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MEMORANDUM

TO: Board of Trustees

FROM: Brian Shorkey, Planning Director

DATE: April 3, 2017

RE: Planning Division Annual Report

Introduction

My name is Brian Shorkey and I am happy to be the Planning Director for Bath Charter Township. I began working for the Township on September 6, 2016. I have been a land planner for over seventeen years in both Michigan and Kentucky. I am a member of the American Institute of Certified Planners (AICP) and a former licensed Realtor in both Kentucky and Michigan. I graduated from the University of Michigan – Flint with a Bachelors Degree in 1997 and Eastern Michigan University with a Masters Degree in Geography in 2002.

The Planning Division is responsible for interacting with the public. This interaction takes place every day and in several different ways, such as email, phone calls, or personal visits. In each case, I am asked to make interpretations of the zoning ordinance and often the conversations lead to my guiding a resident through the development application process for site plans or special use permits.

There is also a lot of daily interaction between the Planning Division and other divisions within the township. I often perform site visits on behalf of Gary Cypher and notify land owners of issues before official actions. I also assist the Building and Zoning Department with interpretation of the zoning ordinance and researching past developments. I work closely with the township assessor on a case by case basis, especially when researching past development histories. I coordinate application fees and escrow amounts with the administration team.

The interaction goes both ways. I receive requests from Mr. Cypher and/or the Building Department to research topics and issues, often requiring site visits. 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.

Site plans, plats, and special use permits are applications that go to the Planning Commission. As the staff for the Planning Commission, I coordinate applications their applications, prepare their agendas and packets, attend all of their meetings, and write their minutes. Site plan, plat, and special use permit applications include sending application to reviewing agencies. It is the Planning Department's responsibility to collect all of the comments and consolidate them into my staff reports.

The Planning Division researches several issues for residents, agencies, and divisions. As the repository for the Planning Commission's historic files, I get asked several questions about historic projects by both the public and by other agencies and township departments. As a result, I spend time researching the historic files several times every week.

In addition to the Planning Commission, the Planning Division also staffs the township 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 the Main Street sidewalk improvement project.

Recent History and Accomplishments

As I noted, I serve as the staff for the Planning Commission and the DDA. Here are the accomplishments of the Planning Commission and the DDA since I was hired:

Planning Commission

- Updated the Commercial Sport Shooting Range Ordinance
- Updated the Sand and Gravel Mining Ordinance
- Updated the Congregate Care Ordinance
- Updated the Sign Ordinance; pending approval by the Board
- Approved the Special Use Permit for Bengal Wildlife Center
- Approved the Special Use Permit Sunrise Seamless; pending approval by the Board
- Approved the site plan for BS&A Software
- Approved the plat for Hidden Valley Phase II and III
- Reviewed Concept Plan for Chandler Lofts

DDA

- Hosted first History Day Open House at Couzens Park
- Participated in October Trunk or Treat
- Hosted the first annual Holiday Lighting event

In addition to my work with the Planning Commission and the DDA, 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. Finally, I have represented Bath Township on the steering committee for the Upper Looking Glass River Watershed Management Plan update.

Current Issues

The Planning Commission needs to update the Capital Improvement Plan (CIP) as required by Michigan planning law. This is an annual update and needs to more accurately reflect funding sources and feasibility. This process will begin in April and end later in 2017. The Planning Division will coordinate the request for projects, coordinate community engagement, and write the report.

The Planning Commission supports the update of Bath Township's non-motorized transportation plan, which was written in 2010. The update is in coordination with the Tri-County Regional Planning Commission's (TCRPC) update of the regional non-motorized transportation plan, which have up previously mentioned. This project will result in public engagement and an update of the planned and proposed non-motorized system in Bath Township.

I currently represent Bath Township on the TCRPC Non-Motorized Advisory Work Group and am assisting the TCRPC on the update of the TCRPC Regional Non-Motorized Plan. I also represent Bath Township on the Capital Area Regional Transportation Study (CARTS) Technical committee. CARTS provides recommendations to the

TCRPC regarding regional transportation plans and transportation problems and issues and addresses the Long Range Regional Transportation Plan and the Transportation Improvement Program.

Both the Planning Commission and the DDA support Bath Township's involvement in the state's Redevelopment Ready Community (RRC) program. While it is unlikely that Bath Township is going to complete the RRC certification in 2017, the process has shown that Bath Township needs to develop a list of redevelopment sites, as well as an economic development strategy and a marketing strategy. After discussing this with both bodies, it appears that the economic development strategy will be prepared by the Planning Commission while the DDA will prepare the marketing strategy. In both cases, the Planning Division will be the staff responsible for organizing community engagement and writing the studies. In the long term, it is anticipated that the RRC requirements will inform future workplans for the Planning Commission, the DDA, and the Planning Division.

Departmental Goals

The Planning Division will continue staffing the Planning Commission and DDA. As such, it is the intent of the Planning Division to assist both bodies in completing their 2017 workplans. This means that in 2017, the Planning Division intends to either manage or assist with the completion of the following projects:

- Five-year Capital Improvement Plan Update
- Bath Township Non-Motorized Plan Update
- Bath Township Economic Development Strategy
- Bath Township Marketing Strategy
- South Main Street sidewalk rehabilitation project
- Main Street Area Study
- Develop a Conservation Development ordinance
- Develop a Landscaping ordinance
- Develop a Low Impact Development ordinance
- Wayfinding signage improvements
- Main Street Placemaking
- Parks and Recreation Study update

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.
- The Planning Division will assist with the update and community engagement with the 5 Year Parks and Recreation Plan.
- 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.
- 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.

In order to accomplish all of this, I have been authorized to hire a Planning Intern. The position has been advertised through several outlets at Michigan State University and applications are being accepted through April 14, 2017. Although this is a part time position, this person will be instrumental in accomplishing the Planning Division's goals.

Requests for Consideration from the Board

The Planning Commission has expressed a willingness to work with the Board if the Board has suggestions. That is why the Planning Commission asked the Board to review their 2017 workplan. The Planning Division shares this willingness. If there are ordinance updates or special area studies 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 2017. Several of the issues that the Planning Division will be addressing in 2017 cannot be completed without Board approval. These include the ordinance updates that the Planning Commission plan to address. 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.