

**Mt. Pleasant Planning Commission  
Minutes of Regular Meeting  
February 4, 2016**

**I.** Chairman Cotter called the meeting to order at 7:00 p.m.

Present: Cotter, Dailey, Friedrich, Hoenig, Horgan, Irwin, Ranzenberger.

Absent: Driessnack, Kostrzewa.

Staff: Kain, Murphy

**II. Approval of Agenda:**

Motion by Friedrich, support by Ranzenberger, to approve the agenda.

Motion approved unanimously.

**III. Election of Officers:**

Kain reported that based on the Planning Commission bylaws, February is the month that the Commission elects new officers. Kain reminded the Board of the procedures.

Commissioner Cotter nominated himself as Chair. There were no other nominations. Motion by Dailey to close the nominations and cast a unanimous vote to elect Commissioner Cotter as Chair.

Motion approved unanimously.

Chairman Cotter nominated Commissioner Hoenig for Vice-Chair.

Commissioner Friedrich nominated Commissioner Horgan for Vice-Chair. Commissioner Horgan declined.

Motion by Cotter to close nominations and cast a unanimous vote to elect Commissioner Hoenig as Vice-Chair.

Motion approved unanimously.

**IV. Approval of Minutes**

**A. January 7, 2016 Regular Meeting:**

Motion by Ranzenberger, support by Dailey, to approve the minutes from the January 7, 2016 regular meeting as submitted.

Motion approved unanimously.

**V. Zoning Board of Appeals Report for December:**

Commissioner Friedrich reported that the ZBA did not meet in January.

**VI. Communications:**

None

**VII. Public Hearings:**

None

**VIII. Public Comments**

Chairman Cotter opened the floor for public comments. There being no one who wished to speak, public comments was closed.

**IX. Site Plan Reviews:**

None

**X. Unfinished Business:**

None

**XI. New Business:**

**A. 2015 Annual Report and joint meeting with the City Commission:**

Kain reported that each February, the Planning Commission issues a report on its activities during the previous year. Following approval from the Planning Commission the report is presented to the City Commission during a joint meeting. Kain noted that he is looking for two actions from the Commission:

- 1) Approve the annual report or offer suggestions for changes;
- 2) Set a joint meeting with the City Commission for Monday, March 14th at 6:00 p.m. in the Commission Chambers.

Commissioner Horgan noted she felt the report was very well written. Commissioner Ranzenberger agreed, noting that it is easy to read and understand.

Motion by Dailey, support by Ranzenberger, to approve the Planning Commission 2015 Annual report as written.

Motion approved unanimously.

Motion by Friedrich, support by Horgan to set a joint meeting with the City Commission to take place on March 14th at 6:00 p.m. in the Commission Chambers.

Motion approved unanimously.

**B. Set Work Session to follow the March 3, 2016 regular meeting:**

Kain reported that the City Commission has requested that staff develop a conceptual plan for the Mt. Pleasant Center. Kain noted that he is looking for input from the Planning Commission on their thoughts regarding the future development of this property. Kain asked that prior to next month's meeting, that the Commission review the information related to this site that is located on the City's website and to also review the information in the Master Plan in regards to this area of the City.

Kain noted he would like to hold a work session following the regular March meeting to discuss this topic.

Motion by Friedrich, support by Horgan, to set a work session to take place immediately following the March 3, 2016 regular meeting.

Motion approved unanimously.

**C. Recommend a Planning Commission Representative to the Zoning Board of Appeals:**

Kain reported that each year the Planning Commission recommends someone to serve as a crossover member to the Zoning Board of Appeals (ZBA). Kain noted that the City Commission will make the actual appointment, and that this is just a recommendation.

Motion by Cotter, support by Irwin, to recommend that the City Commission appoint Commissioner Friedrich to serve as the crossover member to the ZBA.

Motion approved unanimously.

**D. Zoning Ordinance RFQ and RFQ committee:**

Kain reported that he is working on details for a Request for Qualifications (RFQ) to identify a consultant to assist the City in creating a new zoning ordinance. Kain referred to the "Scope of Work" document included in board packets and asked for feedback. In addition, Kain noted he would like to have two commissioners volunteer to sit on the RFQ committee. The committee members will work with staff (Kain) and the Building Official to review the submissions to narrow down and identify which firms to interview. Kain suggested those who have completed the Form Based codes training would be good candidates for this committee.

Kain noted that the committee determined which consultants to invite for interviews, and the entire Planning Commission will be involved in the interviews and determination of which consultant to recommend the City Commission enter into contract with.

Commissioners Horgan and Hoenig volunteered to sit on the RFQ committee.

**XII. Other:**

**A. Staff Report:**

**1. March Planning Commission Meeting:** Staff noted that there have been several meetings with developers regarding imminent projects and is expecting at least one request for a special use permit to be submitted for next month's meeting, with another SUP request expected to follow in April. In addition, he noted there are a handful of other projects that are in the discussion/planning stages.

**2. March training opportunity:** Staff reminded the Commission that the Michigan Association of Planning is hosting a Community Engagement training at City Hall on March 24th and asked that if anyone is interested in attending that they let him know by February 15th.

**XII. Adjournment to Work Session:**

Motion by Friedrich, support by Irwin, to adjourn to work session.

Motion approved unanimously.

Meeting adjourned at 7:12 p.m.

bam