

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

**September 17, 2018  
6:30 p.m.**

1. **MEETING CALLED TO ORDER:** Chairman Mark Middleton.
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES:** Approval of July 16, 2018 regular meeting Minutes.
5. **COMMUNICATIONS:**
  - a. **None.**
6. **PUBLIC COMMENT:**
7. **OLD BUSINESS:**
  - a. **None.**
8. **NEW BUSINESS:**
  - a. **Master Plan Re-write by Spicer Group.**
9. **PUBLIC COMMENT:**
10. **UPDATES:**
11. **PLANNING COMMISSION COMMENTS:**
12. **ADJOURNMENT:**

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



Planning Commission

July 16, 2018

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**PUBLIC COMMENT:**

None.

**UPDATES:**

City Manager/Treasurer Vicky Fishell discussed status of the Roosevelt Street project.

**PLANNING COMMISSION COMMENTS:**

Mike Clark asked about the progress of CRU paintball business.

Kenneth Andrews discussed CRU paintball progress.

Marc Gauze asked about what will be required before building begins on CRU paintball, and about the hot dog stand located on the Auto Wares property.

Lillian Bigelow discussed status on the apartments located next to City Hall, and using the St. Mary's school building to rent out for events.

Mark Middleton stated it was glad to see the Planning Commission going forward with the master plan re-write.

**ADJOURNMENT:**

With no further business, the meeting was adjourned at **6:54 p.m.**

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Lillian Bigelow, Secretary

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Kristina Somers, City Clerk



August 9, 2018

Vicki Fishell, City Manager/Treasurer  
City of Mt. Morris  
11649 N. Saginaw Street  
Mt. Morris, MI 48458

RE: Mt. Morris Master Plan  
City of Mt. Morris, Genesee County, Michigan  
Letter Agreement for Professional Services

Vicki:

We are excited to be working with the City of Mt. Morris on its Master Plan rewrite. This agreement outlines our proposed Scope of Work (Project Approach) and Associated Fee based on our proposal submittal (dated May 18, 2018).

#### **SCOPE OF WORK (Project Approach)**

Spicer Group will work with Mt. Morris to create a new Master Plan that is current, forward-looking, and usable in providing a clear roadmap for your community. Goals that will be developed will ensure the City is ready for growth, development, and redevelopment, and will be supported with an action plan that is realistic and achievable, along with an updated Future Land Use Map and an updated Official Zoning Map.

Our approach will be a rewrite of the Master Plan. During the process, we will ensure that your Master Plan complies with the Michigan Planning Enabling Act (PA 33 of 2008). While based on solid data and analysis, we aim to develop a Master Plan that is straightforward, direct, and addresses issues that are specific to Mt. Morris.

Your Master Plan will:

1. Serve as the guiding principle for future land use decisions by City officials.
2. Represent the City's vision for the future.
3. Have policies and clear action items and program descriptions helpful in achieving that vision.
4. Be the basis for zoning and other land use regulations and standards.
5. Be a resource for factual data about the City, including population changes, information about the local economy, and trends that could impact the City's future.

The Mt. Morris Master Plan will have five main chapters:

1. *Learning about Mt. Morris:* Using demographic data, maps, and existing documents, we will provide a snapshot of Mt. Morris and describe current conditions and anticipated trends.
2. *Listening to Mt. Morris:* Community input will be gathered to find out what is on the mind of Mt. Morris citizens in terms of issues, land use, and how the City should develop.
3. *What do we want for Mt. Morris?:* We will work with the Planning Commission and key staff members to develop goals and objectives for the City.

4. How will Mt. Morris look?: This section will provide the Future Land Use map and describe the rationale for placement of various land uses within the City.
5. Checklist for Mt. Morris' Future: This section will guide the Planning Commission, City Council, and other City leaders to turn the Master Plan into an Action Plan. It will outline steps to be taken over the next five years that will keep the City moving toward its goals.

These five sections will be developed consecutively. Together, they will comprise the City's updated Master Plan document. Specific work tasks for each section will be:

#### Section 1 – Learning about Mt. Morris

This section will paint a picture of Mt. Morris as it exists in 2018. Using text, charts, graphs, and maps, it will evaluate trends and conditions within the City. The document will discuss and analyze:

- Population and Demographics
- Housing Characteristics
- Existing Land Use
- Transportation and Roads
- Important Natural Resources
- Area Schools
- Redevelopment Opportunities
- Regional Non-Motorized Transportation Plans
- Trends and forecasts relevant to Mt. Morris and the region

We will begin with a kickoff meeting with the Planning Commission to describe the Master Plan process to them. We will listen for any special concerns of the Planning Commission, and we will identify the key staff and officials that we will be working with through the process. To comply with the provisions of the Michigan Planning Enabling Act, we will assist the City with the required notifications to neighboring jurisdictions, utilities, and other entities of the City's intent to plan.

The Spicer team will spend time reviewing existing planning documents and how the data contained in them can be used in the Master Plan. Ultimately, based on our analysis of existing conditions, demographics, and trends, we will provide general conclusions on the types of housing, commercial, and other land uses Mt. Morris will need in the near future.

#### Section 2 – Listening to Mt. Morris

Spicer Group believes that public input and engagement are key factors to the success of any planning effort. Spicer will assist with the development of a short online survey of approximately 15 questions. An input survey is an efficient way to reach out to a variety of people. The online survey will be designed to maximize participation across the community. It will be simple, straightforward, and should take no more than 10 to 15 minutes to complete. Most questions will be presented in a multiple choice or a comparison format, making the survey easy to complete. Spicer will design and prepare the survey questions, with input from the Planning Commission. The online survey will be promoted via a social media advertisement and, if possible, a link to the survey should be placed on the City website.

Section 3 – What do we want for Mt. Morris?

Section 3 will use the information gathered in Sections 1 and 2 to develop broad-based goals and objectives for the City. The goals are intended to be general benchmarks for the community and should be seen as general statements about the desired quality and character of the City. The objectives are intended as guidelines for future policies and decisions and should help to provide additional focus. Both the goals and objectives become the basis for the plan's implementation. The Spicer team will prepare some ideas for goals and objectives, based on the input, prior to meeting with the goal-setting group.

Section 4 – How will Mt. Morris look?

Section 4 will be the development of the Future Land Use map for Mt. Morris. It will visually depict how the City may grow, change, and develop over the next 10 to 20 years. Along with the goals and objectives from Section 3, we will bring in the existing land use and zoning maps and sketch, discuss, and work through the process of developing a Future Land Use map with the Planning Commission.

Parcels for Mt. Morris will be sought from Genesee County for an intergovernmental GIS agreement and will be used for the maps developed for the Master Plan.

In consideration of the broad range of interests and stakeholders in the City, and in conjunction with an assessment of the land use patterns in the City, we envision that this process may take two or more meetings with the Planning Commission. The Future Land Use map translates the City's existing characteristics, desires, and needs into a plan for how land should be used in the future. According to PA 33 of 2008, a Master Plan must also include a zoning plan that explains how the land use categories on the future land use map relate to the districts on the zoning map. The project team will need to examine the categories to be used on the new Future Land Use map and determine how those categories relate to existing zoning districts. The text that is written for Section 4 will include the required discussion that relates future land categories to zoning districts, with discussion on proposed changes to the zoning ordinance.

Also during Section 4, we will update the City's official zoning map.

Section 5 – Checklist for Mt. Morris' Future

A completed Master Plan often concludes with goals, objectives, and a future land use map. There is often little discussion of how to attain the goals and objectives or what to do to move existing land use toward future land use. A Master Plan looks at a period of 10 to 20 years, but it needs to be reviewed every five years. Our proposal for Mt. Morris is to conclude the Master Plan with a checklist that will provide steps and action items to be taken during the next five-year period. This can be thought of as the Implementation Plan for Mt. Morris. Our action checklist will take the City to the next required review in five years.

Our proposed action checklist will include a detailed list of specific action items by which progress can be measured. Each action item is correlated to the goal it implements, is assigned a priority level, describes the responsible City department, and includes a checkbox to be initialed once the action item is completed.

Another component to the action checklist is to address capital improvements. One of the ways to implement the goals of a Master Plan is through the completion of different projects and capital improvements. To that end, in this part of the Master Plan, we will include procedures the City can follow when preparing and implementing its Capital Improvements Program, as detailed in Sections 125.3861 through 125.3867 of the Michigan Planning Enabling Act (PA 33 of 2008).

To complete the Master Plan document, Spicer Group will assist the City with the following required steps:

1. A draft master plan needs to be approved for distribution by the City Council.
2. There is a required 63-day review period whereby neighboring jurisdictions, utilities, and Genesee County can review and comment. Draft plans need to be mailed or e-mailed to these entities.
3. Holding a public hearing with required notification.
4. Adoption of the Master Plan.

Deliverables

When the final approval steps are completed, Spicer Group will prepare final documents for the City. This will include 10 bound color copies of the Master Plan complete with all maps, 2 full-color 24" x 36" laminated Future Land Use maps, and electronic files of the documents used in the final Master Plan, 2 full-color 24" x 36" laminated official zoning maps, 25 full-color 11" x 17" zoning maps, as well as a PDF version of the zoning map.

**ASSOCIATED FEE**

Our lump sum, not-to-exceed contract price for developing a rewrite of the City of Mt. Morris Community Master Plan including the update the to the official zoning map as described herein shall be: **\$13,500.**

The fee is a lump sum so the amount of the invoices will be based on our estimate of the proportion of work completed during the billing period. We will submit monthly invoices to you for our professional services, any additional authorized services and any reimbursable expenses.

If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Robert Eggers, AICP**  
President



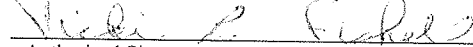
**Alan Bean, AICP**  
Senior Project Planner

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5522  
Fax: (989) 754-4440  
mailto: [alanb@spicergroup.com](mailto:alanb@spicergroup.com)

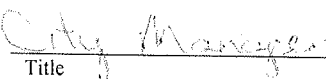
Cc: SGI File 126255SG2018  
ALE, Acctg.

Above proposal accepted and approved by Owner.

**CITY OF MT. MORRIS**

By:   
Authorized Signature

  
Printed Name

  
Title

Date:   
Date