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MEMORANDUM

TO: Board of Trustees

FROM: Brian Shorkey, Planning Director

DATE: March 5, 2018

RE: Planning Division Annual Report

Overview

The Planning Division plays a vital role in Bath Township and has many responsibilities, including implementing development-related policies and regulations, implementing the Comprehensive Plan and Zoning Ordinance, staffing the Planning Commission and DDA, and answering questions from residents and other departments.

There are several daily interactions between the Planning Division and other Township divisions. Interactions include coordination with application fees and escrow amounts with the administration team, interpretation of the zoning ordinance and researching past developments to assist the Zoning Department, assisting the Code Enforcement Officer, and working with the Township Assessor on a case by case basis, especially when researching past development histories. The Fire Department, Police Department, Assessing, and Building and Zoning are on the review team for site plans, plats, and special use permits, as well as the Clinton County Road Commission, Clinton County Drain Commission, the Lansing Board of Water and Light, SCCMUA, and when necessary, MDOT.

Applications for site plans, plats, and special use permits go to the Planning Commission. As their staff, I coordinate their applications, prepare their agendas and packets, attend all of their meetings, and write their minutes. As noted above, such applications include sending information to reviewing agencies for their comments. It is the Planning Department's responsibility to collect all of the comments and report them to the Planning Commission.

The Planning Division also staffs the Downtown Development Authority (DDA). As with the Planning Commission, I prepare their agendas and packets, attend all of their meetings, and write their minutes. Much of my work for the DDA involves research into potential projects that the DDA might want to pursue, such as streetscape objects or sidewalk improvements.

The Planning Division researches issues for residents, agencies, and divisions on a day-to-day basis. We get asked several questions about historic projects by both the public and by other agencies and township departments. As a result, we spend time researching the historic files several times every week.

Accomplishments

I have divided this section up into three sections. Division accomplishments are more general and apply to the general Township while Planning Commission and DDA accomplishments are specific to my position as their staff.

1. Division

- Hired interns. The current intern is Hunter Whitehill, a senior at Michigan State University who will graduate in May 2018.
- Tri-County Regional Planning Commission (TCRPC) Participation, including;
 - Member of Capital Area Regional Transportation Study (CARTS) Technical Committee
 - Member of the Regional Non-Motorized Plan Update Committee
- SAW Grant, which included GIS training and an updated computer
- Regular attendance at the monthly Mid-Michigan Environmental Action Council meeting
 - Speaker at September; Intersection between Land Use and Diet
- Michigan Planning Conference attendance in October 2017
- Assisted the Planning Commission with the Five-year Capital Improvement Plan Update
- Assisted with the 5-year Parks and Rec Plan update
- Participated on the Upper Looking Glass River Watershed Management Plan update

Generally, the Planning Division has been involved in other successful projects. Many zoning compliance issues have been resolved through my cooperative work with Gary Cypher. I have worked with the Building Department on several successful variance requests.

2. Planning Commission

The Michigan Planning Enabling Act (2006) requires the Planning Commission to make an annual report to the Board. This section satisfies that requirement.

The Planning Commission saw increased activity in 2017 compared to previous years. A total of 21 meetings were held, having met twice every month except June, August, and December. The second July meeting was a special meeting to discuss the Capital Improvement Plan.

The Planning Commission heard the following:

- 2 plats
 - Hidden Valley Phase II and III Preliminary and Final
 - Whitehills Woods North #5 Preliminary
- 8 site plans
 - Timber Ridge Assisting Living
 - Lansing Urgent Care Sign
 - Chandler Lofts II
 - Cottages Sign
 - Sunrise Seamless Amendment
 - Kimball Property (Premiere Storage) Amendment
 - Tamarack Trail PUD Amendment
 - Bonnie Meadows PUD
- 6 special use permits
 - Chandler Lofts
 - Timber Ridge Assisted Living
 - Chandler Lofts II
 - Cherry Oak Landscaping
 - Tamarack Trail PUD Amendment
 - Bonnie Meadows PUD
- 1 rezoning

- Outdoor Expressions
- 7 text amendments to the Zoning Ordinance
 - Congregate Care
 - Signs
 - Open Space Preservation
 - Yard Encroachments
 - Minor Site Plans
 - Group Day Care Homes
 - Caregiver Marihuana Amendments
- 2017-2022 Capital Improvement Plan
- Non-Motorized Plan
- Bath Schools expansions advisory site plan reviews

In addition to this, the Planning Commission completed the local review required for participation in Redevelopment Ready Communities (RRC). At this time, there has been no feedback from the state regarding the completed self-review as the RRC reviewer assigned to our area has resigned and moved to the Upper Peninsula.

The Planning Commission held a mobile workshop with MAP for CIP Preparation on October 28, 2017. This has led to a revamp of the CIP process. The call for projects will go out in March after a public kickoff meeting.

The Planning Commission has begun studying whether or not the Township's residents want the Board to approve the new medical marihuana regulations and opt in. A survey went live on February 27, 2018 and a mobile workshop has been prepared to gather public input and educate the public.

3. DDA

The DDA accomplished the following in 2017:

- Hosted a Main Street sidewalk cleanup
- Participated in Bath Days and Trunk or Treat
- Hosted the second annual Holiday Lighting event at Four Corners

The DDA has budgeted \$5,000 for streetscape improvements. This includes things like bike racks, benches, and trash receptacles. The DDA will be deciding which improvements to purchase later this year.

The DDA has recently approved a bid from a local tree company for the removal of dead trees from the downtown area. This work is anticipated to be completed this spring.

The DDA is reviewing the first draft of a Main Street Plan. This plan was called for in the 2012 DDA Plan and will make recommendations for land uses and beautification of the downtown Bath area.

Update on 2017 Goals

- Five-year Capital Improvement Plan Update

The five-year CIP was approved by the Planning Commission on August 8, 2017. At that time, the Planning Commission realized that the CIP process needs to be updated.

- Bath Township Non-Motorized Plan Update

The Planning Commission worked most of 2017 on an update of the Non-Motorized Plan and held two public engagements on October 25, 2017. The Planning Commission is holding public hearing on the plan on March 13, 2018. After the Planning Commission approves the plan, it will be forwarded to the Board for acceptance.

- Bath Township Economic Development Strategy

No progress was made on this goal. It was anticipated that the Planning Commission would work on a strategy due to RRC requirements, but the RRC stalled and the Planning Commission had other priorities.

- Bath Township Marketing Strategy

No progress was made on this goal. It was anticipated that the DDA would work on a strategy due to RRC requirements, but the RRC stalled and the DDA had other priorities.

- South Main Street sidewalk rehabilitation project

The DDA scheduled a sidewalk cleanup on July 15, 2017. Several volunteers assisted with sweeping, shoveling, and feeding volunteers.

- Main Street Area Study

The DDA worked most of 2017 on a Main Street Plan and held two public engagements on October 25, 2017. It is anticipated that the DDA will approve the Main Street Plan in early 2018. The Plan will include recommendations about Couzens Park.

- Develop a Conservation Development ordinance

The Planning Commission worked most of 2017 on this project. A public hearing is scheduled for March 13, 2018.

- Develop a Landscaping ordinance

The Planning Commission moved this goal to 2018.

- Develop a Low Impact Development ordinance

The Planning Commission moved this goal to 2018.

- Wayfinding signage improvements

The DDA moved this goal to 2018.

- Main Street Placemaking

The DDA moved this goal to 2018 and budgeted \$5,000 for streetscape materials.

- Parks and Recreation Study update

The Parks & Rec Plan has been introduced to the Board and approved on February 19, 2018.

In addition to my work with the Planning Commission and the DDA, I want to accomplish the following:

- There are hundreds of files in the Planning offices going back several decades for all of the proposals that have been submitted to the Planning Commission. I would like the Planning Division to clean the files up by removing redundant and duplicate papers. In addition, I would like final copies of site plans to be scanned and saved digitally by year.
- I inherited a position that did not have an established procedure. I have been working to standardize the process for applicants within the Planning Division. I want to continue that work and update the application with a checklist for applicants.
- The Planning Division will continue networking with other regional agencies, such as the TCRPC and CARTS.

Future Departmental Goals

The Planning Division will continue staffing the Planning Commission and DDA.

The Planning Commission has the following 2018 goals:

- Study whether or not the Township should engage with the state's new medical marijuana regulations
- Complete the 2018-2023 CIP
- Initiate the 2019 Comprehensive Plan update
- Begin researching Township internet access
- Complete the Conservation Development ordinance
- Draft a Landscaping ordinance for non-single family residential developments
- Develop a Low Impact Development ordinance

The DDA has the following 2018 goals:

- Purchase and install \$5,000 worth of streetscape objects
- Install DDA entry signs
- Completion of the Main Street Area Study
- Continue participating in Bath Days, Truck or Treat, and the Holiday Lighting.

The 2018 goals and projects for the Planning Commission and DDA will ensure that the Planning Division has plenty of work to accomplish. However, the Planning Division has the additional 2018 goals:

- Thanks to the projects that the Planning Division will be working on, there will be an increasing level of community engagement with the residents in Bath Township.
- The Planning Division wants to identify a successful community engagement strategy and using the medical marijuana study to test out ideas. Ideas include an online educational video, a mobile presentation, and surveys.
- The Planning Division will continue representing Bath Township with other regional agencies. The main such agencies are the Tri-County Regional Planning Commission (TCRPC), the Capital Area Regional Transportation Study (CARTS), and the Mid-Michigan Environmental Action Council (Mid-MEAC).

In order to accomplish all of this, I have been authorized to hire a Planning Intern. At this time, the position is staffed by Hunter Whitehill. Mr. Whitehill plans to graduate in May, after which time I may have to advertise for a new Planning Intern. Although this is a part time position, Mr. Whitehill's service has been valuable and I hope this continues in the future.

Requests for Consideration from the Board

The Planning Commission has expressed a willingness to work with the Board if the Board has suggestions and would be willing to attend a joint meeting with the Board. Although the Planning Commission is statutorily authorized to initiate plans and zoning ordinance amendments, they are very willing to work with requests from the Board. If there are ordinance updates or special area studies, such as medical marijuana, that the Board thinks that would be important to complete, I would like to hear about it and fit it into the Planning Division's schedule.

The Board will receive several zoning ordinance updates and special use permit applications in 2018. Several of the issues that the Planning Division will be addressing in 2018 cannot be completed without Board approval. These include the ordinance updates that the Planning Commission plans to address as well as SUP applications. While I strive to be as informative as possible when I transmit materials to the Board, I realize that occasional miscommunications happen. It is my hope that Board members will contact the Planning Division with questions or concerns as they arise, especially early in the approval process.

A major component of my day-to-day activities includes interpretation of the zoning ordinance. This includes requests from both residents and co-workers. It would be beneficial from a customer service standpoint to consider granting me Zoning Administration authority. This would allow my interpretations to have standing. I have run into this situation before and have been granted zoning enforcement authority in the past as a result, with successful results.