

AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission
FROM: Ken Hibl, City Manager
DATE: July 14, 2010
RE: Annual Report of the City Planning Commission

For the Agenda of July 19, 2010

Background. The 2008 Michigan Planning Enabling Act mandates that municipal planning commissions, “shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.” Our planning commission formulated and approved the required report (*copy att’d*) at its June meetings; Commissioner Dave Prawdzik (the newly selected commission chairperson) and Commissioner Jerry Forsberg (the outgoing chairperson) are scheduled to be present at the City Commission meeting of July 19th to present the annual report and answer any questions of the City Commission pertaining to the report and/or the activities of the City Planning Commission during the past year.

Issues & Questions Specified. N/A.

Alternatives. N/A.

Financial Impact. N/A.

Recommendations. I recommend that the City Commission review the attached Annual Report and pose any comments and/or questions to Commissioners Prawdzik and Forsberg.

Attachment. Annual Report.

Annual Report
City of Clare Planning Commission
July 1, 2010

Purpose. *The Michigan Planning Act of 2008 mandates the submittal of an annual report of the municipal planning commission to the legislative body of the municipality regarding the operations and status of planning activities, to include recommendations to the legislative body related to municipal planning and development.*

Period of Report. *This report is inclusive of actions of the City of Clare Planning Commission during the period July 1, 2009 to June 30, 2010, which corresponds with the annual fiscal year of the City of Clare.*

General. *The City of Clare Planning Commission consists of nine members appointed by the Mayor of the City of Clare with the approval of the majority of the Clare City Commission. Six of the nine members are required to be qualified electors of the City; the other three members are not required to be qualified electors. The current composition of the Clare Planning Commission is eight qualified electors and one individual who is not a qualified elector; the current slate of commissioners is attached to this report. One of the planning commissioners (presently Commissioner Karla Swanson) concurrently serves as a member of the City's Zoning Board of Appeals. The planning commission elects its own chairperson annually; the current chair is Commissioner Jerry Forsberg. The commission is scheduled to meet once monthly on the second Wednesday of the month at 6:30pm at Clare City Hall. Special meetings may be called by the commission chairperson. All meetings are required to be open to the public. The City of Clare Planning Commission met on eleven occasions during the period of this report.*

Primary Accomplishments and Activities.

- a. **Implementation of Michigan Planning Act.** *One of the primary activities of the Clare Planning Commission was review and implementation of Michigan's 2008 Planning Act (P.A. 33 of 2008, as amended, M.C.L. 125.3801). The Act requires that municipalities be in compliance with all requirements of the new law not later than July 1, 2011. Due to the concerted efforts of the City's planning commission, the City of Clare is presently in compliance with the provisions of the new Act.*
- b. **Inclusion of the Grant Township/City of Clare Urban Cooperation Area into City Future Land Use Map.** *With the assistance of the City's planning consultant, McKenna Associates, Incorporated, the lands outlined within the Urban Cooperation Agreement between Grant Township and the City of Clare have been incorporated into the Future Land Use Map of the City's Comprehensive Master Plan; a copy of the new future land use map is attached to this report.*
- c. **Site Plans.** *The planning commission approved only two site plans during this reporting period. The diminution of the number of site plans for new construction is viewed as a direct reflection of the state's current economic challenges.*
 1. *The addition of public showers at Pettit Park to expand the City's services for its public campground.*
 2. *The construction of a new Preschool and Childcare Facility for the Clare United Methodist Church of Clare.*

- d. Ordinance and Zoning Changes. The Planning Commission considered and recommended approval of three zoning ordinance changes; two of the recommended changes were approved for adoption by the Clare City Commission; the third zoning change recommendation has been forwarded to the City Commission for consideration.
- e. Review of Proposed Capital Projects. The new Planning Act requires that the planning commission review all public capital projects recommended for construction or implementation within the City's geographical boundaries. The planning commission conducted a preliminary review of all proposed capital projects for the new fiscal year prior to submittal to the City Commission in conjunction with the City's budget approval process and determined that the projects appear to support the goals and objectives outlined in the Comprehensive Master Plan of the City. The Commission will conduct a detailed review of each of these projects prior to the commencement of actual construction. One such detailed review (the proposed Beech & Fourth Street Streetscape Project) has been reviewed. The Planning Commission has determined the completion of this project will definitely support the goals and objectives of the City's Comprehensive Master Plan.
- f. Clare Railroad Depot Rehabilitation. The City Commission tasked the planning commission to develop recommendations regarding the relocation, reuse, and rehabilitation of the historic City-owned Clare Railroad Depot. A Depot Steering Committee was formed within the City, and two of the City's planning commissioners (Commissioner Dave Prawdzik and Commissioner Jan Winter) were appointed by Chairman Forsberg to serve on the committee. Significant progress has been made by the committee, to include the selection of a tentative site for the depot; identification of primary uses and tenants for the building; cost estimates for moving the depot and completing the rehabilitation have been developed; preliminary funding sources to complete the rehabilitation of the depot have been identified; a marketing logo has been created and an initial marketing strategy has been offered for consideration; preliminary architectural drawings have been completed; and a purchase order has been executed for property needed for the depot relocation. The Planning Commission strongly recommends that the Clare City Commission take all action necessary (to include the approval of required funding for the project) to ensure this project is successfully completed.

Budgetary Considerations. The current professional development budget allocated for the continuing education of the planning commission members has and continues to be adequate. The City's funding for public capital projects appears adequate – particularly in light of the current economic situation.

Recommendations. The planning commission recommends the conduct of a joint strategic planning session with the city commission sometime within the upcoming year to facilitate an open, frank, and comprehensive discussion related to the direction and vision for the City to ensure that the City's Comprehensive Master Plan is synchronized to the joint vision of the planning and city commissions.

Attachments.

- a. Composition of City of Clare Planning Commission.
- b. UCA Future Land Use Map.

Respectfully Submitted,

A handwritten signature in black ink, reading "Jerry Forsberg". The signature is written in a cursive style with a large, prominent "J" and "F".

*Commissioner Jerry Forsberg
Chairman, City of Clare Planning Commission
June 30, 2010*