

**CASS CITY YEARLY PLANNING  
COMMISSION MEETINGS REPORT  
FOR 2019**

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## **Introduction**

A yearly Cass City Planning Commission report is to be prepared, and presented each January to the Village Council's Committee of the Whole meeting. This report is called for by the Michigan Planning Enabling Act. The template for this document was recommended to the Planning Commission by the Redevelopment Ready Communities of Michigan.

Please note: in the monthly meeting reviews section, where applicable, you will find a link to one or more spread sheets (**Appendix A, B, C, or D**), whose intent is to provide detailed information concerning the action items taken by the Planning Commission. Likewise, the spread sheets will have an action date which will link back to the meeting date where the action was approved by the Planning Commission.

# 2019 Cass City Planning Commission Meeting Summaries

## January 16, 2019

A page by page review of the draft copy of the Cass City Master Plan, resulted in 23 corrections being made to the document. Once corrected, the Master Plan will be presented to the Planning Commission for approval.

Russ Beifer presented a graphic depiction of a proposed Rawson Memorial Library LED sign to be installed along the east exterior wall of the library.

The commission voted to add Ed Knight to the commission membership. All current members will continue their membership on the commission.

## April 17, 2019

The final draft of the Cass City Master Plan document was approved (see **Appendix A**). Also, the Commission voted to recommend the approved plan to the Cass City Village Council for adoption.

## April 30, 2019 Unscheduled Special Meeting

Jim Zyrowski gave a brief public presentation of the Site Plans for the proposed Ben's Super store at 6233 Church Street. After some discussion, and no input from the public, the Commission approved the plans as presented (see **Appendix A**).

The Village Manager, Debbie Powell informed the Commission that the Village Council had approved the Cass City Master Plan at their last regular meeting.

Also discussed was the next big project for the Commission would be a comprehensive update of the Village Zoning Ordinance. Also, she informed the commission that the FIT Assessment had been completed resulting in a \$2000 grant awarded for signage within the community.

### **June 3, 2019**

The Commission discussed a re-zoning of the proposed Frankenmuth Credit Union site on Rte 81, from an Ra -1, One Family Residential, to a B -2, General Business Classification. This site was a previously annexed site whose zoning classification remained as it was; Ra -1. The Planning Commission recommends accepting the re-zoning proposal. The Commission will vote to add the changes to the Zoning Update File after the Village Council approves the re-zoning of the annexed parcel (see **Appendix A**).

Mike Rybicki, MLR Engineering & Consulting services gave a public presentation of the Site Plans for the Proposed Frankenmuth Credit Union. At the conclusion of his presentation, there was no public input. Consequently, the commission moved that the Frankenmuth Credit Union site plan be accepted contingent upon obtaining the B -2 General Business zoning reclassification, and with all correct setbacks added to the site plan (see **Appendix A**).

### **July 9, 2019 Unscheduled Special Meeting**

The purpose of this meeting was to recommend the zoning re-classification from Ra -1 Family Residential, to a B -2 General Business Zoning Classification on the previously annexed Frankenmuth Credit Union Property; Rte 81, Parcel Number 035-028-000-5700. Consequently, the Planning Commission moved to amend the Zoning Map to reflect the B -2 General Business Classification for this property (see **Appendix A**).

### **August 28, 2019**

Michael McPherson, representing Dollar General Stores, gave a brief presentation of the proposed site plan for the future new building construction on property along Rte 81; adjacent to the immediate west side of the proposed Frankenmuth Credit Union site.

The Planning Commission approved the site plan contingent on zoning variance approval for the proposed parking plan, and MDOT approval of ingress and egress lanes (see **Appendix A**).

An annual Planning Commission Report, to be submitted to the Cass City Village Council; recommended by the Michigan Planning Enabling Act as part of the Village's drive to qualify as a Redevelopment Ready Community (RRC), was discussed. Consequently, volunteers for preparation of the 2019 annual report were requested, and three members responded. The report is to be finished after the December Planning Commission meeting, and forwarded for approval to the Cass City Village Council's Committee of the Whole meeting, the second Wednesday; January 8, 2020.

Village Manager Debbie Powell recommended seeking funding through the RRC support allocations, utilizing the RRC pre-approved contractors for the anticipated revisions to Cass City's zoning ordinances.

By consensus, the Planning Commission meetings will return to monthly meetings, to be held on the third Wednesday of each month at 7:00 P.M. in the Municipal Building; to begin with the September 18, 2019 meeting.

### **September 18, 2019**

Village Manager Powell spoke about the upcoming Zoning Ordinance Update to be conducted in 2020. She has obtained a recommendation for three firms who have worked with the Renewable Ready Communities organization, to assist the Planning Commission in its updating of the village zoning ordinances: CIB Planning, Becket & Raeder, and Giffels Webster. After review and discussion of the three organizations, the Commission voted in favor of the Giffels Webster firm.

A motion for the reappointment of: Jennifer Gray, Joseph Sweet, Richard Wallace, and Nancy Walsh to the Planning Commission for a term ending May 1, 2022 was approved.

The required Planning Commission report for 2019 to date was presented and discussed. This report will be updated through the December Planning meeting, and forwarded to the Village Council Committee of the Whole on January 8, 2020 at 7:00.

Manager Powell encouraged the Planning Commission members to invite village residents to apply for a position on the Village's boards and commissions. Currently, the Village is seeking volunteers for the EDC/DDA, Planning, and Zoning Board of Appeals.

## **October 16, 2019**

This meeting was cancelled due to a lack of agenda items.

## **November 20, 2019**

After giving a brief introduction to the Cass City Code of Ordinances, Section 28: Planning Commission, the chairman, Russ Biefer requested the Commission members review the subsections in depth, with further discussion to be held at the December meeting. The Commission then voted to reappoint Russ Biefer to be chair of the Commission for a one year term (per ordinance requirement), ending November 19, 2020.

Village President, and Ex Officio member of the Planning Commission Dan Delamarter, gave a brief overview of a presentation by Giffels Webster conducted at the Village Council Committee of the whole on November 13, 2019. He explained that the proposed zoning ordinance update could be done in an interactive on-line format, as well as a hard-copy pdf version. To help facilitating the update to the Zoning Ordinances, the Planning Commission agreed to do a detailed review of the current Village ordinance, and to notate any items of concern.

## **December 18, 2019**

Chairman Russ Biefer gave a brief overview of the Village of Cass City Code of Ordinances specifically, Section 28: Planning Commission, especially concerning membership. Consequently, Commission members renewed their commitment to recruit members in order to fully staff the Planning Commission at nine members. Also, the Commission recommended the retention of Planning Commission Member Jennifer Gray on the Zoning Board of Appeals.

The Commission then voted to add Colleen Langenburg to fill one of the vacant positions of the Planning Commission, with her term ending May 1, 2022. Pending approval of Ms. Langenburg's membership application by the Village Council at its regular January 2020 meeting, the Commission will have 8 regular members

and one ex-officio member. Including Ms. Langenburg, the Commission now has 8 regular members (see: **Appendix C**).

Lastly, the Commission reviewed the interior building plans for the Medical Marijuana Grow and Processing Facility submitted by Millennium Industries.

Revised: 01/16/2020, jcs





**2019 CASS CITY PLANNING COMMISSION TRAININGS ATTENDED**

**APPENDIX B**

| <b>TOPIC DESCRIPTION</b>   | <b>ATTENDED</b>  | <b>DATE</b> |
|--|--|-------------|
| Redevelopment Ready Community Best Practices Presentation By Christopher Germain | Village Council, Planning Commission, DDA/EDC. Zoning Board of Appeals, Local Business, and General Public | 7/17/2019   |
|  |  |             |
|  |  |             |
| Revised: 9/26/2019, jcs  |  |             |

2019 CASS CITY PLANNING COMMISSION MEMBERSHIP

APPENDIX C

| LAST   | FIRST    | Position     | TERM/START      | TERM/END | ACTION DATE |
|--|----------|--------------|-----------------|----------|-------------|
| Biefer*  | Russ     | Chairman     |                 | 5/1/2020 |             |
| Delamarter   | Dan      | Ex-Officio   |                 |          |             |
| Gray   | Jennifer | Commissioner |                 | 5/1/2020 |             |
| Knight   | Ed       | Commissioner |                 | 5/1/2021 |             |
| Lanfenburg   | Colleen  | Commissioner | To be Confirmed | 5/1/2022 |             |
| Leeson   | Joe      | Commissioner |                 | 5/1/2021 |             |
| Sweet  | Joseph   | Commissioner |                 | 5/1/2021 |             |
| Wallace  | Richard  | Commissioner |                 | 5/1/2020 |             |
| Walsh  | Nancy    | Commissioner |                 | 5/1/2021 |             |
| Vacant   |          |              |                 |          |             |
| Members terms - 3 years - Meets third Wednesday of the Month - Nine members with one member from the Village Council |          |              |                 |          |             |
| Revised: 01/08/2020, jcs   |          |              |                 |          |             |

2019 CASS CITY PLANNING COMMISSION ATTENDANCE

APPENDIX D

| NAME                       | Excused  | Absent | Total Absent | Total Attended |
|----------------------------|----------|--------|--------------|----------------|
| Biefer, Russ               | 1        | 1      | 2            | 7              |
| Delamarter, Dan/Ex Officio | 1        | 1      | 2            | 7              |
| Gary, Jennifer             |          | 1      | 1            | 8              |
| Knight, Ed                 | 1        |        | 1            | 8              |
| Leeson, Joe                |          |        |              | 9              |
| Sweet, Joseph              | 1        |        | 1            | 8              |
| Wallace, Richard           |          |        |              | 9              |
| Walsh, Nancy               | 2        | 2      | 4            | 5              |
|                            |          |        |              |                |
|                            |          |        |              |                |
| <b>Meetings Total</b>      | <b>9</b> |        |              |                |
| Revised: 01/16/2020, jcs   |          |        |              |                |