

**CITY OF MT. MORRIS
PLANNING COMMISSION AGENDA**

**February 15, 2016
6:30 p.m.**

AMENDED

- 1. MEETING CALLED TO ORDER:** City Clerk Kristina K. Somers.
- 2. ELECTION OF CHAIRMAN AND OATH OF OFFICE:**
- 3. ELECTION OF VICE CHAIRMAN AND OATH OF OFFICE:**
- 4. ELECTION OF SECRETARY AND OATH OF OFFICE:**
- 5. APPROVAL OF MINUTES:** Approval of January 18, 2016 Minutes.
- 6. COMMUNICATIONS:**
 - a. None.
- 7. PUBLIC COMMENT:**
- 8. OLD BUSINESS:**
 - a. None.
- 9. NEW BUSINESS:**
 - a. **Update of Master Plan: Goal, Objectives, and Strategies Section.**
 - b. **Discussion on Focus Group dates.**
- 10. PUBLIC COMMENT:**
- 11. UPDATES:**
- 12. PLANNING COMMISSION COMMENTS:**
- 13. ADJOURNMENT:**

**PLEASE BE COURTEOUS TO OTHERS
TURN OFF ALL CELL PHONES & OTHER DEVICES PRIOR TO THE MEETING.**

Mr. Chang stated that the commission should look into how the city wants to handle the ordinances for the possible facility's now, before the house bill passes to be ahead of the game. The advantage to the city is getting a license before the other big city's receive all of the proposed 400 licenses for the state.

Dan Davis stated he believes that the city needs to look at the locations of these facilities, number of allowed provisioning facilities, and the fees the city will charge for the yearly owners license.

c. Discussion on Master Plan.

Doug Piggott from Rowe presented the Planning Commission with his ideas on going forward with updating the City's Master Plan. Mr. Piggott stated that the current master plan was adopted in 1995. Believes the city should look into updating the land uses, housing section (housing quality survey), transportation system section, and the community facility's section. Stated that the Goals, Objectives, and Strategies section is an important section and this would be a good place to start. In preparing to update these sections, Mr. Piggott stated that public input is very important.

After discussion the Planning Commission agreed to start working on the Goals, Objectives, and Strategies section of the Master Plan at the next meeting.

PUBLIC COMMENT:

Lillian Bigelow – 381 Oak St. – Asked about the LARA committee, and wanted to confirm that only people with medical marihuana cards could go to these centers.

Dan Davis asked Mr. Chang what would happen with the current patient care centers once the bill passes. Mr. Chang stated that these centers would not be covered under the house bill.

Dorothy Lindsey - 423 Spruce St. – Thanked Mr. Piggott for coming out, and for all of his ideas. Asked Planning Commission if maybe the DDA should be included in meetings to work together on the master plan. Suggested that the Planning Commission have an ordinance for medical marihuana regulations ready for when the house bill passes.

UPDATE:

City Manager Elena Danishevskaya informed the Commission about the city looking into working with Vienna Township for the city's building inspection needs, and the city doing their own rental inspections.

PLANNING COMMISSION COMMENTS:

Dan Davis – Stated that there are squatters living in a vacant (land bank) house located by him. Asked if there was any way a resolution could be put into place making residence prove they live at the address before turning on water.

ADJOURNMENT:

With no further business, the meeting was adjourned at **7:53 p.m.**



PLANNING COMMISSION INFORMATION

DATE: 2/9/2016

TO: Marc Gauze
Planning Commission Members

FROM: City Manager Elena Danishevskaya

RE: Master Plan

BACKGROUND:

In your discussion of the master plan, I am including some reading material which might be helpful for your review. The first handout is a Michigan Municipal League one pager. It provides some possible questions for your discussion. The City Council hosted a Strategic Planning Workshop on 2/1/2016. We discussed some ways that cities measure success. I included that handout for your review. We also talked about establishing a framework to move the City of Mt. Morris forward (where are we today, where do we want to go in the future, how do we get there, our vision, our strongest assets, what we absolutely love about Mt. Morris and what do we need to work on in the future). I included that worksheet in your packet, as well as the general information on strategic planning for you.

The next steps in strategic planning are talking to and engaging citizens, business owners and various organizations of Mt. Morris. The object is to get them involved in talking about the future of Mt. Morris. These are focus groups and their goals are to brainstorm new ideas; help define major goals and priorities; create opportunities for idea exchanges and consideration of alternatives. I am preliminarily thinking about making a focus meeting in conjunction with the DDA Meeting March 16th; Planning Commission Meeting on March 21 and one other evening. If you could discuss if that idea fits in your plans.

Introduction

In 2002, the Michigan Legislature amended the Municipal Planning Act, PA 285 of 1931, to revise the legal processes necessary to adopt a municipality's new or amended master plan. Sometimes referred to as "The Coordinated Planning Act," the amendment greatly expanded the notification process and the degree of involvement of the legislative body. Communities undertaking development of a new master plan, or amending their existing plan, must now follow this process (See *One-Pager Plus* entitled *Updating the Master Plan - Mastering the Process*).

An additional provision of the act (MCL 125.329(2)) requires each community to review its master plan every five years to determine if it needs to be amended or if it is time to institute the process for a new master plan.

The Five Year Review

First, note that the act requires this review every five years following adoption of the master plan. It does not exempt plans adopted prior to the effective date of the act. As a result, the five-year review became retroactive resulting in the fact that a master plan adopted in 2001 (prior to the amendment of the Municipal Planning Act) will "expire" in 2006, unless a five-year review is conducted. The entire "coordinated planning process" is not required for this review and no notifications need be made. Instead, the planning commission need only conduct the review and document it in the minutes of the meeting.

Although the five-year review may be considered perfunctory, a necessary "fill in the blank" action, communities should take advantage of this opportunity to thoroughly review their plan to make sure it is still relevant. Involving the legislative body in this review is also critical. At a minimum, the following questions should be considered:

- Have there been major changes in the community not anticipated in the current master plan? This could include events such as new utilities, major road improvements, or large development approvals among other things.
- Are there instances where the planning commission has departed from the master plan? Do the reasons for these departures demonstrate a need for an overall revision of the master plan?
- Are the goals and policies set out in the plan still relevant? An effective master plan will have a series of carefully crafted goals and policies describing the community's vision for its future. Is the community still willing to take the actions necessary to implement them?
- How does the future land use map and text compare with zoning actions taken since the plan was first adopted? Do the land use descriptions need to be revised to account for new development? This element contains the land use descriptions and map that depict specific land use arrangements.

There may be minor changes, e.g. changes in demographics or other statistical information, but if they do not appear to affect the overall intent of the plan, going through the entire amendment process may be delayed until more substantive changes are needed. If, after a careful review is conducted, it is determined that changes are necessary - the process outlined by the Municipal Planning Act must be carefully followed.

Finally, while the Act requires this review every five years - communities should consider conducting this review annually, particularly in areas where development is active. As with the five-year review, this review should be documented to "refresh" the plan for the next five years.

Based on material provided by Steve Langworthy, LSL Planning, Inc.

Goals, Objectives, and Strategies

Introduction

Before a community can actively plan for its future growth and development, it must first set certain goals and objectives that define the boundaries of its needs and aspirations and, thus, establish a basis for Future Land Use Plan formulation. These goals and objectives must reflect the type of community desired and the kind of lifestyle its citizens wish to follow, given realistic economic and social constraints.

The goals and objectives have been formulated after extensive citizen input and participation. The City of Mt. Morris sent a community opinion survey to all property owners in the City in March 1994, to poll public opinion on a variety of local issues (Appendix B).

On May 14, 1994, a futuring session was convened for the purpose of drafting Master Plan goals (Appendix C). Those participating in the futuring session included the Mayor, City Council members, Planning Commission members, the City Manager, Planning Consultants to the City (Wade-Trim), numerous homeowners, and business owners. The final report on the futuring session is included within the Appendix herein. The goals, objectives, and strategies are founded upon the completed background studies, community opinion survey results, and other local needs as discussed by those participating in the futuring session.

The following text represents a recommended set of goals (the ultimate purposes or intent of the plan), objectives (means of attaining community goals), and strategies (actions that are measurable) which are prepared to guide local decision-makers in reviewing future land use proposals.

Goals

The City of Mt. Morris adopts the following general community goals to guide future land development activities and to develop, maintain, and enhance those desirable qualities of the community which have attracted its residents.

1. Continue to protect and enhance the unique quality of life that is typically characteristic of the City of Mt. Morris.
2. Create an optimum human environment for the present and future residents of the City, an environment that will not only address their physical needs but will offer variety, choice, opportunity for change, and individual growth.
3. Develop an adequately balanced community-wide land use pattern to ensure diversity, stability, and serve residents' needs.
4. Develop adequate guidelines to assure a reasonable balance between anticipated growth and development and the ability to provide necessary services.
5. Improve economic conditions by encouraging appropriate commercial and recreational activities.

6. Encourage intergovernmental cooperation with neighboring communities and governmental units in the future development of the City, particularly in the coordination of long-range planning efforts.
7. Encourage the maintenance of an efficient thoroughfare system by regularly reviewing the traffic needs of the community in conjunction with the concepts provided in the master plan.
8. Allow for future development that will preserve the peacefulness and privacy and maintain the small town character inherent in the City of Mt. Morris.
9. Encourage the preservation and maintenance of historic structures in the City of Mt. Morris.
10. Encourage maximum citizen participation in all community planning programs.
11. Establish a Comprehensive City Beautification Program to encourage efforts to improve the aesthetic appeal of the City of Mt. Morris.
12. Consider the establishment of a "Founders Day" or similar events and festivals for the promotion of the City of Mt. Morris.

Achievement of these goals can be accomplished if the community adopts and adheres to the following goals and objectives with respect to residential, commercial, industrial, community facilities, transportation, and recreation and open space.

Residential Development

Goal

Encourage a variety of housing types in appropriate locations to address the housing needs of all City residents.

Objectives

1. Encourage the combining of nonconforming lots so that all single-family development has adequate outside space.
2. Encourage the renewal and revitalization of those residential areas of the City with housing that falls below minimum standards, partly through clearance, redevelopment and comprehensive code enforcement, /and partly by encouraging home improvements and private and public investment in rehabilitation programs. *SHOULD SEPARATE*
3. *SHOULD BE AN ORDINANCE* Require that suitable and adequate transition areas or buffers be established between residential, commercial, and industrial areas to maintain property values and physical attractiveness.
4. Encourage the removal of conflicting or undesirable land uses from residential areas.

Same as 9

5. Seek a means of encouraging the development of suitable housing for the elderly population and for low- and moderate-income households.
6. Promote preservation and code enforcement to maintain substantial residential areas.
7. Provide additional opportunities for the development of detached single-family residential homes in subdivisions in appropriate locations.
8. Establish a rental housing inspection program to preserve safe and sanitary conditions.
9. Encourage the development of senior citizen housing, with emphasis on structural designs that will minimize barriers to mobility and self-care limited individuals.

Strategies

- Establish and annually update a City of Mt. Morris housing stock inventory and market data analysis and publicize the results.
- Sponsor annual focus group meetings to promote interaction between all members of the Community to continually define and redefine housing needs.
- Maintain readiness within the City to take advantage of Federal and State opportunities which support city-wide housing needs.
- Incorporate appropriate residential regulations into the zoning ordinance that encourages new development.
- Begin an annual program giving public recognition of individuals making substantial property improvements.
- Revise zoning ordinance and enforce practices which encourage on-going investment to improve and update existing housing stock, such as removal of barriers to the disabled.

Commercial Development

Goal

Provide for a full range of commercial facilities which are adequate to serve the residential population.

Objectives

1. Encourage the development of clustered, commercial, and office facilities in close proximity to major street intersections, thus providing the opportunity to offer a variety of goods and services most conveniently.
2. Strip commercial thoroughfare frontage developments, not adjacent to Saginaw or Mt. Morris Streets, should be discouraged except where it can be substantiated that there is a need for highway-oriented type businesses and other business uses that are not typically involved in comparison or multi-purpose shopping trips.

3. Encourage the development of additional commercial development to better serve the needs of City residents.
4. Establish an Economic Development Strategy to promote area economic development, and job opportunities.
5. Encourage the use of landscaping, sign control, setbacks, and marginal access drives to promote aesthetics and safety.
6. Promote the reuse of existing vacant commercial buildings in the City when possible.

Industrial Development

Goal

Provide for limited light industrial development in areas that are easily accessible and are adequately serviced by public utilities.

Objectives

1. Encourage the use of the industrial area located in the southeast corner of the City, giving particular attention to landscaping, buffer strips, off-street parking, and other design matters.
2. Promote the development of industrial plats rather than piece-meal single lot development.
3. Utilize zoning to eliminate heavy industrial uses as permitted uses.
4. Develop design standards through zoning to ensure attractive site design which compliments the character of the area.
5. Promote high-quality light industrial development through site plan review.

Commercial and Industrial Development

Strategies

- Encourage the Downtown Development Authority to promote and facilitate improvements and development in the Central Business District.
- Encourage business retention, expansion, and recruitment activities that will result in expanded job opportunities, both skilled and unskilled, professional and labor.
- Evaluate and revise if necessary, zoning ordinance, building codes, and other City Ordinances to ensure adequate enforcement which will prevent deterioration.
- Provide funding for infrastructure needs which will foster new development within commercial and industrial areas.
- Conduct a parking study to insure parking requirements are being met and, if not, develop a plan of action to address the deficiencies.

- Encourage cooperation between various City Boards and Commissions in attracting, directing, and regulating commercial and industrial development.
- Revise zoning ordinance to reflect current and updated regulation and standards for commercial and industrial development, i.e., special land uses, site design, access management, landscaping, parking, etc.

Community Facilities

Goal

Provide community facilities and services as necessary to protect the health, safety, and welfare of Mt. Morris residents in the most cost-efficient manner.

Objectives

1. Provide for public and semi-public use areas offering a variety of opportunities for human fulfillment in locations that are appropriate for their development and utilization.
2. Continue to provide adequate utilities and infrastructure so that the City of Mt. Morris may ensure managed and responsible growth, and enable future improvements as warranted.
3. Extend and stage any future sewer and water service in an orderly and efficient manner.
4. Plan development in a manner that best utilizes the City's utility system.
5. Develop a long range plan for community facilities improvements including fire stations, libraries, city offices, and general utilities.
6. Work with the schools to promote quality educational programs and facilities aimed at increasing the level of educational attainment for City residents, and prepare them for future jobs.
7. Continue planning efforts with the police and fire departments to maintain a balance between services that ensure high levels of community safety for all population groups.

Strategies

- Implement a program that encourages cooperative effort between residents and business to reduce crime.
- Expand building inspection and education programs designed to prevent fires.
- Conduct security surveys and fire prevention surveys for all business sites in the City.
- Evaluate the location of public utilities to ensure they reflect planned growth patterns in the City.
- Compose and implement a program of water conservation and education.
- Enforce the regulations that prohibits stormwater and groundwater from entering the sanitary system.

- Conduct a comprehensive rate and fee study for water and sewer changes along with a review of the water and sewer ordinances to ensure regulations are current and updated.
- Identify a service club sponsor to host an annual business education forum focusing on defining career entry skills, attributes, and knowledge issues.

Transportation

Goal

Maintain an efficient and safe transportation system for all modes of travel to and through the City.

Objectives

1. Encourage higher traffic generating land uses to locate where they can be accommodated by the street system without premature road improvements.
2. Evaluate standards and procedures for driveway permits, including efforts to minimize the number of driveways, provide adequate spacing between driveways, ensure adequate geometric design and promote shared access.
3. Continue to interact with neighboring municipalities to improve zoning and development coordination along roadways which run through the communities, particularly Saginaw and Mr. Morris Roads.
4. Promote visionary planning which acknowledges potential expansion of existing roads to accommodate development by ensuring adequate building setbacks and ample rights-of-way.
5. Insure that street extensions that are desirable from a circulation and emergency access standpoint are designed to discourage cut through traffic or high speeds.

Strategies

- Develop and maintain a Master Street Plan coordinated with the Future Land Use Plan to establish priorities for construction and improvements of streets.
- Evaluate options and select the best ones to acquire right-of-way for street extensions, widening, or redesign.
- Confer and cooperate with planning and traffic management agencies in area to enhance traffic flow and public transportation options.
- Re-evaluate signal timing for intersections and turn lanes experiencing the most peak hour problems.
- Consider the unique transportation needs of the elderly and handicapped within the Scope of the Master Street Plan and planning for public transportation options.

Recreation and Open Space

Goal

Promote the development of recreational facilities and preserve sufficient open space to satisfy the future needs of Mt. Morris residents.

Objectives

1. Cooperate with the state of Michigan and adjoining communities in the development of additional recreation and community facilities.
2. Seek a means of working with the Michigan Department of Natural Resources to provide bike paths, pedestrian sidewalks, trails, and other similar passive recreational amenities.
3. Encourage intergovernmental cooperation between the City of Mt. Morris and the school district for the joint use and development of park and school facilities.
4. Develop additional parks in the City to satisfy the needs of City residents, as necessary.
5. Continue to focus on the recreational needs of the youth in the City.

Strategies

- Develop a coalition of community groups and representatives to study and assess present and future use of facilities and develop a plan of action.
- Work with developers to plan recreational facilities.
- Continue to work with the School District to develop a more formal that allows for greater participation on the City's part in park usage and development.
- Develop a "mechanism" to assist the City Manager in developing programs and possible fund raising for maintenance of park facilities.

CITY OF MT. MORRIS
STRATEGIC PLANNING WORKSHOP
February 1st, 2016
7:00 P.M.

Needs and Concerns of citizens of Mt. Morris is the basis for our agenda.

One of the realities of the 21st century is the citizenry expects their government to be dynamic, to foster positive change and to anticipate future needs. Just as families strive to prepare their children to become adults, citizens expect their government to prepare itself for the future. This process is called strategic planning. It's a development of a vision for the future and the establishment of goals and objectives to achieve that vision.

Advocates for a strategic plan often emphasize the importance of identifying the future needs of the city; the vision of the city; and the means of addressing those needs. Ideally the plan should position the city to meet anticipated needs for the next 10-20 years.

One of the first steps, is to figure out if the municipality wants a strategic plan.

Why Engage in Strategic Planning?

Our local governments do not exist in a static world! Demographics, citizen expectations, and economic conditions change. Additionally, local governments encounter changing state/local relations as well as inter-jurisdictional issues. Many elected officials recognize that the geo-political environment is rapidly changing and it is critical that general purpose units of local government, counties and cities, position themselves to be able to define their future in a manner that best reflects the desires of the citizenry.

What then is "strategic planning"? Strategic planning is the process whereby elected officials step back, examine the current situation of their jurisdiction and then develop a vision of what they would like that jurisdiction to be like in 10, 15, or 20 years, based on forecasted needs and conditions. It is the ability to engage the citizenry and key stakeholders in a visioning process whereby the elected officials are able to determine what those parties would like their jurisdiction to be like in the future. It is the ability to define goals for that county or city and objectives to achieve those goals. It is also the ability to periodically redirect and modify the "plan" as conditions warrant. Most important to achievement of the strategic plan is how on an ongoing basis the jurisdiction's resources can be deployed to achieve the plan's goals.

As an example, let us assume that you're the mayor of city of 80,000 residents characterized by a heavy concentration of industrial activity; inadequate park and library services and facilities, stifling roadway congestion during peak periods, rising housing costs, the absence of "affordable" housing, and a public desirous of improved public safety and other services. Looking to the future, you recognize that the city will continue to grow. It has also been predicted that the city's population growth will be of primarily younger families. Those are the

characteristics of the community; the question is what the community's future should look like? Strategic planning is the process whereby you consider those conditions and position the city over time to address those needs.

What is the Difference between Ongoing Policy Making and Strategic Planning?

County and city legislative bodies make public policy! They adopt annual or biennial budgets; they approve land-use variances; they set utility rates, approve conditional use ordinances, and adopt annual property tax rates. These are among the many ongoing and recurring responsibilities of legislative bodies. They address the current needs of the jurisdiction, and those are subject to review and change on an ongoing basis. They are not cast in concrete and few, if any of these policies have long-term implications for the county or the city. Strategic planning, on the other hand, is an array of actions that can have significant long-term impacts. Adoption of a comprehensive land-use or capital improvement plan; extension of utility lines into formerly undeveloped areas; establishment of an increase in the jurisdiction's minimum wage, or even the decision to partner with the school district to help finance pre-school education, are all elements of a strategic plan to in one way or another shape the jurisdiction's future. As distinct from general short-term policy making, many of the aforementioned actions are the result of a longer, more deliberative process.

Step One: Secure a Consensus Regarding the Need for a Strategic Plan

The most important first step is for the members of the governing body to recognize the need and the value of establishing a *strategic* plan. Normally, the catalyst for such a determination is either an elected official or a key appointed official getting the ball rolling by initiating a discussion of the need for a strategic plan. Advocates for a strategic plan often emphasize the importance of identifying the future needs of the county or city; the vision of the jurisdiction and the means of addressing those needs. The strategic plan should be dynamic, should challenge the status quo, and should provide a road map for an improved future. Ideally it should position the county or city to meet anticipated needs for the next 10-20 years.

To identify where we are presently is the second step. It requires that elected officials to objectively evaluate our strengths and weaknesses, the nature of the community, the changes that are occurring, and the citizen expectations of us in the future.

Where are we currently?

Are we happy with where we are currently?

What's important to the residents and business owners in Mt. Morris? Who are the stakeholders?

CITY OF MT. MORRIS
STRATEGIC PLANNING WORKSHOP
February 1st, 2016
7:00 P.M.

Establish a framework to move Mt. Morris forward:

1. Where are we today?
2. Where do want to go in the future?
3. How do we get there?

VISION:

Identify what we want the city look like in 10-25 years from now:

What are our strongest assets?

What do we absolutely love about Mt. Morris?

What do we need to work on?

CITY OF MT. MORRIS
STRATEGIC PLANNING WORKSHOP
February 1st, 2016
7:00 P.M.

There are some ways Cities Measure success

Effective Physical Asset Management – Infrastructure, Facilities, Amenities

Proactive Community Planning and Public Safety

Environmental Stewardship

Effective Governance

Committed Workforce

Financial Sustainability

Meaningful Resident Engagement

Economic Vitality