

Village of Lexington
Planning Commission Regular Meeting
Village Hall, 7227 Huron Ave., Lexington, MI 48450
September 11, 2023
4 PM

CALL TO ORDER REGULAR MEETING: Mike Ziegler

ROLL CALL: Vicki Scott

Members:	Ziegler	Stencil	Roehl	Fulton	Kaatz
	Picot	Regan	Morris	Huepenbecker	

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

Motion to approve the minutes of the Regular Meeting of August 7, 2023 and Special Meeting of August 8, 2023

Pages 1-4

PUBLIC COMMENT: (3-minute limit)

ZONING ADMINISTRATOR'S REPORT

OLD BUSINESS

Pages 5 - 14

1. **Harbor update** – Doug Roehl
2. **RRC Update** – Jackie Huepenbecker

NEW BUSINESS

Pages 15 - 19

1. **Pre-application plans for Brown Ridge Estates**

Anne Craig will be at our meeting and we will call Greg Brown at 4:15. so he can answer questions

2. **Dumpster Discussion – screening rather than encloser** - Mike Fulton

PUBLIC COMMENT: (3-minute limit)

ADJOURNMENT

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Village Hall
7227 Huron Avenue, Lexington, MI
August 7, 2023 7 p.m.

Regular Meeting called to order at 7:00 p.m. by Chairman Ziegler

Roll Call: Vicki Scott, Clerk

Present: Ziegler, Stencel, Regan, Roehl, Morris, Fulton, Huepenbecker

Absent: Picot, Kaatz

Others Present: D. Klaas, P. Muoio, L. Adams, K. DeCoster

Approval of Agenda:

Motion by Huepenbecker, seconded by Fulton, to approve the agenda as presented.

All ayes

Motion carried

Approval of Minutes:

Motion by Fulton, seconded by Stencel, to approve the minutes of the Regular Meeting of July 5, 2023, as presented.

All ayes

Motion carried

Public Comment:

- Kathy DeCoster (5203 Mail Lot #181) – commented on the code of ethics.

Zoning Administrator's Report:

Klaas explained the zoning administrator's report and answered questions.

Motion by Huepenbecker, seconded by Fulton, to approve the zoning administrator's report as presented.

All ayes

Motion carried

Old Business:

1. Gielow Amended Plans –

Klaas presented a letter from George Kurk, the property owner just south of Gielow's, permitting them to run a drainpipe across their property into the pond. Klaas will pursue a more legally formalized arrangement for an easement. He noted that the Commission gave Gielow's preliminary approval for Phase I of the project.

Huepenbecker inquired about the timeline required for finalizing the plans, particularly concerning the construction of the walls. Klaas clarified that they have a 180-day window starting from the submission date of the preliminary plans. Both engineering teams are collaboratively addressing the checklist requirements. Then, the final plan needs to be reviewed by Adam Young. Morris mentioned there is a fee for convening a special meeting.

2. Fee for appealing to the ZBA –

Huepenbecker stated that at the last meeting she suggested a fee of \$200 for an appeal to the ZBA. She reviewed a survey of other communities with a similar poverty percentage as the Village, showing the median and average fee to be higher than \$200.

Motion by Huepenbecker, seconded by Roehl, to recommend a fee of \$200 for appealing to the ZBA to Council.

Morris stated \$200 could be a financial hardship to some citizens and suggested including something to exempt residents who are at or below 200% of the poverty level.

Amended Motion by Huepenbecker, seconded by Roehl, to recommend to Council a \$200 fee for appealing to the ZBA, and residents who can verify they are at or below 200% of the poverty level will be exempt from this fee.

Roll Call:

Ayes – Huepenbecker, Roehl, Regan, Fulton, Morris, Stencel, Ziegler

Nays – None

Motion carried.

3. Decreasing the membership on ZBA from five to three members

Huepenbecker stated that there have never been more than three members since the time Council voted to raise the number of members from three to five on the ZBA. The Council did not pass the language stating that one member shall be from Council and one from the Planning Commission. Discussion followed. The Planning Commission prefers to keep five members on the ZBA and increase the publicity of the opening.

4. Harbor Update

Huepenbecker reminded members of the meeting tomorrow at 10:00 a.m. with Edgewater Resources. Fulton stated that under the Enabling Act, the Planning Commission is required to review the final plan; however, the Edgewater summary does not state that. Discussion followed.

Ziegler stated Dave Picot would be gone until October and asked to be relieved as the Planning representative on the Harbor Committee. The alternate is Doug Roehl.

Motion by Morris, seconded by Fulton, to appoint Doug Roehl as the primary representative and Steve Stencel as the alternate on the Harbor Committee.

All ayes

Motion carried

5. RRC Update

Huepenbecker stated Larry Adams has been working on the Council training portion. Huepenbecker has been working with the ZBA on the bylaws. Lori Fisher is working on updating the CIP plan. Huepenbecker has updated Trillo.

New Business:

1. Commission Unity

Ziegler stated this item can be combined with the next item on the agenda.

2. Code of Ethics to accompany the Oath of Office –

Huepenbecker explained in working with the Zoning Board of Appeals on bylaws one item suggested was a code of office in conjunction with the Oath of Office. Members reviewed a sample from the Michigan State University Extension. Morris asked about enforcement and consequences. Discussion followed, and Morris offered to work on one that might work for all the committees and Council.

Morris stated it is important for all committees and Council to be united when presenting things in public.

Motion by Huepenbecker, seconded by Fulton, to table the code of ethics to the next meeting.

Discussion:

All Ayes

Motion carried

Public Comment

- Kathy DeCoster (5203 Main Lot #181) – commented appreciates the zoning administrator, questioned why Planning did not address his report regarding dumpster screening and conflict of interest having a Council person sit on the ZBA.
- Peter Muoio (7276 Lester) – commented on the Harbor Project rumors about a boardwalk affecting residents on Old Orchard Bluff.
- Denny Klaas (5408 Union) commented that when changing an ordinance, we need to reach out to an outside entity for review, such as with our planner or legal counsel, to ensure it is enforceable.
- Doug Roehl (5410 William Dr.) commented on changing the rules for keeping people silent when discussing issues that affect that person.

Adjournment - Motion by Huepenbecker, seconded by Ziegler, to adjourn at 8:24 p.m.

Respectfully submitted,
Vicki Scott

VILLAGE OF LEXINGTON
Planning Commission Special Meeting
Village Hall
7227 Huron Avenue, Lexington, MI
August 9, 2023 10 a.m.

Special Meeting called to order at 10:00 a.m. by Secretary Huepenbecker

Roll Call: Vicki Scott, Clerk

Present: Stencel, Regan, Roehl, Fulton, Huepenbecker, Kaatz @10:03 a.m.

Absent: Ziegler, Picot, Morris

Others Present: L. Fisher, D. Klaas, L. Adams, K. DeCoster

Public Comment:

- Larry Adams (7311 Lake St.) – commented on a 3-dimensional model.

New Business:

1. Harbor Redevelopment Presentation – Edgewater

Greg Weykamp explained this meeting is the beginning process of the harbor redevelopment. Weykamp gave a power point presentation of the general area that will be redeveloped. During the presentation, Weykamp pointed out some different possibilities Lexington could incorporate during the redevelopment. Edgewater is looking for feedback from each committee. Questions and answers followed. Weykamp stated Edgewater will use each committee's feedback and design what will work best for Lexington. Additional meetings will be scheduled as each step of the process occurs. The link to the power point presentation is listed below and on the Village website.

https://edgewaterresource.sharepoint.com/:b/s/ERPortal2/EQ07z7dhIC5FmL9JdScdX6UBaKVEwE9_MNGMcY8tlxR0ZA?e=ci8KJ4

Fulton remarked that per the Enabling Act, the plan must come through the Planning Commission. Weykamp responded that would occur later in the process.

Public Comment:

- Larry Adams (7311 Lake St.) – commented on parking decks and protecting the view of the harbor.
- Kathy DeCoster (5203 Main Lot #181) – commented on the parking and play structure area.

Adjournment - Motion by Fulton, seconded by Roehl, to adjourn at 11:18 a.m.

Respectfully submitted,
Vicki Scott

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDCST USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 722 - COMMUNITY & ECONOMIC DIMENT						
101-722-523.000	MEDC GRANT	0.00	0.00	0.00	0.00	0.00
101-722-670.000	SHORT TERM RENTAL	0.00	0.00	0.00	0.00	0.00
101-722-671.500	MISC ACCT OF REVENUE	0.00	0.00	0.00	0.00	0.00
Total Dept 722 - COMMUNITY & ECONOMIC DIMENT						
		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES						
		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 722 - COMMUNITY & ECONOMIC DIMENT						
101-722-701.000	WAGES	32,500.00	4,712.50	2,768.75	27,787.50	14.50
101-722-704.100	MATCH - SOCIAL SECURITY	2,525.00	360.50	211.80	2,164.50	14.28
101-722-704.500	MICH EMP SEC COM	0.00	0.00	0.00	350.00	0.00
101-722-728.000	COMPUTER-HARDWARE-SOFTWARE	0.00	0.00	0.00	0.00	0.00
101-722-740.000	SUPPLIES	400.00	0.00	0.00	400.00	0.00
101-722-803.000	PHONE	900.00	75.00	0.00	825.00	8.33
101-722-805.000	ADVERT/PUBLICATIONS	700.00	0.00	0.00	700.00	0.00
101-722-808.000	SCHOOL/TRAINING	1,800.00	0.00	0.00	1,800.00	0.00
101-722-810.000	MEMBERSHIP/DUES	725.00	0.00	0.00	725.00	0.00
101-722-811.000	LEGAL	1,500.00	0.00	0.00	1,500.00	0.00
101-722-811.200	ZONING SURVEY	0.00	0.00	0.00	0.00	0.00
101-722-812.000	MILEAGE	200.00	0.00	0.00	200.00	0.00
101-722-813.000	MASTER PLAN	0.00	0.00	0.00	0.00	0.00
101-722-820.000	CONTRACTED SERVICES	1,200.00	0.00	0.00	1,200.00	0.00
101-722-821.000	STIPEND	0.00	0.00	0.00	0.00	0.00
101-722-969.000	MISCELLANOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 722 - COMMUNITY & ECONOMIC DIMENT						
		42,800.00	5,148.00	2,980.55	37,652.00	12.03
TOTAL EXPENDITURES						
		42,800.00	5,148.00	2,980.55	37,652.00	12.03
Fund 101 - GENERAL FUND:						
TOTAL REVENUES						
		42,800.00	0.00	0.00	42,800.00	0.00
TOTAL EXPENDITURES						
		(42,800.00)	(5,148.00)	(2,980.55)	(37,652.00)	12.03
NET OF REVENUES & EXPENDITURES						
TOTAL REVENUES - ALL FUNDS						
		42,800.00	0.00	0.00	42,800.00	100.00
TOTAL EXPENDITURES - ALL FUNDS						
		(42,800.00)	(5,148.00)	(2,980.55)	(37,652.00)	12.03
NET OF REVENUES & EXPENDITURES						

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 101 GENERAL FUND							
08/01/2023			101-722-701.000 WAGES		BEG. BALANCE		1,943.75
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		618.75		2,562.50
08/09/2023	PR	CHK	SUMMARY PR 08/09/2023		537.50		3,100.00
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		568.75		3,668.75
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		543.75		4,212.50
08/30/2023	PR	CHK	SUMMARY PR 08/30/2023		500.00		4,712.50
08/31/2023			101-722-701.000	END BALANCE	2,768.75	0.00	4,712.50
08/01/2023			101-722-704.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		148.70
08/02/2023	PR	CHK	SUMMARY PR 08/02/2023		47.33		196.03
08/09/2023	PR	CHK	SUMMARY PR 08/09/2023		41.12		237.15
08/16/2023	PR	CHK	SUMMARY PR 08/16/2023		43.51		280.66
08/23/2023	PR	CHK	SUMMARY PR 08/23/2023		41.59		322.25
08/30/2023	PR	CHK	SUMMARY PR 08/30/2023		38.25		360.50
08/31/2023			101-722-704.100	END BALANCE	211.80	0.00	360.50
08/01/2023			101-722-803.000 PHONE		BEG. BALANCE		75.00
08/31/2023			101-722-803.000	END BALANCE	0.00	0.00	75.00
TOTAL FOR FUND 101 GENERAL FUND					2,980.55		5,148.00

Lexington RRC - What's Still on Our Plate 9-6-2023

Notes from us are in purple, and those from Katie are in green.

Best Practice 1: PLANS & PUBLIC ENGAGEMENT

1.1 Master Plan (complete)

1.2 Downtown or Corridor Plan (complete)

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/Comments
<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. <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.	<p style="text-align: center;">NEED PC, Village Manager & Staff</p> <p>Lori Fisher has staff updating this Doug Roehl is the PC rep to CIP comm. Sheila Klaas is Council's rep to the CIP commi.</p>
X The capital improvements plan is accessible online.	<p style="text-align: center;">COMPLETE PC, Village Manager & Staff</p>
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/Comments
X The plan identifies key stakeholders, including those not normally at the visioning table.	<p>COMPLETED Village Council</p>
X The plan describes public participation methods and the appropriate venue to use each method.	
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.	<p style="text-align: center;">NEED Village Council</p> <p>6/26/ Council Mtg, Kristen said to wait for the Village manager to get on board.</p>

CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community provides an update on engagement activity to the governing body at least annually.	NEED: Council

Essential: Review the plan every couple of years. What works and what doesn't? This may include things such as public input at meetings, mailings, surveys, etc. Our Town Halls and the public outreach for the Harbor project are important here.

Certified: Keep track of how the community was engaged. Numbers at meetings, responding to surveys, etc. With public comments at meetings, we can keep it simple and just track the number of them by group (Council, Planning Commission, DDA, ZBA) or we could categorize them.

If we decide just on numbers, Jackie will chart them for Planning and ZBA.

Best Practice 2: ZONING (complete)

- 2.1 Alignment with Master Plan (complete)
- 2.2 Accessibility and User-friendliness (complete)
- 2.3 Concentrated Development (complete)
- 2.4 Housing Diversity (complete)
- 2.5 Parking Flexibility (complete)
- 2.6 Green Infrastructure (complete)

Best Practice 3: DEVELOPMENT REVIEW

- 3.1 Defined Processes (complete)
- 3.2 Point of Contact (complete)
- 3.3 Conceptual Review (complete)

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.	
ESSENTIAL EXPECTATIONS	Responsible
Essential expectations are complete.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community has established a joint review team.	NEED Planning Commission

Jackie uploaded Development Guide link on Trello on 7/25, but neglected to move it to review until 9/6/2023.

- 3.5 Approval Authority (complete)
- 3.6 Approval Authority (complete)

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.	
ESSENTIAL EXPECTATIONS	Responsible
Essential expectations are complete.	NA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community accepts credit card payment for development fees.	Council approved this at their August 28 meeting. It just needs to get implemented.

3.8 Access to Information (complete)

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
Nothing 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.	NEED Planning Commission

Denny Klaas will complete this one.

The MiPlace Resource Center has templates for this. It is internal and does not need to go on the website.

Best Practice 4: BOARDS AND COMMISSIONS

4.1 Recruitment Process (complete)

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 & ZBA This is in ZBA bylaws which should be adopted in Oct.

X The community outlines expectations for board and commission positions.	COMPLETED PC and DDA
CERTIFIED EXPECTATIONS	Responsible
<input type="checkbox"/> The community identifies associated interests and background for board and commission positions.	NEED: Council & ZBA
X The community identifies associated interests and background for board and commission positions.	COMPLETED PC and DDA

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
X The orientation materials include all relevant planning, zoning and development information.	COMPLETED PC, DDA, ZBA
CERTIFIED EXPECTATIONS	Responsible
Nothing additional required for certification	NA

Sheila Klaas to facilitate getting the info for Council

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 type="checkbox"/> The community has adopted bylaws for appointed development-related boards and commissions.	NEED On 9/5 ZBA approved set for Council's Oct. meeting.
<input type="checkbox"/> The bylaws are available online.	
X The community has adopted bylaws for appointed development-related boards and commissions.	COMPLETED – Council, PC, DDA
X The bylaws are available online.	
CERTIFIED EXPECTATIONS	Responsible
Nothing additional is required for certification	NA

4.5 Planning Commission Annual Report (complete)

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 & expectations. <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.	Need Council ZBA
<input checked="" type="checkbox"/> The plan identifies training goals and expectations. <input checked="" type="checkbox"/> The plan identifies funding sources. <input checked="" type="checkbox"/> The plan identifies how training participants share outcomes with other officials and staff. <input checked="" type="checkbox"/> The plan identifies how the community consistently encourages training. <input checked="" type="checkbox"/> The plan is reviewed every two years.	COMPLETED-PC and DDA
CERTIFIED EXPECTATIONS	Responsible
Nothing additional required for certification.	NA

Note: I believe Larry Adams has completed this for Council. There is training for ZBA members to become certified.

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.	NEED Council Planning Commission Village Manager

We can achieve this with a joint event between Council and Planning. Would be useful to have DDA involved, as well. Document written by Dave Picot is attached.

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
<ul style="list-style-type: none"> X The economic development strategy identifies the economic opportunities and challenges of the community. X The strategy addresses activities related to key economic development initiatives including business and talent attraction/retention, education and infrastructure. X The economic development strategy defines specific goals, actions, timelines and responsible parties for implementation. X The economic development strategy coordinates with a regional economic development strategy. X The economic development strategy is accessible online. X Progress on the economic development strategy is reported annually to the governing body. 	Complete

Katie reviewed our Master Plan and marked this one complete. Is there another one we want her help with?

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
<ul style="list-style-type: none"> <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. 	Need Council Planning Commission Village Manager

Note: The DDA has a façade grant, and the North Shores Mobile Home Park (village-owned) has a one-year free rent program.

FINANCIAL AND NON-FINANCIAL EXAMPLES	
Financial	Non-Financial
Façade improvement programs	Density Bonuses
Housing Incentive Programs	Design assistance (financial or not)
Infrastructure improvements	Expedited review process
Industrial facilities tax exemption	Height bonuses
Land disposition policies which allow for a reduced sale price	Off-street parking reductions (project specific)
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.)	

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
<input type="checkbox"/> The marketing plan conducts an inventory of existing assets, including visual, online, and physical resources.	NEED Council Planning Commission Village Manager
<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"/> The marketing plan identifies approaches to market priority development sites.	
<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: a tagline; simple logo(s); primary color palette; primary typefaces; and a collection of community photos.	

Katie to help with this. She'll see what's in our Master Plan first. Lori has some ideas.

JOINT MEETING CRITERIA

ITEM 4.7

REDEVELOPMENT READY COMMUNITIES

The joint meeting criteria for RRC needs some attention to satisfy the purpose (opportunity for direct collaboration) and fit within the village's range of needs and capacity. The RRC requirement is for Council and the Planning Commission to meet jointly at least once a year. However, we can invite other groups to join us. So, I'm offering a base layer for a "group think on the subject and soliciting the input of others to come up with something workable and useful that Council will adopt.

In the loop: Dave, Jackie, Mike McGovern, Denny, Sheila, and Lori. Lori, take a pass if there's too much on your plate, but please know the manager's enthusiastic support is very much hoped for. Jackie's input is included in the following.

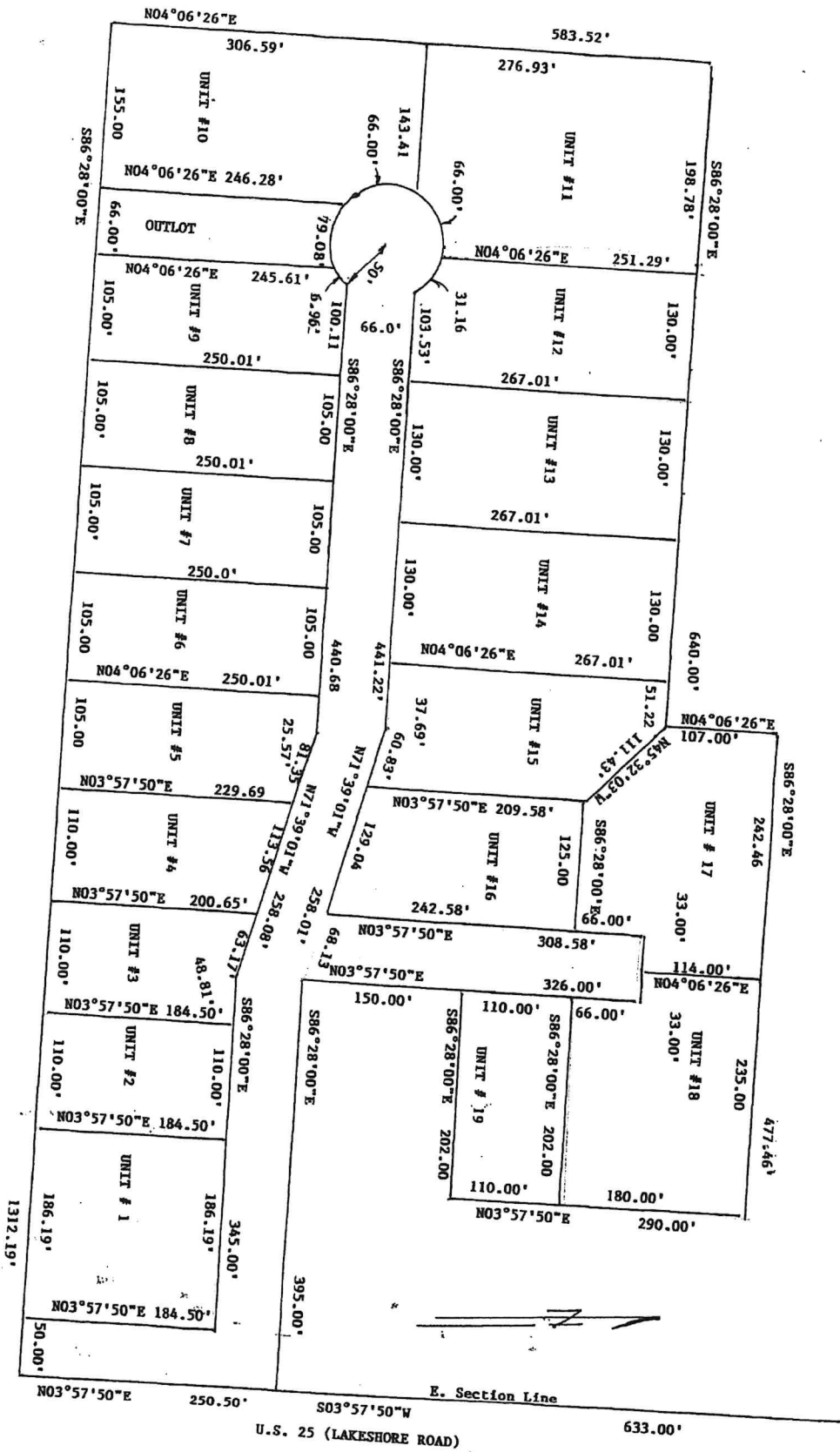
Method: Council, Planning, and the DDA meet annually to establish goals for economic development. Chapter four (4) of the Master Plan provides guidance, and specific action items are described at the back of the Master Plan as well. By limiting the focus to economic development, two important things happen. The focus can be narrowed to just a manageable few things, and the subject is established as a vital leadership function for Council.

Additionally, Jackie wants us to be aware of the importance of the room arrangement and suggests employing a facilitator to provide orderly and balanced input during the meeting. (Possibly, MEDC will fund a facilitator.)

Two remaining thoughts:

If the results of a public engagement effort preceded this meeting, then this new direction would enjoy the guidance of community input.

The capacity to get stuff done is always an issue for us. There is a real possibility to secure a CEDAM Fellow at the next offering, which would put an educated and motivated young person in residence in our village for 15 consecutive months to work exclusively on economic development. We applied before, so we're on our way. Katie will remind us when it's time to reapply. This item would have no place in the document we use to secure certification approval but should be included in the thoughts of any group considering economic development goals for Lexington.



Village of Lexington Municipal Code (excerpted)

(f) (Page 182) Cul-de-sac road and streets shall be provided with a paved circular turnaround conforming to that is designed and constructed to meet or exceed the minimum published standards for paved roads of the Sanilac County Road Commission, as amended, except as modified by the detail illustration provided herein, entitled "Turn Around at Road Terminus - Standard Design." A reduced pavement section may be submitted for review for a temporary cul-de-sac. "T" and "L" type turnarounds meeting the minimum requirements of Sanilac County Road Commission may be permitted in specific cases upon recommendation of the Planning Commission and approval by the Village Council and the Municipal Engineer.

Street Type	Pavement Width	Minimum ROW
Cul-de-sacs	-4	
Residential	45 (outside radius)	60 (radius)
Industrial	58 (outside radius)	75 (radius)

(f)(Page 185) Cul-de-sacs shall be avoided, unless space restraints require such usage. Local residential cul-de-sac streets shall not serve more than 20 dwelling units. The lengths of cul-de-sac streets of other classifications shall be as determined by the Planning Commission in each case. Cul-de-sac turnarounds for local streets shall conform to the detail illustration provided herein, entitled "Turn Around at Road Terminus -Curb & Gutter Design". Cul-de-sac turnarounds for other classifications of streets shall be as set forth in the Subdivision Regulations Ordinance and shall be in accordance with standard engineering practices as determined by the Village Engineer. A reduced pavement section may be submitted for review for a temporary cul-de-sac. "T" and "L" type turnarounds may be permitted in specific cases upon recommendation of the Planning Commission and approval by the Village Council and the Municipal Engineer.

(d) (Page 186) A dead-end private road must terminate in a circular turn-around having a right-of-way radius of sixty-six (66) feet and a pavement radius at the outside edge of fifty (50) feet. However, "T" and "L" type turnarounds, meeting the minimum requirements of Sanilac County Road Commission, may be permitted in specific cases upon recommendation of the Planning Commission and the Municipal Engineer and approval by the Village Council.

Brown Ridge Estates
Pre-Application Meeting Checklist (Development Guide)

- ___ Exchange Contact Information
- ___ Concept Presentation
- ___ Identify the Zone of the Intended Site
- ___ Determine the Pathway to the Land Use Permit
 - ___ Permitted
 - ___ Special Uses
 - ___ Rezone
 - ___ Variance
 - ___ Other
- ___ Develop a Reviewer List (See back)
- ___ Provide Application Forms and Collect Fees (No fees required before the pre-application meeting.)
- ___ Site Plan Requirements (See 3.4.3 and 3.4.4 of the Ordinance)
- ___ Pertinent Ordinance Sections (Identify ordinance items in Articles 4 through 9 that are especially applicable to this project.) _____
- ___ Timeline Estimate (See page 3 of this Guide)
- ___ Lexington Village Website References
 - Zoning Ordinance
 - Zoning Map
 - Master Plan
 - Development Guide
- ___ Useful Contacts for:
 - Utilities (DTE: 800-477-4747, SEMCO: 800-624-2019, Miss Dig: 800-482-7171)
 - County Government Offices (Building Department: 810-648-4664, 810-648-4098)
- ___ Incentive Opportunities (DDA Façade grant) Call the Village Office for contact.
- ___ DDA Contact (Outreach opportunity with the business community) Contact the Village Office.
- ___ File Meeting Minutes (In the ongoing project file In Village Office)
- ___ Follow-Up Phone Call (As necessary to clarify and assist)

The Joint Site Plan Review Team consists of the following representatives, as appropriate:

- Public Works Department
- Planning Consultant
- Architect
- Attorney
- Water And Sewer
- Soil Conservation/Erosion Control
- Fire Department
- Police Department
- Assessor
- County Drain Commissioner
- Health Department
- Community Manager
- County Road Commission
- MDOT
- Outside Agencies _____

It is expected that the indicated reviewers will respond in writing a week before the next regularly scheduled Planning Commission meeting.

Timeline for Processing Your Land Use Permit Application

Developments in the Village will involve some time given to assure the Village government that there is compliance with the Master Plan. The amount of time will increase with project complexity and how nearly the project conforms to permitted uses for the zone. A time-efficient experience will depend on good communication, cooperation, and good Village internal processes.

The pre-application meeting is central to a productive and efficient timeline. Developers need to prepare well to communicate their plans. The Village needs to direct attention to only the relevant portions of the ordinance and determine the types of reviewer inputs that are needed. A follow-up time of a few days will be necessary to chase down unanswered questions and other loose ends following this meeting.

Once a complete application is submitted and fees paid, the maximum timeline for the chosen path to the land use permit can be projected.

Administrative Review	1-30 Days
Preliminary Site Plan Review and/or Final Site Plan Review	60 Days
Public Hearing Notifications (required for Special Land Use, Rezone, and Variance)	15 Days
Council Consideration (required for Rezone And Site Condominium)	1-30 Days

Grants / Loans / Incentives:

During the pre-application meeting, funding opportunities will be discussed. Impact on a timeline for your project can be discussed with the funding source.