**Redevelopment Ready Communities**  
**Planning Commission Annual Report – Template**

Michigan Planning Enabling Act (MPEA – Public Act 33 of 2008) section 125.3819 requires that “*A planning commission 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*.” This template helps communities meet the intent of the MPEA. In addition to meeting the MPEA, this template also includes recommendations for how a community can integrate additional annual items from the RRC Best Practices. Whether those additional sections apply depend on which RRC designation (Essentials or Certified) a community is pursuing.

**Using the Template**

To use this template, fill out highlighted sections with your community’s local information. When done, all highlighted sections should have either be replaced with local information or deleted (for example, if your Planning Commission only has five members, you can delete the last two rows of the membership table). We’ve also included *tips in red* which should be deleted once you’ve addressed them.

*Certified Enhancements*: Sections with this symbol next to them are optional but highly recommended for any community pursuing the RRC Certified designation. This will help the community meet those annual items without creating additional documents or workload. If your community is not pursuing Certification, you can delete these (or still do them if you’d like!)

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**Tell a Story**

There is no shortage of bureaucratic reports out there. Your local Planning Commission Annual Report does not have to be yet another. Even if your community has not had much planning or development activity this year, take this report as a chance to tell the story of your membership, celebrate even minor wins, and remind readers of the community’s plans and goals. Nonprofits and corporations do it all the time – you can too.

**Design Matters**

You don’t need to be a graphic designer to make a document more readable. Using the community’s color palette, headers, pictures, and even strategic white space can all help make a document more readable. We’ve provided some components in this document which can be replicated in Microsoft Word, so you don’t need fancy design software to make an impression. A simple and easy way to customize design is to replace the blue we use in the headers with your local primary color(s).

Not a designer?We encourage the community to reach out to a local school and see if there’s a student who might be able to help. It gets a better-looking report, and the student gets something to put on their college applications. Win-win.

**Delete this Page**

When you’re done, be sure to highlight everything on this page and delete it. It should leave you with the cover as the first page in your final document.

*Optional – Add a cover picture or two (or more!) to quickly grab the reader’s attention. Could be a meeting action shot, downtown streetscape, park, construction project, or whatever else you feel defines the community or Planning Commission’s activity from this past year.*

**[Community Name]**

**Planning Commission Annual Report**

*Covering activity from xx/xx/xxxx – xx/xx/xxxx*

**Introduction**  
The [Michigan Planning Enabling Act](http://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-33-of-2008.pdf) (MPEA) allows for the establishment of local Planning Commissions, master plans, and other associated activities. [Community Name]’s Planning Commission is established in local ordinance [cite section] and consists of [5/7/9] members. The Planning Commission is responsible for:

* Developing the community’s master plan which provides a framework for orderly growth and redevelopment.
* Creating a zoning ordinance to translate master planning goals to land use regulations.
* Reviewing and approving development requests
* Drafting a capital improvements plan
* Studying special topics or conducting other special projects as requested by the governing body

*Tip: Make sure you add, remove, or edit these based on your community’s specific situation. For example, some communities have all administrative approvals, so their PC doesn’t review site plans.*

This report contains a record of the Planning Commission’s activity over the past year. Highlights of the commission’s work include:

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| --- | --- | --- | --- | --- |
| *Blueprint with solid fill* | **Site Plans** The commission reviewed seven site plans, approving six. The 7th was withdrawn prior to a decision. |  | Coins outline | **Capital Improvements Plan** The commission adopted the annual capital improvements plan which ties planning goals to budgetary investments. |
|  |  |  |  |  |
| *Teacher with solid fill* | **RRC Training** Three members completed MEDC’s Redevelopment Ready Communities Best Practices Training Series. |  | Walk with solid fill | **Eastside Walking Tour** Hosted a well-attended walking tour of the Eastside Neighborhood as part of its efforts to study mobility throughout the city. |

*Tip: We’ve laid this out graphically using a table (the lines are hidden) and readily available icons (Insert à Pictures à Stock à Icons) but you could also just use bullet points or skip the highlights all together.*

**Membership**

Planning Commission members for this reporting period were:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Meetings Attended** | **Member Since** | **Term Expires** | **Voting Member** |
| Example Person, Chair | 8/8 | 4/5/2017 | 12/31/2024 | Yes |
| City Manager A, Ex Officio | 7/8 | 5/1/2008 | N/A | No |
| Persona Grata, Member | 3/5 | 5/5/2020 | 12/13/2022 | Yes |
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| *Delete any unneeded rows (right clicking here à Delete Cells à Entire Row)* |  |  |  |  |

*Tip: Be sure to include any members who resigned or did not seek reappointment during the reporting period.*

*Tip: If you want to get fancy, check out the end of this document for a more visual way to do this.*

**Meetings**The MPEA requires that local Planning Commissions meet at least four times a year. The [Community Name] Planning Commission meets [enter regularly scheduled meeting description] and held xx meetings during the year. A summary of meeting activity is below:

|  |  |
| --- | --- |
| **Meeting Date** | **Summary** |
| January 14 | Organizational meeting; two new members sworn in |
| January 28 | Site Plan Reviews; discussed short term rental zoning amendments |
| February 10 | Cancelled – no agenda |
| February 24 | Adopted PC Annual Report; site plan review training |
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|  | *Add more rows as needed (right click here à Insert à Rows Below)* |

**Master Plan Status**The Planning Commission is responsible for regularly reviewing and updating the master plan to ensure it continues to be relevant to the community’s needs. The community’s current master plan [include a link] was adopted on xx/xx/xxxx. The MPEA requires a formal review (and update or reaffirmation) occur at least every five years. [Information on if the community is currently updating it, plans to update it soon, think it is fine for now, etc.]

In addition to the MPEA-required five-year review, the community’s efforts to maintain alignment with the [Redevelopment Ready Communities](http://www.miplace.org/rrc) Best Practices includes annual progress assessments to determine if the community is on track for meeting the plan’s goals and actions. The following is a table of actions planned for [year] or currently underway.

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*Tip: The table below is just one way to do this – you could also include the implementation table from your master plan or try something entirely different. Consider including progress on other plans such as the recreation plan, downtown plan, or subarea plan. If the community is pursuing Certification, it should be sure to include the economic development strategy progress update (best practice 5.1) in this section (unless it’s happening elsewhere).*

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| --- | --- | --- | --- | --- | --- |
| **#** | **Goal** | **Action Item** | **Lead** | **Target** | **Status** |
| 1.2 | Recreation | Update the city’s Parks & Recreation Plan | Planning Commission | 2021 | In progress – expected early 2022 |
| 2.3 | Downtown Vibrancy | Conduct retail analysis for downtown | DDA | 2021 | Delayed |
| 2.4 | Downtown Vibrancy | Reconstruct streetscape on Monroe Avenue | DDA, Council | 2022 | Grant applied, awaiting results |
| 5.4 | Government Operations | Implement new city website | Council | Medium Term | Complete |
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*Tip: Consider highlighting a few of the master plan items (whether accomplished this year or those that are just cool from previous years). See templates you can simply copy and paste from the end of this document.*

**Zoning Ordinance Amendments & Rezoning**Zoning is the legal mechanism which turns planning goals into reality via development regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and addresses emerging trends. Throughout the year, the Planning Commission discussed the following amendments:

|  |  |  |
| --- | --- | --- |
| **Topic** | **Summary** | **Status** |
| Short Term Rentals | The commission drafted proposed regulations for short term rentals which would limit them to R-1 district with conditions | Recommended: Yes  Adopted by Council: Yes [Section Reference] |
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The Planning Commission is also responsible for making recommendations on rezoning requests. Such requests must align with the master plan’s future land use map.

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| **Address** | **Existing Zoning** | **Requested Rezoning** | **Planning Rec.** | **Council Decision** |
| 123 Main Street | Downtown Commercial (CBD) | Mixed-Use Residential (R-MU) | No | No |
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**Site Plan Reviews & Variances**  
Site plan review is a primary role of the Planning Commission and helps ensure that new development in the community aligns with the zoning ordinance requirements. Prior to Planning Commission review, staff conducts an internal review process as well. When needed, variances are considered by the Zoning Board of Appeals.

*Note: If your community approves permitted uses administratively, you may not need most of this section. Doesn’t hurt to include those anyway though if you want to paint the whole development picture.*

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| --- | --- | --- | --- |
| **Project Type** | **Location** | **Description** | **Status** |
| Site Plan Review | 123 Main | 4,000 commercial ground floor + 1,200 residential (2 units) above | Approved by Planning Commission | March 25 |
| Variance | 453 Jerome | Request: Small side-yard setback for new shed | Denied by Zoning Board of Appeals | April 5 |
| Special Land Use | 55687 State Road | Request for drive though bank in CBD district (edge of district). | Approved by Council (PC Rec: Approve) | June 21 |
|  |  |  |  |

*Tip: If a lot of variances are being approved, the community should consider updating the zoning ordinance to address common trends, so variances aren’t necessary. Or the ZBA may need more training on when it should and should not be granting them.*

**Training Update**  
Redevelopment Ready Communities Best Practice 4.6 supports the creation of training plans for community officials. Training is essential to providing the community with the tools needed to achieve local goals. The Planning Commission’s training plan calls for each member to complete at least xx hours annually (or whatever your local plan says); priories for this year included: [enter topics or events].

Below is a summary of training activity for members:

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| **Member** | **Hours** | **Summary of Training** |
| Chad Smith | 10 | RRC Best Practice Training Online, New PC Commissioner Workshop (in person), MAP Site Plan Review Training |
| Sam Planner | 4 | APA Webinar: New Mobility Trends, MAP Site Plan Review Training, CNU Webinar: Form Based Code |
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**In Closing & Looking Forward**The Planning Commission had a [busy year/quiet year/etc. Summarize further if you’d like].

Looking forward to [year], the Planning Commission aims to accomplish the following:

* Goal 1
* Goal 2
* Goal 3
* Etc.

*Tip: These could be things like “Beginning the master plan update”, “Filling existing vacancies”, “Completing in progress zoning amendments”, “Expanding at-meeting training”, etc.*

ALL ITEMS BELOW ARE ADDITIONAL COMPONENTS A COMMUNITY MAY WISH TO INCLUDE TO EITHER ADDRESS CERTIFIED-ONLY BEST PRACTICES OR TO ADD SOME MORE VISUAL APPEAL TO THE REPORT.

**Development Review Experience & Improvements**Redevelopment Ready Communities Best Practice 3.10 includes the community having an established method for collecting feedback on the development review experience and conducting an internal assessment of potential changes at least annually. [Community] collects feedback on the process using [insert description/link/etc.]. This past year, xx responses were received.

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[Insert additional assessment of potential improvements].  
  
*Tip: See the RRC Library (*[*www.miplace.org/rrclibrary*](http://www.miplace.org/rrclibrary)*), dropdown 3.10 for a list of questions to consider.*

**Public Engagement Summary**Redevelopment Ready Communities Best Practice 1.4 includes an annual summary of public engagement activity in the community, guided by the community’s goals and tools outlined in an adopted public participation plan; [Community]’s Public Participation Plan (link to it if available) was adopted in xxxx.

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Highlight form the past year include:

* 1
* 2
* 3
* Etc.

*Tip: See the RRC Library (*[*www.miplace.org/rrclibrary*](http://www.miplace.org/rrclibrary)*) dropdown 1.4 for examples from other communities.*

**Highlights**Use these in any section (we especially recommend the master plan progress section) to highlight cool things happening in the community thanks to planning efforts. Simply copy the entire component (picture + text) and paste it. To remove the lines (if they appear), highlight the row with your cursor, go to Table Design in the top right à Borders à None.

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| Group of friends at a rooftop party | **Highlight: Neighborhood Event Grants**  One of the goals of the master plan was to encourage greater connections between neighbors. To achieve that goal, the city budgets for small neighborhood event grants which support low-cost events such as block parties. This year four grants were awarded including two in Apple Court neighborhood, one in Tenton, and one in Adams. | |
| **Highlight: Downtown Alley Activation**  One of the goals of the master plan is to encourage pedestrian activity downtown. While the DDA Plan addresses most downtown development, the master plan specifically called for beautification of alleys. Renderton Alley (between SmithLSI and BankUSA) received a makeover in 2020 thanks to a community fundraising effort through MEDC’s Public Spaces, Community Places grant program and has been very well received by residents and visitors alike. | | **Motorcycle in an alley** | |

**Planning Commission Membership**Use the components below for a more visual approach to the membership roster than a table. Simply copy the entire component (picture + text) and paste it. To remove the lines (if they appear), highlight the row with your cursor (picture + text), go to Table Design in the top right à Borders à None.

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| Woman sitting on chair | **Sam Planner, Chair** **Appointed:** 5/4/2017 |**Term Expires:** 12/31/2023 | **Meeting Attendance:** 8/8  Sam is an account services manager with local bank ABC. They live in South Village with their spouse and two children. They were appointed Chair in 2020. |
| Man staring outside a window | **Mark Brandenawicz, Member** **Appointed:** 10/5/2021|**Term Expires:** 12/31/2022 | **Meeting Attendance:** 2/3  Mark was appointed to complete the term for former member Sherly Samburg. Mark moved to South Village in 2018 and works as an architect. This is his first experience on a local government board. |