



PLANNING COMMISSION

Thursday, September 15, 2022

1. Roll Call – 6:00 P.M.
2. Approval of Minutes – August 18, 2022 regular meeting
3. New Business
 - a) Public Hearing – Zoning District B-3a Amendment for Height Allowance
 - b) Public Hearing – Sign Ordinance Amendment for Halo Lit Signs
 - c) Planning Commission Priority Action Items
 - d) Election of Officers
4. Old Business
5. Public Comment – This is an opportunity for the public to comment on items not on the meeting agenda
6. Commissioner Comments
7. Updates
8. Adjournment



PLANNING COMMISSION

August 18, 2022

A regular Planning Commission meeting was held in the City Council Chambers, Petoskey, Michigan, on Thursday, August 18, 2022. Roll was called at 6:00 P.M. and the following were:

Present: Cynthia Linn Robson, Chairperson
Carolyn Dettmer
Rose Fitzgerald
Richard Mooradian
Rick Neumann
Ted Pall
Charles Willmott

Absent: Betony Braddock
Doug Buck

Others: David Finely, North Central Michigan College, 1515 Howard Street
Andrew Kohlmann, image360, 1702 Barlow Street, Traverse City, MI
Tom Ziedel, North Central Michigan College, 1515 Howard Street

Staff: Zach Sompels, City Planner
Shane Horn, City Manager

Upon motion and support, the minutes of the July 21, 2022 regular meeting were approved with minor changes. Motion carried 7-0.

North Central Michigan College **Master Site Facilities Plan – Sign Plan**

Commissioner Pall made a motion, seconded by Commissioner Dettmer to approve the North Central Michigan College Master Site Facilities Plan amendment – Sign Plan, with the following conditions:

1. All signs are located on college property unless approval has been given for location in a City of MDOT right-of-way; and
2. Final illumination approval on the signs would be approved by the City Planner with the option to come back to the Planning Commission for approval if the City Planner deemed it necessary.

Motion passed 7-0.

Andrew Kohlmann, image360, gave a presentation on the proposed sign plan and went into the detail on each type of sign as well as their reasoning for choosing them.

The overall goal was as few signs as possible while keeping as much traffic out of the neighborhood as possible.

Commissioner Pall voiced concerns over neighborhood facing signs.

Commissioner Willmott voiced concerns with the setback of the main sign.

Commissioner Neumann had questions on the building ID sign differences, various sign base heights, and the faculty lot sign being slightly bigger than others but was pleased with the overall detail provided to everyone.

Chairperson Robson voiced concerns with the size of the main sign and lighting options but liked the overall location placement of the signs.

Site Plan Review/ Administrative Review Possible Changes

After continued discussion on what plans the Zoning Administrator was able to approve and what plans the Planning Commission was able to approve, it was decided to address this issue in the new zoning ordinance rewrite.

Halo Lit Sign Language

Commissioner Neumann made a motion, seconded by Commissioner Willmott, to approve the proposed language as follows and schedule a public hearing:

Section 2.1

Halo illuminated signs – Signs consisting of individual, internally illuminated letters and graphics with opaque face and sides. Halo illuminated signs are characterized by indirect illumination, with all illumination projecting from the rear of each letter onto the background surrounding the letters.

Section 3.1(5)

Halo illuminated signs must meet the following criteria:

- The lighted area that exceeds the solid surface of the sign face shall count as part of the signs calculated area;
- Only neutral light tones may be used;
- No neon lights or graphic shall be permitted;
- The face and sides of letters shall be opaque;
- All lights, transformers, fasteners, spikes, zappers and connections shall be concealed from view;
- Up to 20% of the total sign area may be the lighted portion of the sign;
- Halo illuminated signs shall follow the size restrictions laid out under wall signs and free standing signs in their prospective districts; and
- No sign shall emit more than 100 Nits.

Motion passed 7-0.

Chairperson Robson and staff lead the Commission through the reasoning behind the Sign Committee's suggested language for Halo Lit signs. Chairperson Robson requested to add "or graphic" into the definition on the third line.

Review and Acceptance of 2023-2028 Capital Improvement Plan

Commissioner Pall made a motion, seconded by Commissioner Fitzgerald, to approve and recommend the 2023-2028 Capital Improvement Plan to City Council based on the finding of facts that it was in line with the current Master Plan goals, objectives and strategies.

Motion passed 6-1. Commissioner Willmott was the dissenting vote.

The Commission discussed specifics about the plan, primarily for years 2023 and 2024, in relation to location of the arboretum, resurfacing locations in the wheel way, and sidewalk repairs. Commissioner Pall expressed interest in more participation in choosing and designing projects.

Zoning District B-3a Amendment for Height Language

Commissioner Pall made a motion, seconded by Commissioner Dettmer, to approve the proposed language amendment for the maximum height allowance in the B-3a District to three stories, 37 feet.

Motion passed 7-0.

The Commission discussed how the previous height restriction in this district was four stories, 45 feet but for some reason was greatly reduce to the current two stories years ago. The current restriction on height makes this district, which is intended to be primarily for hotels and lodging, very difficult to work financially for any future developer.

Public Comments

No comments were received.

Commissioner Comments

No comments were received.

Updates

Staff thanked the Commissioners that were able to attend training the week before; showed the Commission the prospective plans for the adoption of Northmen Oaks Drive, which will be built and paid for by the developer; and discussed the possible need for a special meeting in November to discuss recreational marijuana.

Staff then thanked Commissioner Fitzgerald for her service on the Planning Commission as this was her last meeting.

The meeting was then adjourned at 9:35 P.M.

Minutes reviewed by Ted Pall, Vice, Chairperson



BOARD: Planning Commission

MEETING DATE: September 15, 2022

DATE PREPARED: September 6, 2022

AGENDA SUBJECT: Zoning Ordinance Amendments for Height Allowance in the B-3a District

RECOMMENDATION: Approval

Background

The Commission discussed the following ordinance changes to the Zoning Ordinance for a public hearing. The proposed change is to increase the height limit in the B-3a Resort Commercial District from 2 stories, 25 feet to 3 stories 37 feet which is consistent with the Livable Petoskey Master Plan Future Land Use Goal of “areas for a wide range of business types are provided” and the Local Economy Assets and Opportunities Goal of “the area’s hospitality industry is supported and promoted”.

Discussion

1. Amend Section 1600 – Schedule limiting height, bulk, density and are by zoning district, under B-3a Resort Commercial to read:

ZONING DISTRICT	Minimum Lot Size Per Unit		Maximum Height of Structure		Minimum Yard Setback (Per Lot in Feet)			Maximum Lot Area Coverage (All Buildings)	
	Area in Square Feet	Width in Feet	In Stories	In Feet	Front	Side Yards			Rear
						Side (one)	Side (total of two)		
B-3a Resort Commercial		150	3	37	50	20(g)	40(g)	40(g)	

Action

After holding the public hearing, the Commission may recommend the changes to City Council.

zs

SAMPLE MOTIONS BY THE PLANNING COMMISSION

I move that the proposed changes to Zoning Ordinance Section 1600 be recommended for (approval/denial) to City Council based on the Commission discussion and public comment at this and previous meetings, and the finding that the changes are consistent with the goals and strategies identified in the Livable Petoskey Master Plan.



BOARD: Planning Commission

MEETING DATE: September 15, 2022

DATE PREPARED: September 6, 2022

AGENDA SUBJECT: Sign Ordinance Amendments to Allow for Halo Lit Signs

RECOMMENDATION: Approval

Background

The Sign Committee presented the following language after direction from the Planning Commission. The Commission discussed these changes to the Sign Ordinance and has decided to move it forward for the September 15th public hearing.

Discussion

1. Amend Section 2.1 – Definitions to read:

Halo illuminated signs – Signs consisting of individual, internally illuminated letters and graphics with opaque face and sides. Halo illuminated signs are characterized by indirect illumination, with all illumination projecting from the rear of each letter or graphic onto the background surrounding the letters.

2. Amend Section 3.1 – Provisions applicable to all districts (5)(d) to read:

Halo illuminated signs must meet the following criteria:

- The lighted area that exceeds the solid surface of the sign face shall count as part of the signs calculated area;
- Only neutral light tones may be used;
- No neon lights shall be permitted;
- The face and sides of letters shall be opaque;
- All lights, transformers, fasteners, spikes, zappers and connections shall be concealed from view;
- Up to 20% of the total sign area may be the lighted portion of the sign;
- Halo illuminated signs shall follow the size restrictions laid out under wall signs and free standing signs in their prospective districts; and
- No sign shall emit more than 100 Nits.

Action

After holding the public hearing, the Commission may recommend the changes to City Council.

zs

SAMPLE MOTIONS BY THE PLANNING COMMISSION

I move that the proposed changes to Sign Ordinance Section 2.1 and 3.1(5)(d) be recommended for (approval/denial) to City Council based on the Commission discussion and public comment at this and previous meetings, and the finding that the changes are consistent with the goals and strategies identified in the Livable Petoskey Master Plan.



BOARD: Planning Commission

MEETING DATE: September 15, 2022

DATE PREPARED: September 6, 2022

AGENDA SUBJECT: Planning Commission Priority Actions

RECOMMENDATION: Discussion/direction

Background

At previous meetings, the Commission discussed and reviewed different potential action items, from both staff and Commissioner Willmott, which have been filtered down from the approved 2021 Livable Petoskey Master Plan. Both documents, from staff and Commissioner Willmott, have been provided again. In an effort to focus meetings into a timeframe that the general public can engage in and keep the Planning Commission from taking on too many tasks at once, Staff has suggested moving through the approved Master Plan action items one by one.

Discussion

Staff is looking for direction on the next priority action item to take on. Staff recommends focusing on first floor residential in the rear of commercial buildings in the Central Business District as a starting point. If the Commission were to take this priority action item on first, a joint meeting with the Downtown Management Board would be recommended moving forward if this is the next item to be addressed.

Action

Commission members should come prepared to discuss and provide consensus on what priority it wishes to take on next.

ZS

Livable Petoskey Master Plan 2021

Strategies and Action Items Broken Down

Community

- a) Create a Local Historic District in the Downtown National Register Historic District within two years.
- b) Appoint a Local Historic District Study Committee to study the creation of a Local Historic District in the East Mitchell Street National Register Historic District.
- c) Create additional neighborhood National Historic Register Districts to ensure historic integrity of the community is maintained.
- d) Become a Certified Local Government through the State Historic Preservation Office.
- e) Continue to evaluate zoning districts for addition of form and architectural standards to complement existing street patterns.
- f) Work with the Little Traverse Historical Society to develop exhibits and events that promote community heritage.
- g) Ensure community signage enhances the City's historic character.
- h) Develop informational resources to promote/advocate for appropriate building renovations similar to the Downtown Design Guidelines.
- i) Implement the Parks and Recreation Master Plan and update every five years to ensure high-quality parkland and open spaces are maintained and preserved.
- j) Implement the Downtown Strategic Plan and update every five years.
- k) Plant appropriate sized trees and perform regular maintenance of trees and shrubs on public land to enhance and protect the Little Traverse Bay view shed.

Citizen Engagement Goals

- a) Update the 2010 National Citizen Survey™ or undertake a similar citizen survey to gauge resident satisfaction with municipal services.
- b) Work with the Petoskey Public Schools to annually engage the students in community planning.
- c) Utilize effective and equitable avenues for distributing and receiving comments on public policies and projects.
- d) Provide educational materials and design participation initiatives that will support and encourage effective participation.
- e) Encourage continued regional collaboration with local governments and other stakeholder organizations.
- f) Maintain and develop staff expertise in all aspects of participation.
- g) Annually budget sufficient funds to ensure active methods of participation can be implemented.
- h) Support and encourage continuous improvement in the methods used to meet the public need for information and involvement.
- i) Record results of public engagement and ensure they are relayed back to the public.
- j) Create meaningful volunteer opportunities, ad-hoc committees, study groups and other roles that give citizens greater opportunities for inclusion in the decision-making process and encourage sustained public participation.
- k) Ensure elected and appointed officials receive annual training

Public Health and Safety

- a) Work with the Office of Emergency Management to review and update as needed the Hazard Mitigation Plan, taking into consideration likely climate change impacts.
- b) Adopt and implement updates to the Hazard Mitigation Plan.
- c) Promote the health benefits of public parks, trails, and sidewalks.
- d) Continue to implement traffic calming measures to ensure safe streets for pedestrians and bicyclists.
- e) Work with the Health Department of Northwest Michigan, Community Mental Health, Emmet County and McLaren Northern Michigan to identify funding for a credentialed mental health professional to assist first responders as needed.
- f) Encourage, support and participate in regional efforts for alternatives to incarceration for those suffering with mental health and substance abuse issues.
- g) Work with the Petoskey Public Schools to teach youth pedestrian and bike safety.
- h) Repeat the National Citizen Survey™ or a similar survey instrument to gauge resident opinions on public health and safety services.

Recreation

- a) Cultivate additional partnerships that would allow the City to provide improved recreational services through property or equipment sharing.
- b) Address in-demand activities such as a community dog park and additional pickle ball courts by working with regional partners to identify locations and funding.
- c) Work with all recreation providers to ensure provision of recreation programs address the needs of all age groups.
- d) Continue to test new recreation programs to address the needs of a changing demographic.
- e) Improve park and trail way-finding signage, maps and information accessibility on website, social media, and via mobile tours.
- f) Partner with McLaren Northern Michigan and the Health Department of Northwest Michigan to promote use of parks and trails for improved health outcomes.
- g) Provide smoke-free/vape-free facilities and breast feeding/pumping locations where appropriate.
- h) Incorporate universal accessibility in park facilities and recreation programs to the greatest extent possible.
- i) Continue to provide public land for community gardens and explore the possibility of creating “Edible Trails.”
- j) Create paddle-sport launch and storage areas.

Arts and Culture

- a) Assist in the dissemination of cultural event information through web-based community calendars.
- b) Promote use of existing parks and public facilities for cultural performances and events.
- c) Identify locations and funding for public art throughout the community.
- d) Participate in efforts to ensure arts and cultural education are equitably provided community wide

Environmental Stewardship

Resource Use Reduction

- a) Conduct a community-wide greenhouse gas emissions inventory and set a target for reduction.
- b) Continue to benchmark municipal building energy use and invest in efficiency upgrades.
- c) Continue to upgrade the municipal vehicle fleet to include alternative fuel and electric vehicles.
- d) Track and set fuel reduction goals for the municipal vehicle fleet.
- e) Identify priority areas and needed infrastructure for installation of additional electric car charging stations community-wide.
- f) Continue to promote and fund the Energy Smart energy efficiency programs, with an emphasis on installing improvements for low income residents.
- g) Promote and provide incentives for WaterSense products to reduce utility customer consumption and costs.
- h) Continue to reduce water use in public parks through the use of landscaping best management practices (BMPs).
- i) Continue to work with Emmet County Department of Public Works (ECDPW) to increase recycling and composting efforts through identified metrics, and increase awareness of the importance of recycling and reuse at the household, business, and community-wide levels to create a circular economy.
- j) Explore partnerships to provide free or low-cost energy audits.
- k) Work with ECDPW to educate residents on the use and benefits of backyard composting.
- l) Adopt a policy that ties economic development incentives to use of green technologies in new construction.
- m) Continue to promote and increase participation in the Voluntary Green Pricing program offered through the City Electric Utility.
- n) Remove barriers and provide incentives for residential solar installations.

Climate Resilience and Natural Resource Management

- a) Ensure safety of critical infrastructure in proximity to the shoreline and riverbank.
- b) Develop a green infrastructure and non-motorized infrastructure plan that identifies specific street improvements (Similar to Grand Rapids Vital Streets).
- c) Require native species and green infrastructure in site plan review approval criteria.
- d) Provide information on climate-adaptable native species.
- e) Calculate the current city-wide tree canopy and establish a canopy goal.
- f) Balance the Petoskey “groomed” aesthetic with the use of native species and pollinator plants that have a more natural look on public lands.
- g) Encourage homeowners to use native species and pollinator plants in their landscape rather than turf grass.
- h) Create incentives for installation of green roofs.
- i) Continue to work with the Charlevoix, Antrim, Kalkaska, and Emmet Counties Cooperative Invasive Species Management Area (CAKE/CISMA) to educate residents about invasive species and find funding for eradication.
- j) Explore changes to lot coverage ratios to encourage a reduction in total impervious area rather than just calculating building footprint coverage.
- k) Increase required waterfront setbacks.
- l) Require a vegetative buffer to be added land-side of a hardened shoreline.
- m) Educate the public on the environmental benefits of trees so they are valued for their importance to climate resilience rather than something that blocks views of Little Traverse Bay.

- n) Increase tree planting in passive park land such as Veteran's Park, Arlington Park, Washington Park, Quarry Park and Curtis Park.
- o) Explore the creation of a municipal tree nursery and greenhouses in collaboration with other organizations.
- p) Protect and enhance wildlife corridors, while managing wildlife numbers.
- q) Prioritize climate resilience and natural resource management in all municipal operations by creating a sustainability coordinator position, contingent on available funding.
- r) Participate annually in the Michigan Green Communities Challenge.
- s) Advocate for broader community engagement and participation in the City's resiliency and sustainability efforts.
- t) Encourage environmentally friendly practices when using herbicides and pesticides on City property whenever practical.
- u) Continue to explore best management practices for the use and application of winter street maintenance salt.
- v) Work with other organizations to increase public awareness of the negative impacts of harmful pesticides and herbicides and to decrease their use.
- w) Use compost in public projects such as road and trail construction whenever practical.

Built Environment

Infrastructure Optimization

- a) Ensure the annual update of the Capital Improvement Plan effectively plans for facility improvements, manages debt capacity for large projects, and considers on-going maintenance costs as well as initial capital outlay for new infrastructure.
- b) Identify funding sources and budget for anticipated climate change impacts on infrastructure (e.g., marina, waterfront, trail system).
- c) Incorporate sustainability and resiliency measures into the Capital Improvement Plan.
- d) Ensure infrastructure projects are equitably distributed across the community.
- e) Implement the 2018 Storm-water Management Plan and update the City Storm Water Ordinance to ensure BMPs are incorporated in public infrastructure and private site plans.
- f) Continue to work with the Little Traverse Bay Watershed Protection Project Advisory Committee and Tip of the Mitt Watershed Council to implement the Little Traverse Bay Watershed Protection Plan.
- g) Continue to seek intergovernmental agreements with adjoining communities to provide the most efficient, safe and cost-effective delivery of public infrastructure and services.
- h) Work with the Michigan Public Power Association (MPPA) to reach the community target of 100% renewable energy use by 2035.
- i) Continue to explore community renewable energy projects, such as the solar array on the former landfill site and solar panels on City buildings.
- j) Continue to install state-of-the-art drinking and waste-water infrastructure.

Transportation and Mobility Options

- a) Continually update the Capital Improvement Plan (CIP) to maintain roadway pavement standards based on functional classifications.
Evaluate the program with respect to necessary programming and budget on a regular basis.
- b) Continue to work toward an enhanced EMGO Ride.
- c) Implement green infrastructure/storm water BMPs in right-of-way projects where practical and cost effective.
- d) Develop an incentive program to promote use of remote parking and use of non-motorized facilities to decrease downtown parking demand.
- e) Continue to explore regional funding for the Howard Street and Standish Avenue connection to improve circulation.
- f) Continue to support a ferry connecting communities on Little Traverse Bay for commuters and visitors.
- g) Work with area organizations, schools and businesses to continue and expand Smart Commute Emmet from a weeklong event to an all-year promotion.
- h) Install bike racks community wide.
- i) Work with schools and parent-teacher organizations to decrease school traffic.
- j) Acknowledge and support e-bikes, scooters and other similar technologies.
- k) Designate locations for bus and/or autonomous vehicle dropoff.
- l) Implement neighborhood traffic calming measures.
- m) Encourage and promote car-sharing as an environmental and economic benefit to the community.
- n) Identify a new passenger rail depot location near Curtis Field.
- o) Complete the following non-motorized facility improvements:

- i. Construct or reconstruct approximately ¼ mile of new sidewalk each year.
- ii. Extension of Downtown Greenway Corridor to Washington Street in the short term and farther south in the longer term.
- iii. Continue funding the construction, replacement and maintenance of the trail system.
- iv. Continue to improve winter sidewalk snow removal.
- v. Increased sidewalk width where needed to protect pedestrians.
- vi. Address ADA compliance in all infrastructure projects.
- vii. Promote the existing network of non-motorized facilities as a transportation method in addition to a recreational activity through wayfinding, maps and websites.
- viii. Create a bike riding-centered event such as a “Bike the Drive”⁶ to promote identified bike routes.
- ix. Advocate for a regional trail authority to manage, maintain, promote and expand the trail system.
- x. Educate the public on the rights and responsibilities of pedestrians, bikers and drivers.
- xi. Increase the width of older sections of the Little Traverse Wheelway to the current 10-foot AASHTO standard.
- xii. Work with neighboring jurisdictions and non-profit organizations for development of a regional on-road biking system.
- xiii. Explore a bike/scooter share program.
- xiv. Continue to regulate e-bikes, etc. to ensure compatibility with nonmotorized users.
- xv. Repair the existing trail segment and/or construct an alternative to the Resort Bluffs section of the Little Traverse Wheelway in the
- xvi. U.S. 31 right-of-way.

Neighborhoods for All

- a) Develop a housing plan that addresses the needs of the workforce including part-year employees, young families and the elderly.
- b) Work with local, regional, and state organizations to develop affordable home ownership options within the City.
- c) Continue to promote and facilitate the development of residential uses of upper stories in the Urban Core (Central Business District, Transitional Business District and Mixed Use Corridor) through use of state programs such as Rental Rehab.
- d) Encourage the addition of upper story residential units to single-use commercial areas such as Bay Mall and Crestview Commons.
- e) Continue to work with housing agencies to provide incentives for homeowner and landlord renovations and improvements.
- f) Review the Zoning Ordinance requirements for lot size, minimum house square footage, building height, density, setbacks, parking requirements, and accessory dwelling unit allowance to remove barriers to the creation of additional workforce housing options.
- g) Work with the Emmet County Land Bank Authority on acquisition of strategic properties for affordable and market rate housing that will help stabilize neighborhoods.
- h) Create a housing opportunities map that indicates locations of possible in-fill housing.
- i) Update housing type definitions in the Zoning Ordinance to include non-traditional housing types.
- j) Investigate the creation of a local historic district for all or parts of the East Mitchell National Register district and other neighborhoods, to ensure historic integrity of neighborhoods is maintained.
- k) Continue to utilize the International Property Maintenance Code to improve properties and eliminate blight.
- l) Periodically review and update the City’s Non-motorized Facilities Plan.

- m) Fund street tree replacement at an accelerated rate to enhance neighborhood tree canopies.
- r) Provide information and support to residents who wish to establish neighborhood associations.
- s) Improve enforcement of nuisance and zoning ordinance issues through the creation of a code enforcement officer position.
- n) Create preservation guidelines for residential structures, similar to the Downtown Design Guidelines, to encourage proper renovation of significant architectural structures.
- o) Increase funding for improvements to neighborhood parks.
- p) Revise the East Mitchell National Historic Register District to incorporate boundary corrections.
- q) Implement a rental inspection program to ensure rental structures are safe and maintained in a manner that will not detract from adjoining properties or negatively impact the surrounding neighborhood, based on adequate funding.

Local Economy

Local Economy Assets and Opportunities

- a) Work with the Downtown Management Board to continue development and implementation of strategic plans.
- b) Support and remove barriers to the creation of day-care facilities.
- c) Work with McLaren Northern Michigan and the medical community to support and promote medical-related business opportunities.
- d) Work with local groups to grow the arts community.
- e) Work with Networks Northwest, Emmet County and neighboring communities on business and industry retention and recruitment.
- f) Develop events and activities that embrace our “Winter City” status to enhance community livability and tourism.
- g) Work with educational institutions to ensure quality local education and life-long learning opportunities.
- h) Continue to develop a multi-modal transportation system, including improved public transit, to support and enhance local economy resiliency.
- i) Continue to work with the Harbor-Petoskey Area Airport Authority and Pellston Regional Airport to fund and improve air access for the region.
- j) Regulate those aspects of the sharing economy that detract from the ability of the community to have year-round neighborhoods.
- k) Work with the Chamber of Commerce to support further development and growth of small, entrepreneurial businesses and retention/attraction of young professionals.
- l) Purchase from local businesses to the greatest extent practical.
- m) Allow structures such as hoop houses and greenhouses in all zoning districts to extend the local growing season subject to reasonable standards and approval.
- n) Allow backyard poultry and rabbits for personal use in residential neighborhoods subject to reasonable standards and approval.
- o) Allow apiculture in all zoning districts subject to reasonable standards and approval.
- p) Research and address issues that limit use of the Hungry Hollow Community Gardens to ensure accessibility to all current and future community gardens.
- q) Identify publicly-owned land with potential for edible and fruit bearing plants and trees.
- r) Incentivize designated garden space in affordable housing developments.
- s) Review the intent of business districts for opportunities to add small food processors and community kitchens as permitted or special condition land uses.
- t) Encourage partnerships between local food producers and local institutions.
- u) Support and promote the Emmet County Food Scraps Collection and Composting programs.
- v) Identify space for a year-round farmers market.
- w) Work with regional partners on a purchase of development rights program to protect critical agricultural lands and facilities.
- x) Encourage discussion of Community Wealth Building business models.

Redevelopment and Infill Development

- a) Maintain the Redevelopment Ready Communities™ Certification.
- b) Maintain an inventory of potential redevelopment or infill development sites.
- c) Evaluate and prioritize Redevelopment Ready Sites for possible development incentives.

- d) Review the Zoning Ordinance requirements for lot size, minimum house square footage, building height, clustered housing, and accessory dwelling units to remove barriers to the creation of affordable housing options.
- e) Review parking requirements to maximize the redevelopment potential of sites in proximity to non-motorized infrastructure.
- f) Continue to consider all redevelopment tools available to incentivize desired redevelopment including tax increment financing, payment-in-lieu of taxes (PILOTs), tax abatements, and neighborhood enterprise zones.

June 16, 2022

Planning Commission Priority Topics

Proposed by Commissioner Charlie Willmott

(With references to list of related Master Plan topics provided May 19)

Reduce Barriers to Housing –

- Continued review and updating of zoning ordinance requirements (*Community – letter e., Neighborhoods for All – letters f., and j., Climate – letter j., and Local Economy – letters a., and b., Redevelopment and Infill – letter d.*)
- Develop a housing plan and opportunities map (*Neighborhoods for All – letters a. and h., Redevelopment and Infill – letters a., b., and c.*)
- Coordinate with other local agencies (*Neighborhoods for All – letters b., e., and g., Infrastructure – letter g., Local Economy – letter q., Redevelopment and Infill – letter f.*)
- Encourage residential build out of upper stories and other vacancies (*Neighborhood for All – letters c. and d.*)

Architectural Standards -

- Create additional historic districts and preservation guidelines (*Community – letter c., Neighborhoods for All – letters j., p., and r.*)
- Consider zoning allowances for architectural anomalies (*Resource Use Reduction – letter n., Climate – letter h.*)

Parking and Mobility –

- Review and evaluate parking ordinances (Sect. 1704) for possible recommended updates (*Transportation – letter m., Redevelopment and Infill – letter e.*)
- Review and update non- motorized, plan and facility improvements completion (*Public Health – letter d., Transportation – letter p., Neighborhoods for All – letter l.*)
- Discuss and consider a city-wide public transportation plan (*Transportation – letters l. and o., Climate – letter b., Local Economy – letter h.*)

Management Policy –

- Review and recommend changes to nuisance & zoning enforcement (*Neighborhoods for All – letters k., o. and s.*)
- Work more closely with City management on improvement implementation plans (*Infrastructure – letters a., d., and e.*)

Improving Public Engagement –

- Consider strategies for notification and input (*Citizen Engagement – letter c., Climate – letter s.*)



BOARD: Planning Commission

MEETING DATE: September 15, 2022

DATE PREPARED: September 7, 2022

AGENDA SUBJECT: Election of Officers

RECOMMENDATION: Elect Chair and Vice Chair/Secretary

Pursuant to the Planning Commission Bylaws, officers are elected annually in September.

Chairperson - The chair shall preside at all meetings, appoint committees; and perform such duties as may be delegated by the commission or City Council. The chair may establish committees from the commission membership as needed and shall have the right to appoint new committee members at any time to fill a vacancy.

Vice-Chairperson/Secretary - The vice-chairperson/secretary shall act in the capacity of the chairperson in his/her absence and shall serve as a liaison between the commission and the designated staff member responsible for the execution of documents in the name of the commission.

Current officers are Cynthia Linn Robson, Chair, and Ted Pall, Vice Chair/ Secretary.