

# Introduction

# Briefly discuss the roles and responsibilities of the planning commission and perhaps the zoning board of appeals. Great place to highlight any notable trainings or other accomplishments. This is a great opportunity to thank board members for their service.

# Outline the purpose of this report

# It’s called for in the Michigan Planning Enabling Act: “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.”

# Increases information-sharing between staff, boards, commission and the governing body

# Allows for anticipation of upcoming issues and priorities, in order to prepare and budget, if necessary

# Opportunity to thank board and commission members for their time and good work

# Membership

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| **Planning commission member** | **Term expiration** |
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1. Meetings *(MPEA requires four meetings annually)*

The planning commission met times. This meets the requirements of the MPEA.

# Master plan review

Review goals and recommendations of the plan and indicate progress, include goals of the commission that may not be included in the master plan

Include the action plan table from the plan and indicate progress, actions completed, and next year’s priorities

Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date

Use master plan update review table (from the “Master Plan Update Guide”) to decide whether the plan needs to be amended

Insert text on master plan review here:

# Zoning ordinance amendments

Document the section numbers amended and indicate any work in progress

Review rezoning requests; indicate location, request description, and status

Identify any zoning ordinance updates to undertake in the upcoming year Insert text on zoning ordinance amendments here:

# Development reviews *(consult your project tracking mechanism to fill in this information)*

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| --- | --- | --- | --- | --- | --- |
| **Project type** | **Location** | **Description** | **Status** | **Recommendation to legislative body** | **Date of action** |
| Site Plan Review | 123 Main Street | 3,800-square foot- commercial building | Approved with conditions | N/A | May 12 |
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1. Variances *(Review actions taken by the Board of Zoning Appeals; request summary from BZA)*

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| --- | --- | --- | --- | --- | --- |
| **Variance type** | **Location** | **Description** | **Status** | **Recommendation to legislative body** | **Date of action** |
| Setback | 123 Main Street | 3,800-square foot- commercial building | Approved with conditions | N/A | May 12 |
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1. Actions by legislative body *(Review actions taken by the legislative body related to planning and development)*

Insert summary from legislative body here:

1. Zoning map *(Review with listed development and rezoning requests to analyze potential trends)*

Insert text on zoning map amendments or trends here:



# Trainings attended (*consult your training tracking log to fill in this information*)

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| **Topic /description** | **Date** |
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Potential training topics in the upcoming year, based on goals and priorities

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| **Topic /description** |
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1. Joint meetings

List any joint meetings and key topics of discussion:

1. Other notable items to consider including:

Customer feedback – kudos received, and any changes made as a result of the feedback

Incorporate pictures to tell a story

Considering including overall year over year data, through bar charts or other visuals

