

# 2019 PLANNING COMMISSION ANNUAL REPORT

## Planning Commission Activities and Requests

The Planning Commission completed the following activities in 2019:

### January

#### *Meeting date - January 21, 2019*

- Elected Planning Commission officers for the 2019 calendar year

Officers elected were:

Tom Mahaney, Chair  
Susan Maynard, Vice Chair  
Donna Mullen-Campbell, Secretary  
Cory Bushong, Vice Secretary

- Reviewed the *2018 Planning Commission Annual Report*

The report was approved and forwarded to the Board for consideration.

- Drafted Planning Commission priorities for the 2019 - 2020 calendar year

The Planning Commission reviewed and set proposed priorities for the Planning Commission through 2020. These priorities were reviewed at the Board meeting in February and discussed at a special meeting between the Board and the Planning Commission in February.

- Completed work on the proposed Ordinance #67 *Marijuana Establishments*

Ordinance language was drafted to opt out of the State recreational marijuana regulations, and a public hearing was set for a future Planning Commission meeting.

- Continued work on Ordinance 68 *Rentals*

Commissioners reviewed definitions, a draft registration form, a draft version of the *Township Information* document and related language in the *Township Zoning Ordinance*.

- Completed work on proposed Township *Zoning Ordinance* language

Commissioners drafted and approved ordinance language to update footnote 2 in Section 6.1 of the *Township Zoning Ordinance* to remove the ability to place structures under 100 square feet on the property line.

### February

#### *Meeting date - February 18, 2019*

- Held joint meeting with the Township Board

The Board established Planning Commission priorities at the meeting.

- Reviewed and approved Planning Commission priorities for the 2019 - 2020 calendar year  
The Commissioners reviewed the Board-established priorities and approved them.
- Completed work on Ordinance 68 *Rentals*  
Commissioners completed a final review of definitions, a draft registration form, a draft version of the *Township Information* document and related language in the *Township Zoning Ordinance*. Ordinance 68 *Rentals* and the *Zoning Ordinance* language were set for a future public hearing.

## March

### *Meeting date - March 18, 2019*

- Held a public hearing on the proposed Ordinance #67 *Marijuana Establishments*  
After a public hearing and Commissioner comment, Ordinance 67 *Marijuana Establishments* was forwarded the Board for consideration.
- Held a public hearing on the proposed Ordinance #68 *Rentals* and *Zoning Amendment 34-19-04*  
After a public hearing and Commissioner comment, Ordinance 68 *Rentals* and *Zoning Amendment 34-19-04* were forwarded to the Board for consideration. The public hearing also addressed the proposed change to footnote 2 in Section 6.1 of the *Zoning Ordinance* that removed the ability to place structures under 100 feet on the property line. That change was also forwarded to the Board for consideration.
- *Marquette County 2040 Master Plan* presentation  
Commissioners viewed a presentation from the Marquette County Planning Department and provided comments regarding the plan to the presenters.
- Reviewed State-required changes to Ordinance 65 *Fireworks*  
Commissioners reviewed changes to the State fireworks laws, revised Ordinance 65 *Fireworks* to reflect those changes and set a public hearing and review of the language for the April meeting.
- Considered a proposed ATV / ORV trail ordinance  
Ordinance discussion included a proposed trail at the eastern end of the Township allowing ATV / ORV traffic to go through the Township at that location.
- Sign discussion  
Commissioners discussed the possibility of reviewing the language in the *Township Zoning Ordinance* regarding signs.



## April

### *Meeting date – April 15, 2019*

- Held a public hearing on the proposed Ordinance #65 *Fireworks*  
After a public hearing and Commissioner comment, Ordinance 65 *Fireworks* was forwarded to the Board for consideration.
- ATV / ORV discussion  
Commissioners continued to discuss the proposed eastern Township ATV / ORV route and requested additional information on the route from the DNR and T.E.A.M (the trail developer) before continuing with the process.
- Reviewed the formal site plan for Marquette Veterinary Clinic / Animal Hospital  
The owners of the Marquette Veterinary Clinic / Animal Hospital presented a site plan application to the Commissioners for review. The Commissioners approved the plan.
- Reviewed a preliminary site plan for storage units on Kawbawgam Road  
The property owner of a parcel on Kawbawgam Road presented a proposed storage unit project to the Commissioners for review. The Commissioners reviewed the project, and suggested the applicant return with a formal application.

## May

### *Meeting date – May 20, 2019*

- Sign discussion  
Commissioners continued discussion about the possibility of reviewing the language in the Township *Zoning Ordinance* regarding signs.

## June

### *Meeting date – June 17, 2019*

- Reviewed a preliminary site plan for an indoor shooting range on US 41 South  
The property owner of a parcel on US 41 South presented a proposed indoor shooting range project to the Commissioners for review. The Commissioners reviewed the project, and suggested the applicant return with a formal application.
- Discussed potential changes to the Township *Zoning Ordinance* language regarding fences  
Commissioners discussed potential changes to the *Zoning Ordinance* language regarding fences. This discussion included what should be considered the front and rear yards for waterfront property.
- *Master Plan* update discussion  
Commissioners were asked to consider a direction on the differences in the *Master Plan* character areas versus the current zoning districts.



## July

### *Meeting date – July 22, 2019*

- Reviewed a formal site plan for O’Reilly Auto Parts  
O’Reilly Auto Parts, the property owner of the former Walstrom’s restaurant on US 41 South, presented a site plan for an auto parts store that would be located at the site. The Commissioners reviewed and approved the project with a condition of moving the location of snow storage.
- Reviewed a formal site plan application for storage units on Kawbawgam Road  
The property owner of a parcel on Kawbawgam Road presented a site plan application for a storage unit project to the Commissioners for formal review. The Commissioners reviewed the project but tabled the discussion of the project until questions about the proposed entrance and traffic flow could be resolved on the site plan.
- Reviewed a formal site plan application for an indoor shooting range on US 41 South  
The property owner of a parcel on US 41 South presented a site plan application for an indoor shooting range project to the Commissioners for review. The Commissioners reviewed the project and denied the project based on concerns that the Commission had about public health and zoning compliance.

## August

### *Meeting date – August 26, 2019*

- Reviewed a formal site plan application update for storage units on Kawbawgam Road to address traffic flow on the plan  
The property owner of a parcel on Kawbawgam Road presented an updated site plan for a storage unit project to the Commissioners for formal review. The Commissioners reviewed the project but tabled the discussion based on discussion as to whether the project was in the US 41 / M-28 corridor.
- Reviewed a formal site plan application for storage units on Carmen Drive  
The property owner of a parcel on Carmen Drive presented a site plan application for a storage unit project to the Commissioners for formal review. The Commissioners reviewed the project but tabled the discussion based on discussion as to whether the project was in the US 41 / M-28 corridor.
- 2020 – 2024 Recreation Plan Review  
The Commissioners reviewed the recreation survey results and draft recreation budget and provided comments for the next review of the plan.



## September

### *Meeting date – September 16, 2019*

- Reviewed a formal site plan application update for storage units on Kawbawgam Road to determine if the location was in the US 41 / M-28 corridor  
Commissioners reviewed and approved the site plan for the proposed storage units on Kawbawgam Road after they determined the location was not in the US 41 / M-28 corridor.
- Reviewed a formal site plan for storage units on Carmen Drive to determine if the location was in the US 41 / M-28 corridor  
Commissioners reviewed and approved the site plan for the proposed storage units on Carmen Drive after they determined the location was not in the US 41 / M-28 corridor.
- 2020 – 2024 Recreation Plan Review  
The Commissioners continued with a review of updated survey results and the updated draft recreation budget.
- Reviewed proposed changes to Ordinance 61 *Firearms*  
Commissioners reviewed proposed changes to Ordinance 61 *Firearms* to address indoor shooting ranges in the Township.

## October

### *Meeting date – October 21, 2019*

- 2020 – 2024 Recreation Plan Review  
The Commissioners continued with a review of the draft 2020 – 2024 recreation plan. After review, the Commissioners approved putting the document out for a thirty-day public review period, which included review from surrounding public entities.
- Reviewed proposed changes to Ordinance 61 *Firearms* continuation  
Commissioners continued to review proposed changes to Ordinance 61 *Firearms* to address indoor shooting ranges in the Township. After review and discussion, the Commissioners agreed to have a public hearing on the proposed changes at a future meeting.
- Reviewed proposed changes to the Township Zoning Ordinance – amendment 34-19-05  
Commissioners continued to review proposed changes to six sections of the Township *Zoning Ordinance* to address indoor shooting ranges in the Township. After review and discussion, the Commissioners agreed to have a public hearing on the proposed changes at a future meeting



## November

### *Meeting date – November 18, 2019*

- Held a public hearing on the proposed revisions to Ordinance #61 *Firearms*  
After a public hearing and Commissioner comment, Ordinance 61 *Firearms* was forwarded to the Board for consideration.
- Held a public hearing on the proposed revisions to the Township *Zoning Ordinance* 34-19-05  
After a public hearing and Commissioner comment, Zoning Ordinance revision 34-19-05 was forwarded to the Board for consideration.
- Marijuana establishments discussion  
Commissioners discussed various aspects of recreation marijuana and the possibility of opting in to State law to accommodate those changes. The Commissioners drafted questions to the Board for consideration in relation to the topic.

## December

### *Meeting date – December 16, 2019*

- Marijuana establishments discussion  
Commissioners continued the discussion of various aspects of recreation marijuana and the possibility of opting in to State law to accommodate those changes.
- 2020 – 2024 Recreation Plan Review  
The Commissioners completed the review of the draft 2020 – 2024 recreation plan. After review, the Commissioners approved sending the document to the Board for a public hearing and additional consideration.

## Planning Director Activities

In addition to preparing agenda materials for Planning Commission meetings and attending the meetings, the Planning Director completed additional activities and attended training and seminars throughout the year.

## January

- Began the process of reorganizing planning and zoning materials in the Township vault. An intern from NMU was brought on to assist in the process.  
Maps were not organized and catalogued in a way that they could be accessed easily.
- Attended a climate adaptation workshop in Marquette.  
Items discussed included changes required to County and local government infrastructure and building requirements to accommodate perceived changes in the climate



- Wrote a draft marijuana opt-out ordinance

Wrote a draft of Ordinance 67 *Marijuana Establishments* and presented the draft to the Planning Commission for consideration. The Planning Commission finalized the language and set a future public hearing on the ordinance.

- Updated the draft rental ordinance and related Zoning Ordinance amendment

Updated the draft of Ordinance 68 *Rentals* and *Zoning Ordinance* amendment 34-19-04 and presented the drafts to the Planning Commission for consideration.

## February

- Staff continued the process of reorganizing planning and zoning materials in the Township vault

The intern from NMU worked on binding materials and labeling the new binders.

- Continued working on the 2020 - 2024 recreation plan update

Continued to review older recreation plan information and updated the first several sections of the plan.

- Attended a Clean Energy initiative dinner in Marquette

This interactive dinner was designed to generate thought on providing alternative sources of energy to the area.

- Updated the draft rental ordinance and related Zoning Ordinance amendment

Updated the draft of Ordinance 68 *Rentals* and *Zoning Ordinance* amendment 34-19-04 and presented the drafts to the Planning Commission for consideration. The Planning Commission finalized the language and set a future public hearing on the drafts.

## March

- Staff continued the process of reorganizing planning and zoning materials in the Township vault

The intern from NMU continued working on binding materials and labeling the new binders.

- Continued working on the 2020 - 2024 recreation plan update

Continued to review older recreation plan information, with emphasis on the long-term recreation needs at each of the Township-owned recreation sites.

- Attended a Flood / Stormwater conference in Lansing

Most of the conference centered on procedures and issues with flood plain management and water management.

- Attended Superior Trade Zone meeting in Rock

Discussion concentrated on a waterfront development project in Gladstone.



- Wrote a draft update for the fireworks ordinance

Wrote a draft of Ordinance 65 *Fireworks* that incorporated new State fireworks language and presented the draft to the Planning Commission for consideration. The Planning Commission finalized the language and set a future public hearing on the ordinance.

- Wrote a draft ATV / ORV ordinance

Wrote a draft of Ordinance 69 *ATV/ORV* that would allow ATV / ORV traffic in some locations in the Township. The Planning Commission reviewed the language and requested additional information at the April meeting.

- Wrote a draft ATV / ORV ordinance

Wrote a draft of Ordinance 69 *ATV/ORV* that would allow ATV / ORV traffic in some locations in the Township. The Planning Commission reviewed the language and requested additional information at the April meeting.

## April

- Staff continued the process of reorganizing planning and zoning materials in the Township vault

Emphasis was put on cataloging the maps. With intern assistance, over 100 maps were cataloged.

- Continued working on the 2020 - 2024 recreation plan update

Continued to review older recreation plan information, with continued emphasis on the long-term recreation needs at each of the Township-owned recreation sites.

- Attended the *Small Town and Rural Development Conference* in Thompson, Michigan

Sessions attended included:

- *Growing Rural Prosperity through Telework*

This session addressed the future planning needed for rural broadband support required for teleworkers.

- *The lunch keynote address*

The keynote was based on the Doug Griffith book "13 Ways to Kill Your Community".

- *Place-Based Stewardship Education*

This session addressed working with the community to take care of community natural resources.

- Consumers Energy Pitch Competition

Twelve rural communities had five minutes to convince a panel of judges that their proposed community project was worth funding. The winning community received a check for \$7,500.00 to be applied to the project.





## May

- Attended a session at K I Sawyer to discuss the possibility of Marquette County becoming a launch site for satellites

The presentation was designed to give an overview of the potential project and the process for selecting a site “north of the 45th parallel” for the project location. Selection of the Michigan site was set to the end of July, and if a site was chosen, an application to the Federal Aviation Administration (FAA) would follow for consideration one of two FAA licenses that will permit the project. There were twenty-seven states vying for the two FAA licenses.

- Attended the Association of State Floodplain Managers national conference in Cleveland, Ohio

The Planning Director, in exchange for four hours of volunteer service, received a scholarship to attend the Association of State Floodplain Managers national conference in Cleveland, Ohio (the Planning Director paid travel to and from the conference). The week-long conference had many good sessions and provided a large amount of materials related to floodplain and stormwater management.

Some of the sessions attended included:

- *The Flood Risk Communication Toolkit for Community Officials*  
This session provided materials and tips on how to present the flood risks and insurance benefits to residents.
- *Engineering with Nature, Building Code Awareness, and Community Resilience*  
This session provided items related to natural floodwater and stormwater considerations within the scope of existing building codes.
- *FEMA Hazard Mitigation Grants and Policy*  
This session covered grant possibilities for establishing the CRS program in the local community.
- *Community Rating System (CRS)*  
This session included FEMA updates, and further discussion on implementing the CRS process in a community.
- *National Flood Insurance Program (NFIP) Updates*  
This session provided updates related to the NFIP program, including changes to the insurance rating system and the potential expiration of the program on May 31.
- *Technology in Communicating Risk*  
This session covered various technology suggestions to communicate the risk and history of flooding and other natural disasters.



- *Communication Initiatives*  
This session included discussions on digital, audio, and virtual reality communication with residents.
- *Guidance for Local Floodplain Administrators*  
This session discussed the FEMA forms required for elevation certificates, changes to the elevation certificates and the move to 2D modeling of the floodplain.
- *Hazard Mitigation and Resilience Planning*  
This session covered pre-flood mitigation strategies for the local community.
- *Partnerships in Risk Communication*  
This session covered agency interaction from the local, state, and federal levels, and included a presentation on Interaction with local schools to provide projects that inform the community on flood control and natural habitats
- *State and Local Risk Communication*  
This session discussed interactive tools that can be used to communicate flood risk and mitigation strategies.

## June

- Attended Superior Trade Zone meeting in Rock  
Discussions at the meeting centered around a planned development in Gladstone, the master plans for Marquette and Delta counties, and the Michigan Launch Initiative.

## July

- Attended a four-day FEMA-sponsored training on flood plain management in Emmitsburg, MD  
The course covered multiple topics under four main modules:
  - Higher Standards in Flood Plain Management
  - Manufactured homes in the National Flood Insurance Program
  - National Flood Insurance Program Flood Insurance Principals
  - Hydrology and Hydraulics Concepts

## August

No training or conferences were scheduled.

## September

- Attended a Climate Adaptation project presentation in Marquette  
The session addressed phase four of the Climate Adaptation project in Marquette and included an interactive process development for climate adaptation projects.



- Wrote a draft update for the firearms ordinance

Wrote a draft of Ordinance 61 *Firearms* that incorporated new language for indoor shooting ranges and presented the draft to the Planning Commission for consideration. The Planning Commission finalized the language and set a future public hearing on the ordinance.

## October

- Attended an Asset Management session in Marquette

Presentations covered improving Michigan's infrastructure through asset management of transportation, water systems, utilities and communications

- Wrote a draft update for the firearms ordinance and draft language in the *Zoning Ordinance* related to indoor shooting ranges

Wrote a draft update of Ordinance 61 *Firearms* that incorporated Planning Commission changes in language for indoor shooting ranges and presented the draft to the Planning Commission for consideration. Added language to the Zoning Ordinance (amendment 34-19-05) for indoor shooting ranges. The Planning Commission finalized the language in both drafts and set a future public hearing on both.

## November

No training or conferences were scheduled.

## December

- Attended a Coastlines and People workshop presentation in Marquette

The first of three workshops covered the historical aspect of people in relation to the Lake Superior coastline in Marquette County. Topics covered included:

- Historical Impact of Urban and Regional Planning
- Timeline building – an interactive session that developed an area timeline
- Using Historical and Spatial Data for Shoreline Analysis
- Mapping the Coastal System

- Attended a planning commission toolkit training

This workshop outlined the responsibilities of the Planning Commission. Topics covered included the master plan, site plan, conflict of interest, meeting organization and relationships with other boards and staff

- Attended a sustainable tourism roundtable

Discussion focused on best practices for sustainable tourism in Marquette County

- Completed the draft of the 2019 *Planning Commission Annual Report*



## Ordinances and Township Plans

Ordinance	Type	Status
<i>2020 – 2024 Recreation &amp; Natural Resource Conservation plan</i>	New	Sent to Board for approval in December; public hearing and first reading at Board meeting on January 13, 2020
Ordinance 61 <i>Firearms</i>	Update	Sent to Board for approval in November; moving to second reading at Board meeting on January 13, 2020
Ordinance 65 <i>Fireworks</i>	Update	Published and effective May 13, 2019
Ordinance 67 <i>Marijuana Establishments</i>	New	Published May 13, 2019; effective May 20, 2019
Ordinance 68 <i>Rentals</i>	New	Published May 13, 2019; effective June 13, 2019
Ordinance 69 <i>ATV and ORV</i>	New	tabled until further information obtained
<i>Zoning Ordinance amendment 34-19-03 (rezoning of WFR and R1 properties)</i>	New	Published February 25, 2019; effective February 26, 2019
<i>Zoning Ordinance amendment 34-19-04 (rentals)</i>	New	Published May 13, 2019; effective June 13, 2019
<i>Zoning Ordinance amendment 34-19-05 (indoor shooting ranges)</i>	New	Sent to Board for approval in November; moving to second reading at Board meeting on January 13, 2020

