



HISTORIC  
**EVART**

*At Home. By Nature.*

**City of Evart  
Planning Commission  
2023 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: Claudia Bradley, Recording Secretary

Appointed: Becky Tea, Member

Appointed: Todd Bruggema, Member (*Administrative Review Committee*)

Appointed: Mike Fulton, Member

Appointed: Pamela Cooke, Member

Appointed: John Hunter, member

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

Elected Official: Jim Schwab, 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 8 regular meetings and one June meeting held Wednesday the 21<sup>st</sup> instead of the normal meeting for the Masterplan in 2023.

#### **5. Master plan completed**

The Commission finished the Master Plan and held a public hearing on September 25, 2023. The council adopted the FINAL Master Plan on October 2, 2023. The areas of commercial district expansion, available industrial sites, Historic District overlay, and the Capital Improvement Plan all require updating. The Commission was 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 has continued since. 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, City Manager, and Todd Bruggema, Economic Development. The Administrative

Review Committee members should be utilized for quick 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. 2023 Development Reviews**

- Fence: Dawn Hendrick, 602 N Pine: approved 4.25.23
- Property Split: Alan Benson Estate, 105 E. Jefferson St.: app. 5.2.2023
- Fence: Sharon Ozimac: approved 5.15.23
- Deck: Sydney Seagraves, 412 S. Main St: Approved 5.15.23
- Fence: Vanessa Jones, 511 N Oak St: Approved 5.15.23
- Cement: Deb Booher, 209 W 6<sup>th</sup> St: Approved 5.23.23
- Fence: Marie Moore, 535 N Oak St: approved 5.23.23
- Addition: Evert Housing Commission, 601 W First St: approved 5.31.23
- Fence: Brandy Lee Hewitt, 801 N Hemlock: denied 6.23.23
- Addition/deck : Gary Frost, 344 N Cedar: approved 6.13.23
- Addition: Ben/Taylor Bryant, 710 N River St: approved 6.14.23
- Building: Zach Norris, 8581 7 Mile Rd: approved 6.22.23
- New building: O'Reilly's, 739 W 7<sup>th</sup> St: approved 6.23.23
- Fence: Greissing/Logic, 511 N Hemlock: approved 6.27.23
- Driveway, Dennis Rynearson, 143 N Pine St: approved 6.29.23
- Sign Replacement, Corewell, 5991 95<sup>th</sup> Ave: approved 7.19.23
- Change of Use: William Bradley, 732 W 7<sup>th</sup> St: denied 7.24.23
- Sidewalk: Jonathan Hooker, 545 N Hemlock St: denied over 25% 8.1.23
- Demo: DDA, 122 N Main St: approved 8.01.23
- Fence: Ben Rice, 136 S Hemlock St: approved 8.12.23
- New Building: John Wynia, 205 E 7<sup>th</sup> St: approved 8.14.23
- Cement Pad: Sheila Carlson, 322 N Cherry St: approved 8.16.23
- Solar Panel: Ben Rice, 136 S Hemlock St: approved 8.17.23
- Garage: Joanne Youngs, 815 N River St: approved 8.21.23
- Fence: Paul Rejeski, 601 N Main St: approved 8.30.23
- Fence: Lester & Pam Cooke, 510 N Cedar St: approved 9.28.23

- Fence: Dirk Pattee, 807 N Pine St: approved 10.4.23
- Fence: Steve Mishler, 624 N Pine St: approved 10.23.23
- Solar Panel: Ben Rice, 136 S Hemlock St: approved 10.25.23
- Sign: Ebels General Store, 820 W 7<sup>th</sup> St: approved 11.20.23
- Fence: O'Reilly's, 739 W 7<sup>th</sup> St: approved 12.11.23

## **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 three members start the training at the end of this year. The program is now available online as a self-paced course, and any members lacking the training will be encouraged to take the course. We also did a training at the November meeting on zoning conflicts.

## **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.

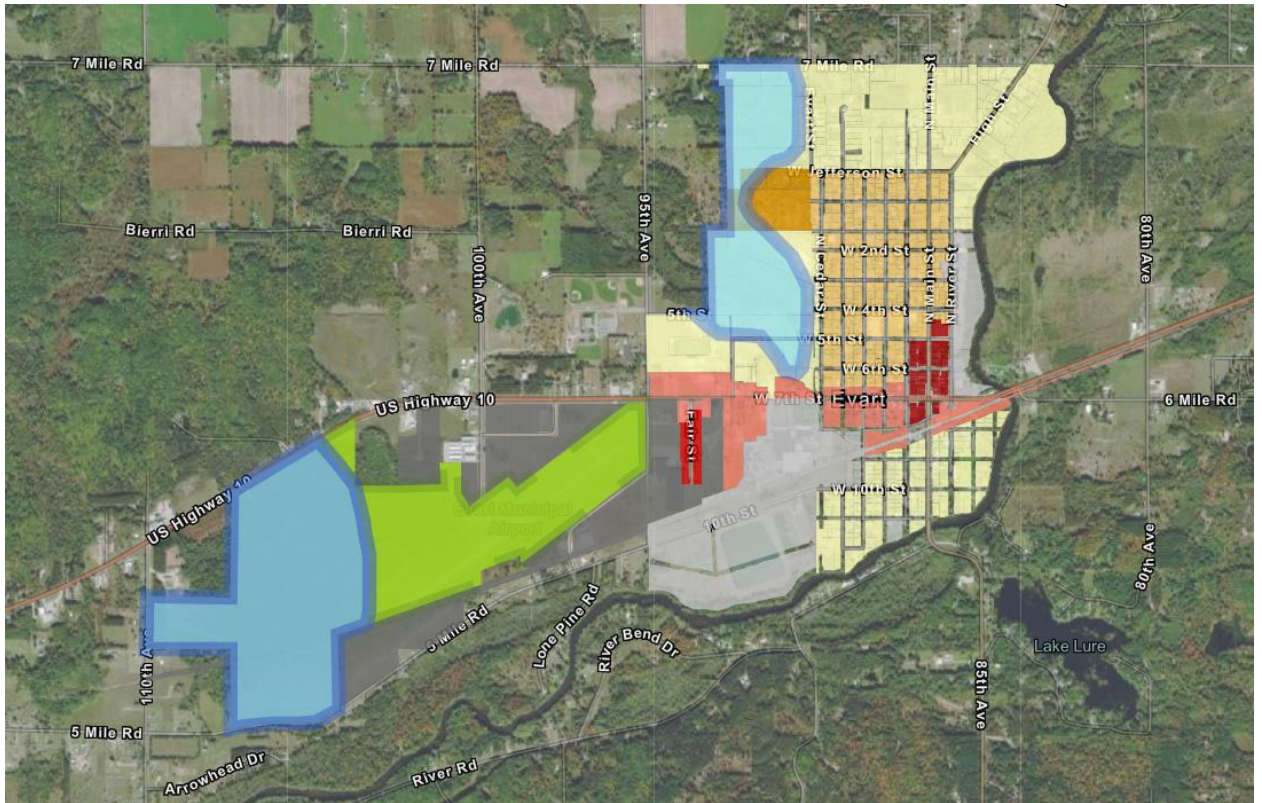
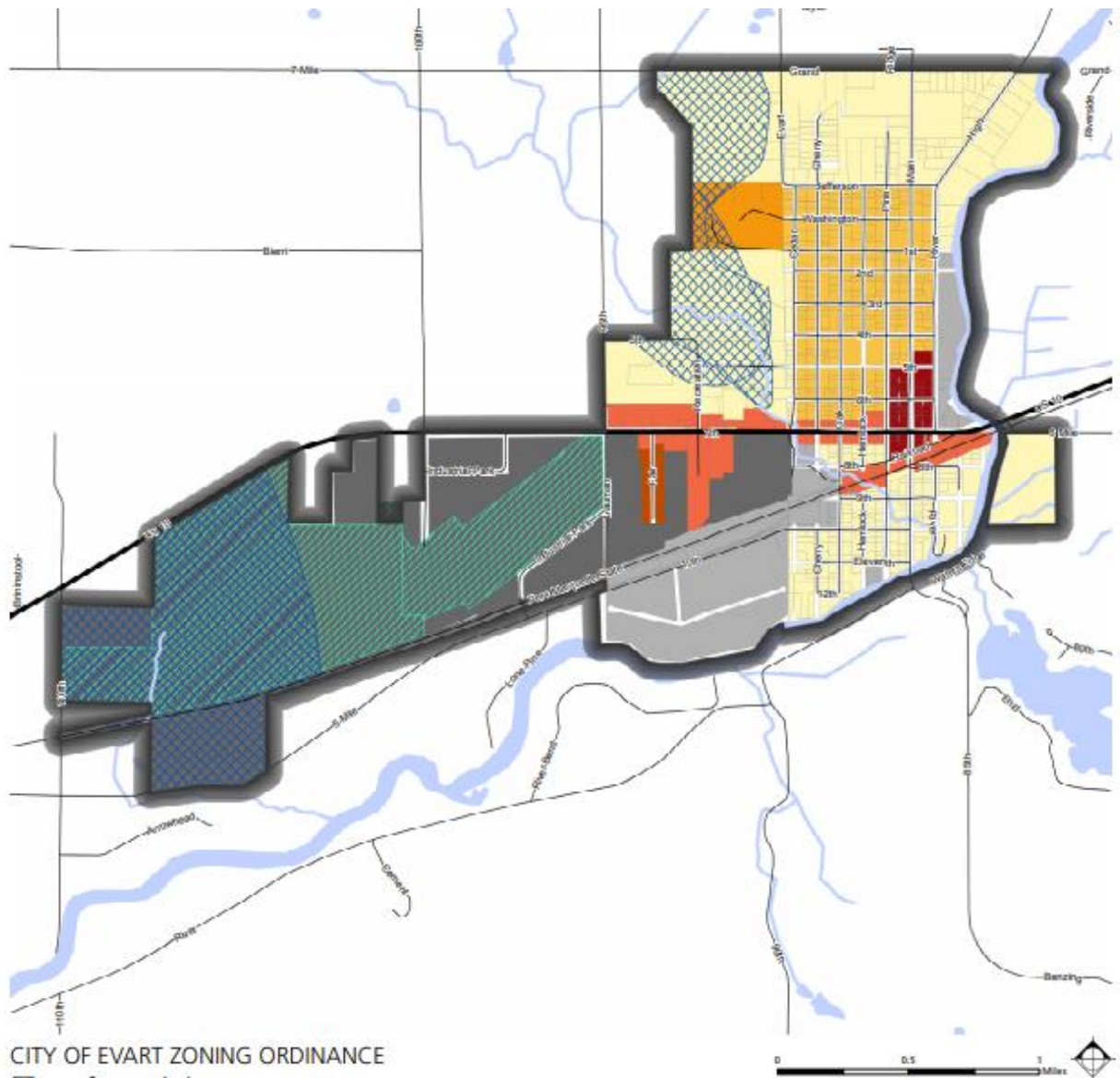


Figure 1 GIS Zoning Map



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