

# Annual Planning Commission Report

## *For the Fiscal Year July 01, 2017 – June 30, 2018*

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### **Abstract**

PA 33 of 2008, known as the Michigan Planning Enabling Act, requires Planning Commissions to prepare a yearly report. Specifically, the 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 action by the legislative body related to planning and development.*” The Planning Commission submits this document, prepared with assistance from the City staff, as fulfillment of this requirement.

### **Section 1 – Members**

The City of Tawas City Planning Commission consists of seven (7) members. This is consistent with Section 15 (2) of the Michigan Planning Enabling Act, Act 33 of 2008, which states “*city planning commissions shall consists of five (5), seven (7), or nine (9) members.*”

The Planning Commission had seven members for nine of the ten Planning Commission meetings. In addition, the City Manager/Zoning Administrator and City Clerk attend the meetings.

#### **Planning Commission Members**

##### OFFICERS

Mary Doak, Chair  
Jill VanDriessche, Vice Chair  
Robert (Butch) Short, Secretary

##### MEMBERS

Ken Cook  
Tracy Stevelinck  
Jackie Masich (July - May)

##### COUNCIL REPRESENTATIVE

Brian McMurray

### **Section 2 – Planning Commission Operations**

#### **a. Meetings**

The Planning Commission holds regular meetings the first Tuesday of each month, and special meetings as needed. Regular meetings start at 7:00 PM. For the fiscal year July 1, 2017 to June 30, 2018, the Planning Commission held nine (9) regular meetings, one (1) joint meeting with City Council and no special meetings. This met the requirement in Section 21 (1) of PA 33 of 2008 which state “*the Planning Commissions shall hold not less than 4 regular meetings each year.*” Minutes of the Planning Commission meetings are available on the City’s website at [www.tawas.com](http://www.tawas.com).

## b. Election of Officers

Section 17 (1) of PA 33 of 2008 states “*a planning commission shall elect a chairperson and secretary from its members.*” In fulfillment of this requirement, elections were held at the May 1, 2018 Planning Commission meeting according to the bylaws adopted on March 4, 2014.

## c. Bylaws

Section 19 (1) of PA 33 of 2008 states “*a planning commission shall adopt bylaws for the transaction of business.*” The Tawas City Planning Commission adopted by laws on March 4, 2008 and amended the bylaws on March 4, 2014. The bylaws are on file at City Hall.

## d. Ordinances

The Planning Commission recommended amending the ordinance by changing Article 3, Section 3.02, Zoning Map on January 9, 2018.

## e. Site Plans and Commercial Permits Issued

The Planning Commission took action on one (1) site plan and six (6) commercial use permits:

629 West Lake Street – Wave Runner Rental Business (July 11, 2017)

303 Elms Avenue – Towing Business Office (July 11, 2017)

504 West Lake Street – Real Estate Office (March 6, 2018)

616 Oak Street – Business Office (March 6, 2018)

912 West Lake Street – Bike Rental (June 5, 2018)

402 West Lake Street – Antique Store (June 5, 2018)

North Street – PUD for Assisted Living Facility Preliminary Site Plan Review (June 5, 2018)

## f. Master Plan

An updated Master Plan was approved at the Planning Commission’s October 1, 2013 meeting and City Council’s October 7, 2013 meeting. The City contracted with Denise Cline from NEMCOG to update the Master Plan by the end of 2018. The Planning Commission met with Ms. Cline at the May and June meetings to review the updates and discuss changes.