



HISTORIC  
**EVART**

*At Home. By Nature.*

**City of Evart  
Planning Commission  
2022 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: Kathy Fiebig, Member (*Administrative Review Committee*)

Appointed: Ralph Carlson, Member

Appointed: Todd Bruggema, Member

Appointed: VACANT

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

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

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. We had eleven regular meetings and two special meetings in 2022. We also held a workshop on July 13 to go over the summary of goals and strategic plans. This meets the requirements of the MPEA.

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

The Commission is in the final stages of the Master Plan review. The Master Plan update process will continue into 2023 and should be finished in the first half of the year. 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. On February 28, 2022 they presented a PowerPoint to go over the Master Plan.

#### 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 & 2022. 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 utilized for quickly scheduling and meeting to review several applications. 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. 2022 Development Reviews**

- Porch: Nick Bell, 201 N Hemlock: approved 1.19.2022
- Concrete Pad: Attitude Wellness: approved 2.3.22.
- Fence: Joseph/Amber Davis, 901 W 7<sup>th</sup> St: Approved 3.17.22
- Sign: Todd Copeman, 309 W 7<sup>th</sup> St: Approved 3.28.22
- Porch Roof: Wendy Eschenweck, 228 N Oak: Approved 4.8.22.
- Demo ½ building: Joshua Tenbrink, 225 E 7<sup>th</sup> St: approved 4.11.2022.
- Deck: Matthew Grupido, 330 S Pine: approved 4.12.22
- Sign: Dollar General, 801 W 7<sup>th</sup>: approved 4.12.22
- Fence: Maryanne Thompson, 327 N Oak: approved 4.14.22
- Solar Panels: Ryan Schaefer, 418 S Oak: approved 5.18.22
- Façade: Fred/June Marie Essner, 220 N Main : approved 5.23.22
- New garage: Jonathon Hooker, 545 N. Hemlock St: DENIED 5.23.2022
- Fence: Sheila Carlson, 322 N Cherry: approved 6.2.22
- Deck: BJ/RuthAnn Northon, 110 N Main: approved 6.13.22
- Roof, Melissa Dutcher, 201 N Main St: approved 7.12.22
- Fence: George Sims, 445 N Hemlock: approved 7.19.22
- Demo: Kevin Beemer, 321 N Cherry: approved 8.2.22
- Roofs: City of Evert, Riverside West: approved 8.9.22
- Fence: Travis Douglas, 516 S Oak: approved 8.22.22
- Addition: John Keathley, 720 N Main: approved 8.23.22
- Solar Panels: Coco Haynes, 960 Evert St: approved 10.13.22
- 

## **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. We had City Manager and two members, Todd Bruggema and councilmember Sean Duffy take the training. The program is now available online as a self-paced course, and any members lacking the training will be encouraged to take the course

## **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.). In 2022, this map has been provided to William's and Works to update with the new Master Plan. They have also been working with the accessor.

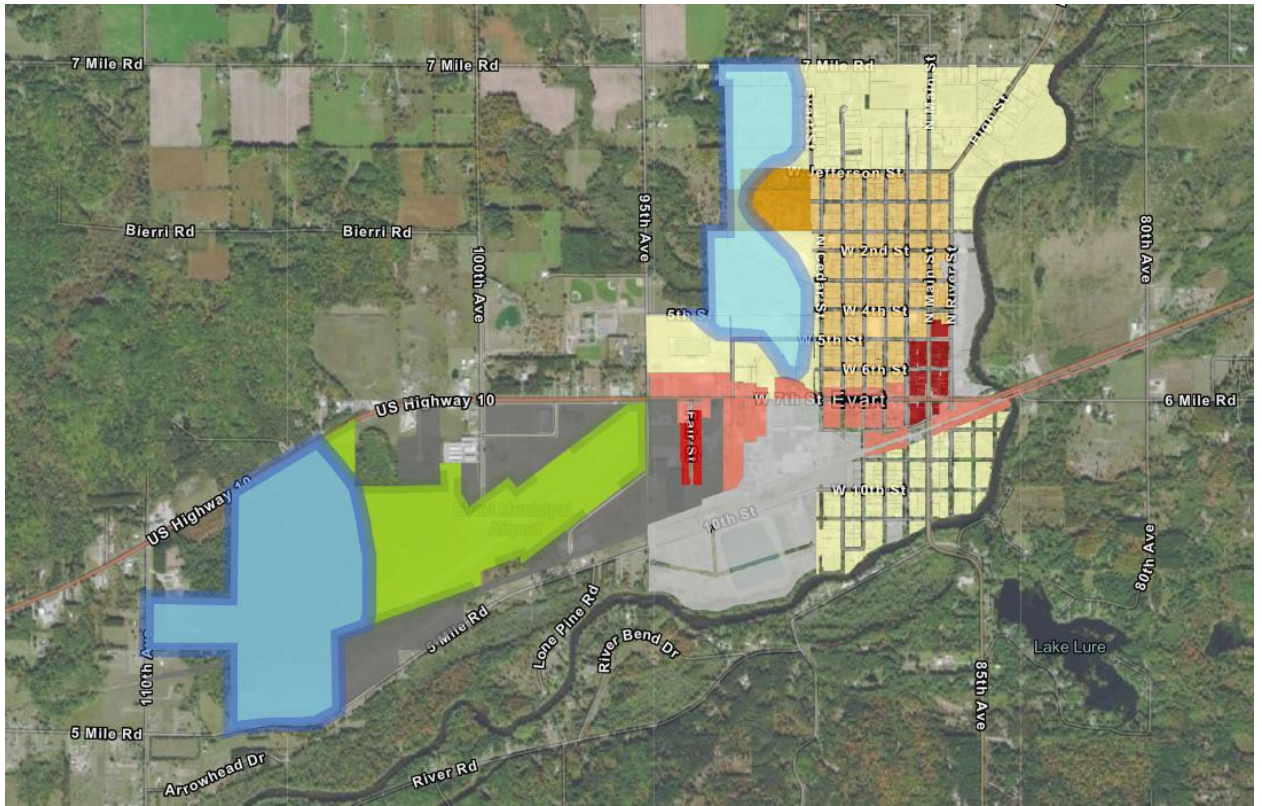
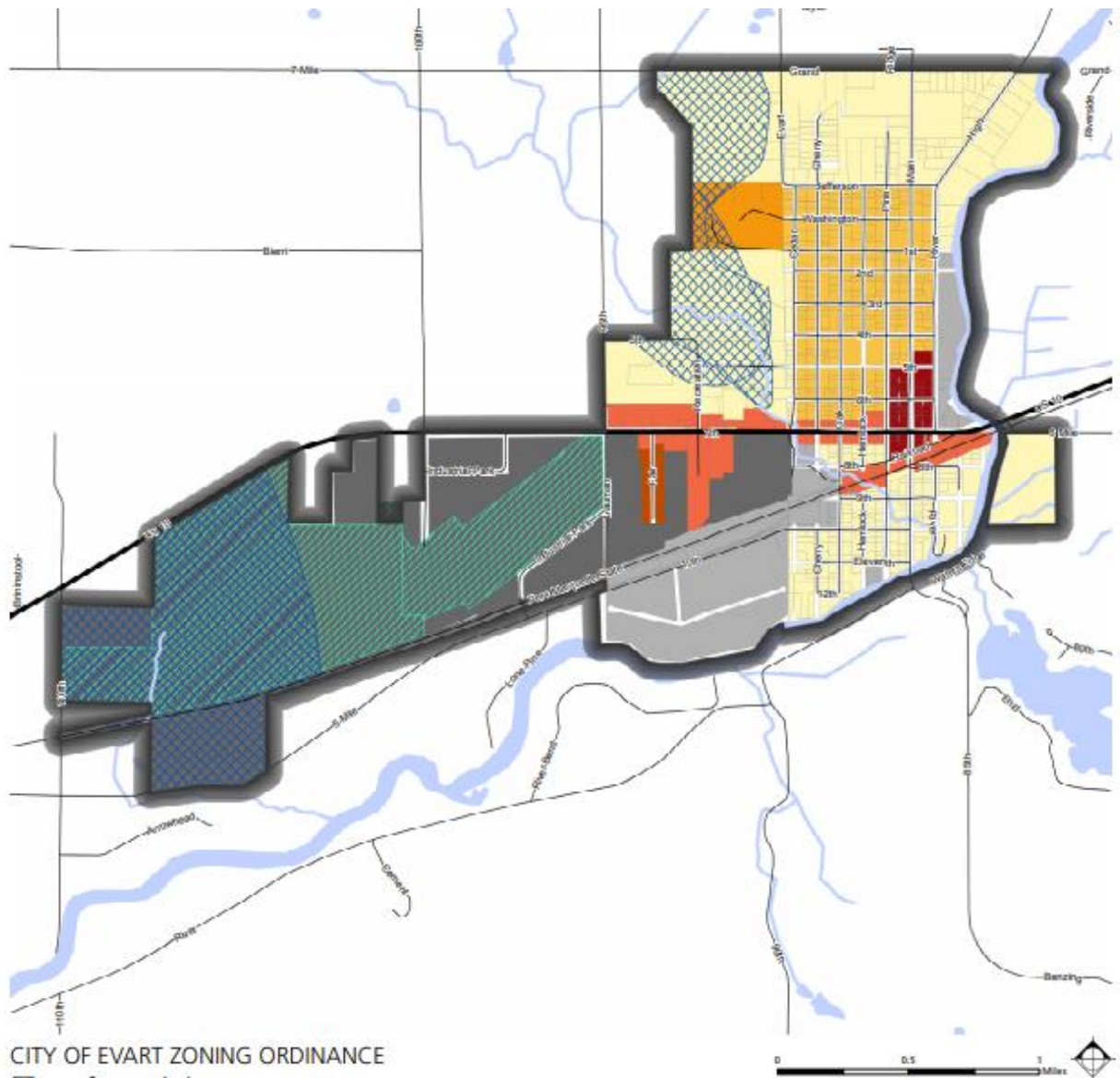


Figure 1 GIS Zoning Map



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