXPECTATIONS	Responsible
Not required for Essential status.	NA
CERTIFIED EXPECTATIONS	Responsible
<ul style="list-style-type: none"> <input type="checkbox"/> The marketing plan conducts an inventory of existing assets, including visual, online, and physical resources. <input type="checkbox"/> The marketing plan defines specific goals, strategies and tactics to attract businesses and investment including audiences, messaging, and primary delivery methods. <input type="checkbox"/> <i>The marketing plan identifies approaches to market priority development sites.</i> <input type="checkbox"/> The marketing plan aligns marketing efforts with local, regional and state partners. <input type="checkbox"/> The marketing plan identifies core branding elements that provide a consistent community image including: tagline; simple logo(s); primary color palette; primary typefaces; and a collection of community photos. 	Work on after RRC Essentials status is achieved.

Your Notes