

**2017 Annual Report
Village of North Branch Planning Commission**

Section 19 of the Michigan Planning Enabling Act requires the Planning Commission to submit a report annually to its legislative body on "...its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development". This report represents the Village of North Branch Planning Commissions 2017 annual report to the Village Council.

Membership

The Village of North Branch Planning Commission is a 7-member board. Members are appointed for 3 year terms. The Planning Commission is currently short one member

Planning Commission Member	Term Expiration
Don Lamb	December 2020
Richard Evans	December 2019
Betty Kennedy	December 2018
Tom Bates	December 2020
Kelly Martin	December 2018
Aaron Treve	December 2019
Vacancy	December 2018

Planning and Zoning Activities - 2017

The Planning Commission held five meetings in 2017. They are required under the Michigan Planning Enabling Act to have a minimum of four.

During those meetings, it reviewed:

- No Special Use Permits (SUP)
- Two site plans
 - o Saint Peter and Paul Church - Building Additions- **Approved**
 - o MK Chambers - Accessory Building- **Approved**
- No rezonings
- No zoning ordinance text amendments
- Redevelopment Ready Community (RRC) Compliance Activities
 - o Preliminary review of potential text amendments to Master Plan to address RRC best practices
 - o Discussion on preparation of a Capital Improvement Plan (CIP)

Members of the Planning Commission also participated in the following training opportunities

- Planning and Zoning Essentials – 3/18/17
- Complete Streets – 6/22/17
- Regulation of Small Cell Wireless Communication Facilities 9/14/17

Planning and Zoning Goals - 2018

The Planning Commission will continue to review rezoning, text, SUP and site plan review requests as provided for in the Village Zoning Ordinance. The Planning Commission also annually reviews the Master Plan implementation strategies to identify those appropriate for it to undertake in the coming year. These will include recommendations to the Village Council, DDA and other "responsible parties" listed in the plan. The complete list of goals for the Commission for 2018 includes:

- Address RRC Compliance Issues
 - Adopt amendments to the Master Plan to address RRC best practices
 - Adopt a Village CIP
 - Initiate amendments to the Village Zoning Ordinance to address RRC best practices
- Address review process for digital signs
- Coordinate joint meetings with other entities such as DDA, Township PC, Schools, etc. as appropriate
- _____
- _____
- _____
- _____

Zoning Board of Appeals Activities - 2017

Although not required as the Planning Commission is to provide an annual report to the Village Council, below is a listing of the ZBA's activities for 2017

The ZBA held one meeting in 2017. There are no minimum number of meetings per year required of the ZBA. It meets as required.

During those meetings, it reviewed:

- One variance request
 - Saint Peter and Paul Church – Setback Variance - **Approved**
- No appeals
- No interpretations