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MEMORANDUM

TO: Board of Trustees

FROM: Brian Shorkey, Planning Director

DATE: March 5, 2019

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, rezonings, 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.

In 2018, the Board approved me as the Zoning Administrator, which became effective on January 1, 2019. As a result, the Planning Division now staffs the Zoning Board of Appeals (ZBA). Next year's report will include a summary of my first year as the Township's Zoning Administrator.

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

This section of the report provides information about projects that the Planning Division worked on that were outside the duties of Planning Commission and DDA Staff.

TCRPC Participation. Bath Charter Township lies within the Tri-County Regional Planning Commission (TCRPC). The TCRPC is the pass through agency for transportation funding in the tri-county region. I have participated with TCRPC and officially represented the Township at the monthly of Capital Area Regional Transportation Study (CARTS) Technical Committee meeting. In 2019, I also participated with the TCRPC as a member of the Regional Non-Motorized Plan Advisory Working Group.

Mid-MEAC. Planning Staff has been a regular attendee at the monthly Land Use lunch at the Mid-Michigan Environmental Action Council (Mid-MEAC). This includes a one-hour presentation on a land use topic and networking with other professionals in the area.

Zoning Administrator. In 2018, the Board approved me as the Zoning Administrator. That approval became effective on January 1, 2019. Next year's report will include a summary of my first year as the Township's Zoning Administrator.

Upper Looking Glass Watershed. Staff worked with the Upper Looking Glass watershed committee that was updating the Upper Looking Glass Watershed Plan. Staff attended the Watershed Day of Review on May 2, 2018 and provided comments on the final draft of the Plan, which was then forwarded to the state.

Census 2020. The Census Bureau is preparing for the 2020 Census and they reached out to the Township for assistance in updating their GIS. I attended training on January 31, 2018 at the TCRPC offices and later received the digital data from the Census office in Chicago. I successfully updated the road data for the Census.

Trainings. In 2019, attended the following:

- On January 12, 2018, I attended the Emerging Planning Professionals event organized by the Michigan Association of Planning. After touring the Lugnut Stadium area, we returned for discussion sessions. This event was notable because I was asked to attend as a discussion facilitator.
- On April 20, 2018, I attended a bus trip to Detroit sponsored by the Clinton County Economic Alliance (CCEA). The trip included a visit to a business incubator and an office for a company that constructs buildings from storage units.
- I attended the 2018 Michigan Planning Conference on September 20-22, 2018. The conference was held in Grand Rapids and in conjunction with the Michigan Municipal League. Brad Doane, my Planning Assistant, also attended this conference, although under the auspices of MSU.
- I attended the Creative Placemaking Summit on October 4, 2018 at the Lansing Center. This is an annual event held by the Arts Council of Greater Lansing and included discussions about creative public engagement, delivery of the Greater Lansing Cultural Economic Development Plan, and placemaking.

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 decreased activity in 2018 compared to 2017. A total of 21 meetings were held, having met twice every month except June, August, and December. This matched the total meetings within 2017.

The Planning Commission heard the following:

- 2 plats (2 in 2017)
 - Hidden Valley Phase II and III Preliminary and Final
 - Whitehills Woods North #5 Preliminary
- 5 site plans (8 in 2017)
 - Bonnie Meadows PUD
 - Timber Ridge Assisted Living 2
 - Hosford Brothers Concrete Amendment
 - Summit Contracting Amendment
 - Noca Lofts
- 4 special use permits (6 in 2017)
 - Bonnie Meadows PUD
 - Timber Ridge Assisted Living 2
 - Kwilinski Horse
 - Bengel Wildlife Center Amended Conditions
- 1 rezoning (1 in 2017)
 - Fata Multi-Family (Withdrawn)
- 1 text amendment to the Zoning Ordinance (7 in 2017)
 - Rural Land Use (Sec. 5.02)
- 2018-2023 Capital Improvement Plan (CIP)

In addition to the statutory required projects, the Planning Commission also worked on the following:

2018-2023 Capital Improvement Plan. The Planning Commission is responsible for updating the CIP every year. After the 2017 CIP update, the Planning Commission decided that the process needed to be updated so that the CIP more accurately reflected the financial picture of the Township. As a result, there were 23 projects in the 2018 CIP, compared to 2 in the 2017 CIP.

Old M-78/Marsh Road. The Michigan Department of Transportation (MDOT) is reconstructing the intersection at Old M-78 and Marsh Road this year. The Planning Commission expressed concerns about the project and asked MDOT staff to attend meetings to discuss their issues. This included the meeting on July 10, 2018, when the Planning Commission hosted MDOT's public information meeting. This was the most attended Planning Commission meeting in 2018.

Medical and Recreational Marihuana. The Planning Commission was asked to study 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 was supported by a mobile workshop which Staff presented to residents. The mobile workshop was prepared and presented to public groups on February 7, 2018 and March 28, 2018.

The work was getting compiled when the state voted to approve recreational marihuana in November. Since that time, wrote a report for the Planning Commission with recommendations for both medical and recreational marihuana. That report will be presented to the Board when it is complete with recommendations about how to proceed.

Comprehensive Plan Update. The Planning Commission began discussing the Comprehensive Plan update toward the end of 2018. The update was officially kicked off on January 29, 2019. Letters of intent to plan were sent out to the surrounding communities on February 19, 2019.

3. DDA

The DDA was more active in 2018 compared to 2017 and the annual report reflects this increased activity. This was in part to the fact that their revenue formula was recalculated and that their income was increased and approximately five times higher than expected. This increase in revenue allowed the DDA to increase their potential projects, which in turn was reflected in the 2018 CIP. The DDA accomplished the following in 2018:

Main Street Cleanup. The DDA hosted the second annual Main Street sidewalk cleanup on July 28, 2018. Several volunteers attended to clean the sidewalks, as well as to remove dead trees over sidewalks, in preparation of Bath Days.

Bath Days. The DDA participated in the annual Bath Days.

Trunk or Treat. The DDA participated in the Trunk or Treat. This was attended by several hundred children and the DDA gave out over 500 pieces of candy.

Holiday Lighting. The DDA hosted the third annual Holiday Lighting event at Four Corners. The lights were installed and activated courtesy of Wisner Electric. The afterglow was held in the Bath Library and Eggleston Gallery immediately after the lighting.

Community Garden. On June 21, 2018, the DDA approved contributing to the Community Garden so that a tool shed could be built.

Main Street Improvements. On June 28, 2018, the DDA approved a bid and paid for sealcoating and restriping the parking areas on Main Street. This was done in conjunction with the Road Commission's Main Street resurfacing project.

Couzens Park. The DDA is planning a beautification project in Couzens Park. This multi-year project will begin in 2019 with the installation of lilac trees in Couzens Park along Main Street and the northeastern property line. Later in 2019, the DDA intends to beautify the historic cupola area in Couzens Park, which includes lifting the historic cupola off the ground and installing benches and wrought iron fencing. The beautification project is the result of the Couzens Park Subcommittee, which the DDA created.

DDA Entry Signs. The DDA discussed entry signs several times in 2018 before finally approving them on October 18th. The five signs will be installed on Webster Road, Drumheller Road, and Clark Road in the spring of 2019 courtesy of the CCRC.

Main Street Plan. In 2017, the DDA began working on a Main Street Plan. This project was put on hold while the DDA looked into Couzens Park. Now that there is consensus on improvements in Couzens Park, the DDA will be taking up the Main Street Plan again in 2019. While this is intended to be a standalone document, it should be included in the updated Comprehensive Plan when it is complete since it will make recommendations for land uses and beautification of the downtown Bath area.

Future Departmental Goals

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

The Planning Commission has the following 2019 goals:

- Study whether or not the Township should engage with the state's new recreational marijuana regulations
- Complete the 2019-2024 CIP
- Initiate the 2019 Comprehensive Plan update
- Begin researching Township internet access
- Draft a Landscaping ordinance for non-residential developments

- Develop a Low Impact Development ordinance

The DDA has the following 2019 goals:

- Façade improvement program
- 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.

In addition to the tasks from the Planning Commission and the DDA, the Planning Division has the following 2019 goals:

- There are several files in the Planning offices going back several decades for all of the proposals that have been submitted to the Planning Commission. Planning Staff members have been cleaning out the files by removing redundant and duplicate papers. This work needs to continue and move toward digitizing the files.
- I have been working to standardize the process for applicants within the Planning Division. To that end, I have created an internal checklist that is used for each project. I intend to work with Building to further the checklist so that it can be used to track projects after Planning Commission and/or Board approval.
- 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 Brad Doane. Mr. Doane plans to graduate from Michigan State University (MSU) in August 2019. The position was previously held by Hunter Whitehill, who graduated from MSU in May 2018.

Requests for Consideration from the Board

As noted in this report, the Planning Commission has launched the Comprehensive Plan update. It is critical that the Board participate in the update process. At the time of this writing, a prospective list of Steering Committee members is being compiled and it is hoped that the Board will appoint a member. There will be several public forums during the public engagement process and it is hoped that Board members will choose to participate. Finally, although I will continue to update the Board on progress, Board members are encouraged to speak with me and/or the Planning Commission and ask us any questions. Remember that the Board has to approve the final draft of the Comprehensive Plan for distribution and comment before it is approved, so I would like to minimize any surprises.

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 studies, such as medical marihuana, 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 2019. 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.