

City of Tawas City Planning Annual Report July 2022 – December 2023

Planning Commission

1. Membership

Member	Position	Term Expires
Mary Doak	Chair	March 31, 2024
Kenneth Cook	Commissioner	March 31, 2024
George Botos	Commissioner (Resigned Nov. 1, 2022)	March 31, 2024
Tracy Stevelinck	Secretary	March 31, 2025
Ronald Gavenda	Commissioner	March 31, 2026
Jackie Masich	Vice Chair & Council Representative	December 31, 2024
Jeff Bower	Commissioner	March 31, 2026
Darrin Wilson	Commissioner (Began Nov. 2022)	March 31, 2025
Elizabeth Handy	EYES Participant	May 30, 2023
McKenzie Nunn	EYES Participant	May 30, 2024

2. Attendance

	Botos	Bower	Cook	Doak	Gavenda	Handy	Masich	Nunn	Stevelinck	Wilson
Jul	P	P	P	P	P	-	P	-	P	-
Aug	P	P	A	P	P	-	P	-	A	-
Sep	P	P	A	A	P	P	P	-	P	-
Oct	P	P	P	P	P	P	P	-	P	-
Nov	C	C	C	C	C	C	C	-	C	-
Dec	-	P	P	P	P	P	P	-	P	P
Jan	-	P	P	P	P	P	P	-	A	P
Jan	-	A	A	P	P	P	P	-	P	P
Feb	-	P	A	P	A	P	P	-	P	P
Mar	-	P	A	P	P	P	P	-	P	P
Apr	-	P	A	P	P	P	P	-	A	A
May	-	A	P	P	P	-	P	-	P	P
Jun	-	P	P	A	P	-	P	-	P	A
July	-	P	P	P	A	-	P	-	P	P
Aug	-	P	P	A	P	-	P	-	A	A
Aug	-	P	P	P	P	-	P	-	P	P
Sept	-	P	P	P	P	-	P	P	P	A
Oct	-	C	C	C	C	-	C	C	C	C
Nov	-	P	A	P	P	-	P	P	P	P
Dec	-	P	A	P	P	-	P	P	A	A

P = present A = absent C = meeting cancelled

3. Meetings

Planning Commission meetings are typically held on the first Tuesday of each month at 6:00 pm.

Meeting Date	Agenda Items
July 12, 2022	<ul style="list-style-type: none"> • Public Hearing - To Recommend Adoption of a New Zoning Ordinance to the City Council • Special Event Application – Summer Music Mixer • Food Vendors in Park • New Zoning Ordinance
August 9, 2022	<ul style="list-style-type: none"> • Draft Zoning Ordinance and Map • Food Vendors in the Park
September 13, 2022	<ul style="list-style-type: none"> • 2023-2027 Parks and Recreation Plan • Resolution of Adoption-2023-2027 Parks and Recreation Plan
October 4, 2022	<ul style="list-style-type: none"> • Special Event Application – 3 Disciplines Triathlon
November 1, 2022	<ul style="list-style-type: none"> • Cancelled
December 6, 2022	<ul style="list-style-type: none"> • Rules of Procedures and Policies • 2023 Meeting Dates
January 9, 2023	<ul style="list-style-type: none"> • Redevelopment Ready Communities Report • Public Participation Plan (<i>RRC Requirement</i>) • Master Plan Implementation Strategies (<i>RRC Requirement</i>) • Parks and Recreation Plan Projects • Capital Improvements Plans (<i>RRC Requirement</i>) • Other Updates
January 10, 2023	<ul style="list-style-type: none"> • National Fitness Campaign • Consumers Energy License for Park – Oak Street
February 15, 2023	<ul style="list-style-type: none"> • Commercial Use – Grace Baptist Church of Tawas City – 825 Second Street • Commercial Use – The Bleu Moose Bakery Café – 1123 W. Lake Street • Commercial Use – Community Hub – 402 W. Lake Street Unit 12 • Change of May Meeting Date (5/9/23) • RRC
March 7, 2023	<ul style="list-style-type: none"> • Short Term Rentals <ul style="list-style-type: none"> ○ 110 First Ave ○ 114 Second Ave ○ 308 First St ○ 304 W First St ○ 515 Mathews St #2 ○ 819 German St ○ 130 Spring St ○ 201 Second Ave ○ 625 North St W ○ 1122 W Lake St ○ 910 W Lake St • Commercial Use – Market on Route 23 – 402 W. Lake St Unit 9.5
April 4, 2023	<ul style="list-style-type: none"> • Short Term Rental – 229 Fourth Ave • Appoint Officers
May 9, 2023	<ul style="list-style-type: none"> • Duane Walters Memorial Scholarship Presentation • Short Term Rental – 222 Second Ave • Short Term Rental – 125 North River St • Commercial Addition – Outdoor Dining – 115 East Lake St

June 6, 2023	• Commercial Use – Monument Financial Services – 661 E. M-55
July 11, 2023	• Commercial Use – Klenow’s Market – 301 Oak St.
August 1, 2023	• Special Use – Residential Use – 629 W. Lake St.
August 22, 2023	• Special Event Application – Child Abuse Awareness/Fundraising Event
September 12, 2023	• Commercial Use – Bella on Lake Huron – 1139 W. Lake St. • Comer Use – 621 E. Lake St. – Walmart expansion • Special Event Application – Car Seat Safety Check Event • Change of November 2023 Meeting
October 3, 2023	• Canceled
November 14, 2023	• Commercial Use – Home Daycare (Group Child Care Home – Private Residence) – 120 Anna Drive • Master Plan Survey Results • 2024 Meeting Dates
December 5, 2023	• Special Use – Short Term Rental – 120 Second Avenue • Master Plan

4. Master Plan Review

The Tawas City Master Plan was updated in December 2018 and reviewed on January 9, 2023 at the Planning Commission, Zoning Board of Appeals, Downtown Development Authority and City Council joint meeting. The Planning Commission is currently in the process of updating the Master Plan for 2024-2027.

5. Zoning Ordinance Amendments

Zoning Ordinance

Section	Amendment/Addition	Status
Completely Update Zoning Ordinance		Adopted 9/6/2022 Effective 9/24/2022

Rezoning Requests

Location	Request	Status
	None	

Zoning Board of Appeals

1. Membership

Member	Position	Term Expires
Mary Doak	Chair and Planning Comm. Rep	3/31/2024
Kim Leet	Vice-Chair	3/31/2025

Mike Russo
 Charles Klenow
 Michael Timreck
 Vacant

Council Representative	12/31/2022
Council Representative (Began Jan. 1, 2023)	12/31/2024
Member (Began May 2023)	3/31/2023
Member (July-March)	3/31/2025

2. Attendance

	Doak	Leet	Russo	Willis	Coon	Timreck	Klenow
12/6/2022	P	P	P	P	P	-	-

P = present A = absent C = meeting cancelled

3. Meetings

Zoning Board of Appeals meetings are scheduled as needed.

Meeting Date	Agenda Items
12/6/2022	<ul style="list-style-type: none"> • ZBA Rules of Procedure & Policy • • •

Training

The following training opportunities were offered to City Council, Planning Commission, Zoning Board of Appeals Members, and City administration staff:

- Redevelopment Ready Communities (RRC) online training
 - All Planning Commission Member were offered training
 1. Asia Finnell, City Administrative Assistant
- Fiscally Ready Communities – Managing Internal Controls
 - All City Council, Planning Commission and Zoning Board of Appeals Members were offered training
 1. Mary Doak, Planning Commissioner/Zoning Board of Appeals
- Fiscally Ready Communities – Budgeting for Fiscal Sustainability
 - All City Council, Planning Commission, Zoning Board of Appeals Members, and City administration were offered training
 1. Mary Doak, Planning Commission/Zoning Board of Appeals
- Fiscally Ready communities – Capital Asset Management Planning
 - All City Council, Planning Commission, Zoning Board of Appeals Members, and City administration were offered training
- Fiscally Ready communities – Financial Best Practices Overview

- All City Council, Planning Commission, Zoning Board of Appeals Members, and City administration were offered training
- Zoning Board of Appeals Online Certification Course
 - All City Council, Planning Commission, Zoning Board of Appeals Members, and City administration were offered training

Joint Meetings

The Tawas City Council, Planning Commission, Zoning Board of Appeals and Downtown Development Authority members were invited to attend a joint meeting on January 9, 2023. The purpose of the joint workshop is to bring together the various members of all the boards that guide and make decisions about the future of the City of Tawas City. Discussions covered the projects the city staff has been working on and the highlights of the various capital improvements plans the City has, as well as the strategies and projects identified in the City's Master Plan and Parks and Recreation Plan.

Redevelopment Ready Communities

The City of Tawas City officially achieved the Essentials designation as a Redevelopment Ready Community February 3, 2023 as the 12th community to reach Essential Designation. The city has worked hard over the past couple of years to align its policies, practices, plans, and processes with the RRC Best Practices Essentials path in order to achieve the established community vision.

Tawas City EYES Program

In the fall of 2019, Tawas City introduced its Empowering Youth with Engagement Strategies (EYES) Program, which created a nonvoting seat on the Tawas City Planning Commission/Park Board for a high school student. The EYES Program was developed to help us look to the future through the eyes of the future by engaging our youth and receiving their perspectives and opinions regarding the very important decisions the city makes about its future. The family of Duane Walters, former mayor of Tawas City, generously offered to make the program a scholarship program and is offering \$500 to the participant.

Elizabeth Handy was chosen as the fourth participant in the EYES Program, and she attended her first meeting on September 13, 2022.

McKenzie Nunn was chosen as the fifth participant in the EYES Program, and she attended her first meeting on September 12, 2023.