



HISTORIC  
**EVART**

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**City of Evart  
Planning Commission  
2021 Annual Report**

## 1. Introduction

The Planning Commission is a 9-member administrative body of seven appointed officials and two elected officials. There are two city staff liaisons. The Planning Commission (PC) holds regular monthly meetings on the fourth Monday of the month. The Planning Commission is tasked with reviewing applications for site plan review, special land uses, planned unit developments, and rezoning. The PC also is required to hold the necessary public hearings for zoning ordinance amendments and is entrusted to incorporate the application of policies initiated in the City of Evert Master Plan while reviewing development decisions.

## 2. Purpose of the Annual Report

The Michigan Planning Enabling Act contains language of the requirement of the PC to prepare an annual report to the City Council: “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, the Planning Commission, and the governing body.
- Allows for anticipation of upcoming issues and priorities, in order to prepare and budget.

City staff would like to thank all members of the Planning Commission for their hard work and dedication to the city.

## 3. Planning Commission Membership

Appointed: Ruth Ann Northon, Chairperson (*Administrative Review Committee*)

Appointed: Jason O’Dell, Recording Secretary

Appointed: Becky Tea, Member

Appointed: James Schwab, Member (*Administrative Review Committee*)

Appointed: Ralph Carlson, Member

Appointed: Vacant

Appointed: Vacant

Elected Official: Chris Emerick, Mayor, ex officio Member.

Elected Official: Sean Duffy, Councilmember, ex officio Member.

City Staff: Kathy Fiebig, City Clerk, Liaison to the Planning Commission

City Staff: Williams and Works, Planning and Zoning Consultants

#### **4. Meetings**

(The Michigan Planning Enabling Act requires a minimum of four meetings annually) Typically the City of Ewart planning commission meets on the fourth Monday of each month at 5:30pm. Due to staff turnover this number was reduced to nine (9) times in 2021. This meets the requirements of the MPEA.

#### **5. Master plan review**

The Commission has started a Master Plan review of the topics in need of update within the Master Plan. The Master Plan update process will continue into 2022. The areas of commercial district expansion, available industrial sites, Historic District overlay, and the Capital Improvement Plan all require updating. The Commission will be guided by Brad Kotrba of Williams and Works throughout this process.

#### **6. Administrative Review Committee.**

To streamline the permitting process the Planning Commission implemented the Administrative Review Process in 2020 and this process continued in 2021. This process is permitted under section 7.2.1 of the Zoning Ordinance. The Administrative Review Committee currently includes Planning Commission Chairperson Ruth Ann Northon, Planning

Commission Member James Schwab, and Kathy Fiebig, City Clerk. The Administrative Review Committee members should be commended for quickly scheduling and meeting to review several applications and issues during 2021. It should be noted that incorporating the administrative review process in conjunction with a Planning Commission that understands the importance of fast-tracking the permit and review process is key to the Redevelopment Ready Community process.

## **7. 2021 Development Reviews**

- Sign Permit: Image Graphics, 116. E. 7<sup>th</sup> : approved 2.9.2021
- Demo garage/porch: Mackenzie Todd, 225. N Oak: approved 6.10.2021
- Add shed roof: Wesco, 660 W. 7<sup>th</sup>: approved 4.15.2021
- Demo shed: Daniel Miller, 9103 7 Mile: approved 4.26.2021
- Accessory Building: Shaun Gray, 202 W. Jefferson: approved 6.21.21
- Accessory Building: Ken Wirth, 733 W. 7<sup>th</sup>: approved 8.17.2021
- Storm Repair: Timothy Talhelm, 115 E. 2<sup>nd</sup>: approved 11.1.2021
- Sign Permit: Doug Taylor, 107 S Main: approved 11.3.2021
- Deck/Privacy fence: Doug Taylor, 107 S Main: approved 11.5.2021
- RV Shed: William Parish, 602 N Main: approved 11.12.2021
- New Building: Lume, 9741 S. Industrial Drive: approved 12.27.2021
- Demo garage: Copeland 118 S. Hemlock: approved 12.30.2021

## **8. Recommended Training**

The Citizen Planner Program is a six-week course. Each three-hour session includes lectures and hands-on learning exercises. The six sessions provide the fundamentals on roles, responsibilities and best practices for planning and zoning in Michigan.

This program helps planning commissioners develop a critical understanding of Planning and Zoning. Participants learn the legal sources and limitations of planning and zoning authority and explore their understanding of ethical decision-making.

It should be the goal of every municipality to have all PC members certified through the MSU Citizen Planner Program. Due to schedule conflicts, no one attended this training in 2021. The program is now available online as a self-paced course, and any members lacking the training will be encouraged to take the course. As of December 20, 2021, City Manager Pepper Lockhart and Council Member Sean Duffy have enrolled to attend this training.

## **9. Zoning map**

In 2021 with the addition of the GIS system the zoning map now exists in an easily editable format within the city's GIS system (Figure 1.). Overlays can be quickly added and removed from the map during live viewing. The city's published zoning map is included in this report as (figure 2.).

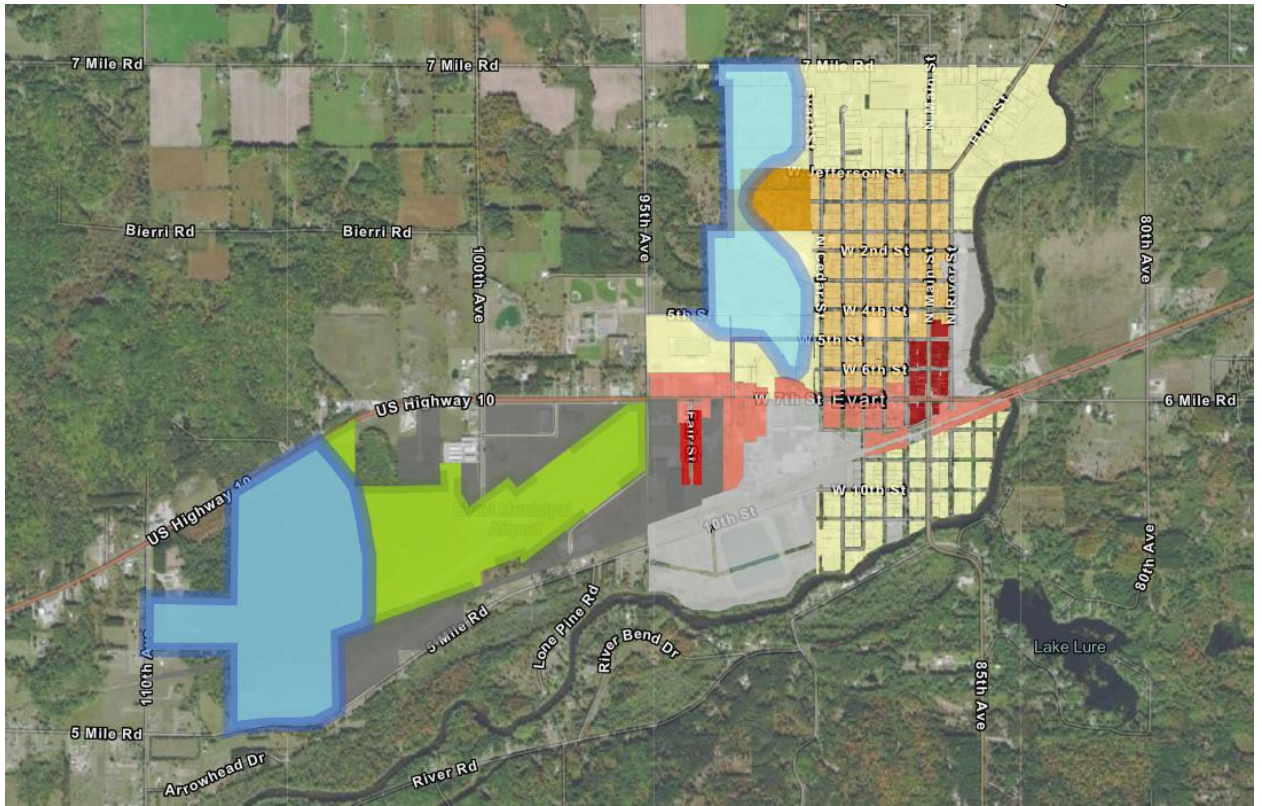
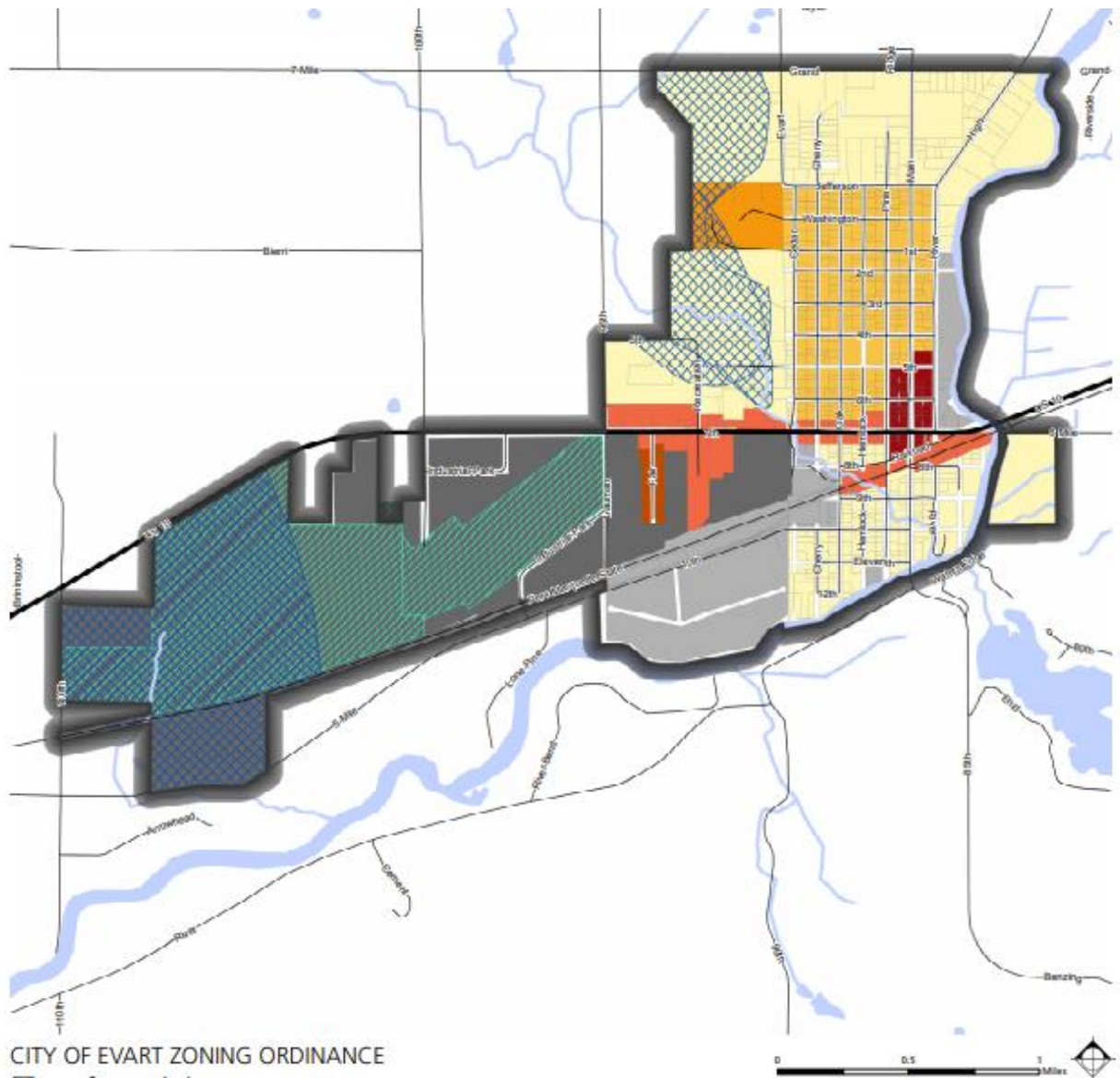


Figure 1 GIS Zoning Map



CITY OF EWART ZONING ORDINANCE

## Zoning Map

Data Source: State of Michigan Geographic Data Library, City of Ewart

- City Boundary
- State Roads
- All Roads
- Railroads
- Rivers / Streams
- Lakes / Ponds

Disclaimer: This map is for illustrative purposes. It is the responsibility of the map viewer to confirm zoning districts with the City of Ewart.

- R-1: Low Density Residential
- R-2: Medium Density Residential
- R-3: High Density Residential
- R-4: Mobile Home Park
- Wellhead Protection Overlay
- Airport Overlay

- I-1: Light Industrial
- I-2: General Industrial
- C-1: Central Business
- C-2: General Business

B R R I  
Beckett & Raeder

Figure 2 Published Zoning Map