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To: Planning Commission
From: Vester Davis, City Manager/Zoning Administrator
Date: August 28, 2019
Subject: 2018-19 Annual Planning Commission Report

The Planning Commission is pleased to offer its 2018-19 Annual Report to the residents and City Commission of Stanton, Michigan pursuant to the requirements of the Michigan Planning Enabling Act.

The Michigan Planning Enabling Act states:

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. MCL 125.3819 Sec. 19 (2)

The following information is presented as a summary of the Planning Commission's actions for the 2018 calendar year.

MEMBERSHIP

In 2018, membership on the Planning Commission included: Mayor Ken Burris, Ron Blum, Ray Holloway, Don Smucker, Kris Thwaites, Chuck Miel, Commissioner, former City Manager Bill Cousins, and current City Manager Vester Davis, Jr. There are a total of nine (9) seats on the Planning Commission. With the exception of the mayor and city manager, each seat has a three-year term length.

In the fall of 2018 many changes took place, such as Ron Blum's resignation from the Planning Commission; Lori Williams was elected Mayor, which resulted in her replacing former Mayor Ken Burris; and, Ray Holloway resigned due to being elected to serve on the Stanton City Commission.

In April of 2019, commission members took to their position on the Planning Commission: Chairperson – Chuck Miel, Vice Chairperson – Kris Thwaites, Secretary – Don Smucker. There are four vacant seats remaining on the Planning Commission and members should look to fill those seats over the next calendar year.

PLANNING / ZONING STAFF

Vester Davis, Jr. is the appointed City Manager/Zoning Administrator for the City of Stanton. Police Chief Joe Patino and staff serve as the code enforcement officials for the City.

PLANNING COMMISSION MEETING ATTENDANCE

In 2018, twenty-four (24) Planning Commission meetings were scheduled, but only eleven (11) were actually held. In July of 2018, the City Commission and Planning Commission held a joint meeting to review the proposed City of Stanton Zoning Ordinance and Zoning Map. Agendas and meeting minutes are posted online at www.stantononline.com.

COMMISSIONER	MEETINGS ATTENDED
Ron Blum	8 of 11
Ken Burris	7 of 11
Ray Holloway	11 of 11
Chuck Miel	8 of 11
Don Smucker	10 of 11
Kris Thwaites	10 of 11
Ryan Villet	1 of 11

#	TYPE OF REQUEST	RECOMMEND APPROVAL	RECOMMEND DENIAL
1	Special Use Request by Trinity Church to construct a parking lot on a parcel located near Lincoln & Bellevue	06/20/2018	
1	Site Plan Review Request by Trinity Church to construct a parking lot on a parcel located near Lincoln & Bellevue	06/20/2018	
1	Rezoning For 2018 there was only one (1) rezoning request, which was initiated by Lori Williams to rezone the parcels at or near 618 N. State Street (Parcel # 053-545-030-10, 053-545-031-00, and 053-545-032-00) from zoning districts S-1 and G-1 to R-2 for park use as a special land use in the R-1 district.	06/20/2018	

CODE AMENDMENTS

The Planning Commission recommended extending a contract to Main Street Planning Company to completely update the City of Stanton Zoning Ordinance to comply with the Michigan Zoning Enabling Act.

The new ordinance now reflects the 2016 Master Plan and encapsulates best practices for community development prescribed by the Michigan Economic Development Corporation. All other updates have made the document user-friendlier. After several revisions the Stanton City Commission adopted the revised ordinance in October of 2018. Additional zoning updates includes: maps, definitions, correct spelling errors, and more.

MASTER PLAN – PROJECT REVIEWS FOR CONSISTENCY WITH CITY MASTER PLAN

2019 MEETING SCHEDULE

January 2, 2019	May 1, 2019	September 4, 2019
February 6, 2019	June 5, 2019	October 3, 2019
March 6, 2019	July 3, 2019	November 6, 2019
April 3, 2019	August 7, 2019	December 4, 2019

RENTAL HOUSING ACTIVITY

The City of Stanton Rental Housing Program was enacted to provide safe, sanitary and maintained rental dwellings throughout the city. Over the past year the Clerk's office has registered over fifty (50) rental properties and collected \$2,895 in registration fees. Public Works staff has also effectively inspected each registered rental dwelling for compliance with basic property maintenance measures.

Our hope is that through rigid, yet flexible enforcement the number of neglected rental properties will steadily reduce from prior years. So far one property was demolished and another property owner is receiving a re-occurring fine due to intentional non-compliance. Observance with rental housing codes protects the health, safety, and welfare of the tenants/occupants as well as the owner's investment in the Stanton community.

CODE ENFORCEMENT

Stanton like many other communities struggles with vacant buildings, trash, tall grass/weeds, and inoperable vehicles, which lead to unsightly properties. Code enforcement for the City of Stanton is a team effort, but the responsibility primarily rests with the City Manager/Zoning Administrator and Stanton Police Department. Over the past year Stanton Police has made efforts to address blight by notifying property owners when their property is becoming unsightly, sharing local rental codes and using public resources for garbage, brush, tire and electronic collection days.

PLANNING COMMISSION PRIORITIES

The Planning Commission has a short list of priorities:

- **Carry out Planning Commission duties.**
- **Prepare for a master plan update.**
- **Membership recruitment**

MISCELLANEOUS

- 2019 Planning Commission Annual Report
- Planning Commission Bylaws may be amended in 2019 to become a seven (7)-member board.
- 2019 Zoning services survey is being developed