



## CHARTER TOWNSHIP OF CHOCOLAY

### PLANNING COMMISSION

# 2021 PLANNING COMMISSION ANNUAL REPORT

## Planning Commission Actions

The Planning Commission took the following actions in 2021:

### January

#### *Meeting date - January 18, 2021*

The Planning Commission conducted the meeting as a virtual meeting.

Two new Commissioners joined the Commission: Eve Lindsey and Rebecca Sloan.

#### *Agenda Items*

##### ■ Election of Planning Commission Officers

The Commissioners elected officers for the 2021 calendar year. Those elected were:

- Ryan Soucy - Chair
- George Meister - Vice Chair
- Donna Mullen-Campbell - Secretary
- Eve Linsey - Vice Secretary

##### ■ Planning Commission Bylaws Review and Revision

Commissioners revised the bylaws to accommodate virtual meetings.

##### ■ Planning Commission Public Meeting Participation Policy Review and Revision

Commissioners revised the policy regarding public participation during public comment and the amount of the time the public is permitted to speak.

##### ■ Planning Commission Annual Report

Commissioners reviewed and approved the annual report that included activities for the Planning Commission, Planning Director, and ordinance-related activities in 2020.

##### ■ Proposed Planning Commission 2021 - 2022 Priorities

Commissioners reviewed a list of proposed 2021 - 2022 priorities with the intent of presenting them to the Township Board for review.

##### ■ Master Plan Review - Section 7 (Land Use) and Related Maps

The Commissioners reviewed proposed section 7 for the 2021 master plan. Commissioners discussed at length the use of agricultural properties for the plan.



- Master Plan Review – Sections 1 through 3 and Related Appendices

The Commissioners reviewed proposed sections 1 through 3 and related appendices for the 2021 master plan and approved the draft language.

## February

### *Meeting date – February 15, 2021*

The Planning Commission participated in a virtual joint meeting with the Township Board.

#### *Agenda Items*

Priorities for the Planning Commission for the year 2021 were established, with a request from the Board to the Commissioners to establish a timeline for completion.

Priorities established for the Planning Commission for the year were:

- 1) Complete the revision of the Township master plan
- 2) Review the sign (section 18.1) and fence (section 18.2) portions of the Township *Zoning Ordinance*
- 3) Develop a revised nuisance ordinance

## March

### *Meeting date – March 2, 2021*

The Planning Commission conducted the meeting in a hybrid format (in-person for the Commissioners at the Township Hall and virtual for the public).

#### *Agenda Items*

- Public Hearings – Rezoning application and addition to the mixed use overlay district

The Commissioners conducted public hearings regarding a rezoning application and addition of the property to the mixed use overlay district

- Rezoning Application

Commissioners discussed and approved a recommendation for rezoning a property north of the Moyle Center.

- Mixed Use Consideration

Commissioners discussed and approved a recommendation for adding the property north of the Moyle Center to the Mixed Use District.

- 2021 Planning Commission Priorities and Schedule

Commissioners reviewed the 2021 – 2022 priorities from the Board and approved a schedule for the year.

- *Zoning Ordinance* – Section 18 Signs

Commissioners began the review of the language for signs in the Township *Zoning Ordinance* with the intent of revising the language.



### ***Meeting date – March 15, 2021***

The Planning Commission conducted the meeting in a hybrid format (in-person for the Commissioners at the Township Hall and virtual for the public).

#### ***Agenda Items***

- ***Zoning Ordinance – Section 18 Signs***

Commissioners continued a review of the language for signs (section 18.1) in the Township *Zoning Ordinance* with the intent of revising the language for public review. The Commissioners recommended presenting the language for a public hearing at the next meeting.

- ***2021 Master Plan – Section 7 Land Use Plan***

Commissioners began discussion on the proposed language in Section 7 of the 2021 master plan.

## **April**

### ***Meeting date – April 19, 2021***

The Planning Commission conducted the meeting virtually.

#### ***Agenda Items***

- ***Public Hearing – Zoning Ordinance – Section 18 Signs***

The Commissioners conducted a public hearing regarding the proposed sign ordinance language.

- ***Zoning Ordinance – Section 18 Signs***

Commissioners approved a recommendation to send the proposed sign ordinance language to the Township Board for consideration.

- ***2021 Master Plan – Section 7 Land Use Plan***

Commissioners discussed and approved the draft language for section 7 in the 2021 master plan.

- ***Preliminary Site Plan Review – Contractor Business***

Commissioners reviewed and discussed a preliminary site plan for a contractor business / business area designed to be in the commercial district located north of the Moyle Center.

- ***2021 Master Plan – Section 4 Community Systems***

Commissioners began the review of the proposed language for section 4 in the 2021 master plan. Commissioners decided to table the discussion until the next meeting so that language could be revised.



- 2021 Master Plan – Section 5 Private Systems

Commissioners discussed and approved the draft language for section 5 in the 2021 master plan.

- 2021 Master Plan – Section 6 Natural Systems

Commissioners discussed and approved the draft language for section 6 in the 2021 master plan.

- Ordinance 69 Nuisance

Commissioners reviewed the language and decided to present the language through a public hearing at the May meeting.

## May

### *Meeting date – May 17, 2021*

The Planning Commission held a combined in-person and electronic meeting on May 17.

#### *Agenda Items*

- 2021 Master Plan – Section 4 Community Systems

Commissioners discussed and approved the draft language for section 4 in the 2021 master plan.

- 2021 Master Plan – Section 8 Zoning Plan

Commissioners discussed and approved the draft language for section 8 in the 2021 master plan.

## June

### *Meeting date – June 21, 2021*

The Planning Commission conducted a combined in-person and virtual meeting.

#### *Agenda Items*

- Public Hearing – Ordinance 69 *Nuisance*

Commissioners held a public hearing regarding the proposed language for Ordinance 69 *Nuisance*.

- Ordinance 69 *Nuisance*

After discussion and changes to the proposed language, the Commissioners voted to send the language for Ordinance 69 *Nuisance* to the Township Board for consideration.

- 2021 Master Plan – Section 9 Strategies

Commissioners discussed and approved the draft language for section 9 in the 2021 master plan. This section contained the strategies for discussing and implementing changes outlined in the proposed master plan.



## July

### *Meeting date - July 19, 2021*

The Planning Commission held a meeting on July 19 in the Township Hall.

#### *Agenda Items*

- Preliminary Site Plan Review - Parker Heights

The Commissioners reviewed a preliminary site plan for a proposed project on US 41 South. Commissioners provided comments on the project to the applicant.

The project was expected to be presented formally to the Planning Commission in September.

- 2021 Master Plan - Appendices Review

Commissioners discussed and approved the appendices for the 2021 master plan. The appendices included maps and additional material for the proposed master plan.

## August

### *Meeting date - August 16, 2021*

The Planning Commission conducted an in-person meeting in the Township Hall.

#### *Agenda Items*

- 2021 Master Plan - Appendices Review

The Commissioners approved minor changes to the text in the appendices.

- Site Plan Review - Soucy Electric

The Commissioners reviewed a site plan for a proposed project on M-28 East. Commissioners approved the project with several conditions and provided comments on the project to the applicant.

- 2021 Master Plan - Appendices Review

The Commissioners discussed the size of parcels located in the AF (Agriculture / Forestry) zoning district and added language in the master plan text regarding parcel size.

The master plan was expected to be presented formally for final draft review to the Planning Commission in September.



## September

### *Meeting date – September 20, 2021*

The Planning Commission held a meeting on September 20 in the Township Hall.

#### *Agenda Items*

- Site Plan Review – Parker Estates

The Commissioners reviewed a site plan for a proposed residential development project on US 41 South. This development will be for twelve residential sites.

Commissioners approved the project with no conditions and provided comments on the project to the applicant.

- 2021 Master Plan Review

The Commissioners reviewed all suggested changes to the plan, made the changes, and voted to send the draft plan to the Board for consideration and distribution for public review.

The Board reviewed the plan at the October 11 meeting and approved sending the plan out for public review for 63 days.

## October

### *Meeting date – October 18, 2021*

The meeting was cancelled.

## November

### *Meeting date – November 15, 2021*

The meeting was cancelled.

## December

### *Meeting date – December 13, 2021*

The meeting was cancelled.



## Planning Director Activities

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

### January

- Participated in Upper Peninsula Food Exchange meeting  
Discussions extended to other entities throughout the Upper Peninsula and centered on food distribution and food connections for the Upper Peninsula.
- Participated in the Climate Adaptation Workshop in Marquette  
Workshop was focused on strategies that would be viable across the Marquette County and the surrounding regions.

### February

- Participated in the Superior Trade Zone meeting in Rock  
Discussions at the meeting centered around a planned development in Gladstone and potential projects for Trade Zone members.
- Began edits on signs language portion of the Township *Zoning Ordinance*  
Worked internally to revise the language for Planning Commission review.

### March

- Continued edits on signs language portion of the Township *Zoning Ordinance*  
Worked internally to complete the language edits for Planning Commission review.
- Attended a regional broadband seminar  
Participants from the Upper Peninsula discussed the rollout of the new fiber network across the Upper Peninsula.

### April

- Attended an introduction to wind and solar zoning seminar  
Participants were given an overview of what to consider for wind- and solar-related ordinances.
- Began development of new nuisance ordinance language  
Worked internally to combine three ordinances into one new nuisance ordinance

### May

- Began sewer capacity study initiative  
Purpose of the study was to determine capacities of the sewer system based on current and projected usage.



- Presented development of new nuisance ordinance language to the Planning Commission  
Worked internally to complete the language edits for Planning Commission review.

## June

No additional activities

## July

No additional activities

## August

- Began basic GIS class at Northern Michigan University  
Twice-weekly class instruction covered the basics of GIS mapping and capturing data for maps – class extended into December

## September

- Master plan presentation  
Completed all sections of the master plan and presented those changes to the Planning Commission. Commissioners sent the plan to the Board for final consideration.

## October

No additional activities

## November

- Attended UPFE retreat in Marquette  
Focus of the retreat was to reorganization and development of a long-term strategic plan that would encompass entities throughout the Upper Peninsula

## December

No additional activities

## Township Plans and Ordinances

Ordinance	Type	Status
Township master plan	Update	Pending final approval
Township <i>Zoning Ordinance</i> – Signs section	Update	Adopted into <i>Zoning Ordinance</i>
Ordinance 69 <i>Nuisance</i>	New	Under Township Board review

