



PLANNING COMMISSION ANNUAL REPORT



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Village of Middleville Planning Commission 2019 Annual Report

1. Introduction

The Planning Commission is an administrative body of seven residents comprised of six appointed officials and one elected official. The Planning Commission (PC) hold regular monthly on the first Tuesday of the month. The Planning Commission is tasked with reviewing applications for site plan review, special land uses, planned unit developments, and rezonings. The PC also is required to hold the necessary public hearings for zoning text amendments and is entrusted to incorporate the application of policies initiated in the Village Master Plan while reviewing development decisions.

2. Purpose of the Annual Report

- The Michigan Planning Enabling Act contains language of the requirement of the Planning Commission to prepare an annual report to the Village 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, boards, commission and the governing body.
- Allows for anticipation of upcoming issues and priorities, in order to prepare and budget.
- The Village staff would like to thank all members of the Planning Commission for their hard work and dedication to the Village. The Planning Commission has been tasked with some very difficult and complex reviews in 2019 and have a done a remarkable job.

3. Membership

Planning Commission member	Term expiration
Jason Holzhausen - Chair	April 30, 2021
Fran French – Vice Chair	April 30, 2021
Tom DeVries - Member	April 30, 2020
Sue Reyff - Member	April 30, 2020
Amanda Pullen - Member	April 30, 2022
Maria Gustinis - Secretary	April 30, 2022
Mike Cramer – Village Council liaison	Council terms expires November 2022

4. Meetings *(MPEA requires four meetings annually)*

The Village of Middleville planning commission met 12 times in 2019. This meets the requirements of the MPEA.

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5. Master plan review

- A Master Plan sub-committee of three members began reviewing the topics of need for the Master Plan update.
- The Middleville-Thornapple Joint Planning Committee reviewed the chapters pertaining to joint planning and the joint planning area.
- The Planning Commission agreed to kick off the Master Plan update in early 2020.
- Village Council approved a scope of work with *Williams & Works* for their assistance in the Master Plan update, including a public open house before the approval of a draft.

6. Zoning ordinance text amendments

- Ordinance No. 2102: Adopted in April. Amended Sec. 78-49. Prohibition of Recreational Marijuana establishments in all districts.
- Ordinance No. 2105: Adopted in May. Amended Sec. 78-555, correcting the reference to signs for minor home occupations, which was caused by an error in codification in 2016.
- Ordinance No. 2110: Adopted September. Amended Sec. 78-31 for fencing requirements; 78-292(30) for minimum floor area in apartment units in the C-1 District; 78-295 amended the ground floor uses for new buildings in the C-1 District; 78-605 amended the definition of raised curbs in off street parking lots; 78-667 amended the maneuvering lane requirements in off street parking lots; 78-834 amended the expiration of building permits; 78-878 amended the definition of raised curb and top soil.

Example: Excerpt from Ordinance No. 2110 to amend Sec. 78-31(b)

(b) A fence located in a front yard setback shall not exceed three feet in height and shall not be completely opaque; provided, however, that if the parcel is located in a residential or agricultural district and the fence is to be located within the front yard setback on the street side of a corner lot, the fence may be: (1) a height greater than three feet but not more than six feet, (2) located at a distance not closer than one-half the distance of the required setback, and (3) opaque.

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7. Development Reviews

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
Site Plan 2019-01	704 Grand Rapids St.	Temporary UAW Union Hall	Approved w/ conditions	N/A	Feb. 5
Site Plan 2019-02	308 Washington St.	UAW Hall relocation	Approved w/ Conditions	N/A	Feb. 14
Special Land Use 2019-01	308 Washington St.	Community center in R-2 District	Approved	N/A	Feb. 5
Site Plan 2019-03	Eagle Drive	Eagle Drive trailer parking	Approved w/ Conditions	N/A	March 5
Special Land Use 2019-02	505 Towne Center Dr.	Special Land Use for additional signage in C-2 District	Denied	N/A	May 5
Site Plan 2019-04	8675 Crane Rd.	Storage Buildings and trailer exit	Approved w/ Conditions	N/A	May 28
Site Plan 2019-05	123 E. Main St.	Façade remodel	Approved	N/A	May 1
Site Plan 2019-06	200 Lafayette	Bradford White NE Parking Lots	Approved w/ Conditions	N/A	July 12
Site Plan 2019-07	Railroad St.	DDA Amphitheatre	Approved w/ Conditions	N/A	June 26
Final Preliminary Plat	Tall Ridge Dr.	Misty Ridge #7	Moved to Village Council	Approve w/ conditions	Oct. 1
Site Plan 2019-08	W. Main & M-37	Casey's General Store	Waiting for additional information	N/A	Dec. 3
Special Land Use 2019-03	W. Main & M-37	Casey's General Store (Gas Station)	Waiting for additional information	N/A	Dec. 3
Site Plan 2019-09	200 Lafayette	Bradford White Steel Receiving expansion	Approved w/ Conditions	N/A	Nov. 6
Special Land Use 2019-04	W. Main & M-37	Casey's General Store Signage	Withdrawn	N/A	Dec. 3
Site Plan 2019-10	200 Lafayette	Bradford White SE Parking Lot Expansion	Approved w/ Conditions	N/A	Dec. 3
Special Land Use 2019-05	200 Lafayette	Bradford White Building Height in I-2 District	Approved	N/A	Dec. 3
Special Land Use 2019-06	314 E. Main	School in R-2 District	Approved w/ Conditions	N/A	Dec. 3
Final Preliminary Plat	Oak Meadow Dr.	Rolling Oaks #4	Move to Village Council	Approve w/ Conditions	Dec. 3

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8. Variances/Appeals

Variance/Appeal	Location	Description	Status	Date of action
Variance 2019-01	200 Lafayette	Dimensional variance against the minimum width of a maneuvering lane in an off-street parking lot	Approved with condition	Feb. 6
Appeal 2019-01	Various locations	Appeal against to the Zoning Administrator's interpretation of raised curbs within an off-street parking lot	Approved in part with declaration to the PC	Feb. 6
Variance 2019-02	435 Arlington	Variance to allow for changeable copy on a pole sign	Denied	March 7
Variance 2019-03	804 W. Main	Dimensional variance against the maximum size of a detached accessory building in the R-2 District	Approved with conditions	July 18
Variance 2019-04	472 Arlington	Dimensional variance against the minimum width of a private driveway easement serving five or more buildings in the R-3 District	Approved	Nov. 7

Zoning Board of Appeals member	Term expiration
Eldon Newmyer - Chair	March 1, 2021
Jason Holzhausen – Vice Chair	Planning Commission Liaison – April 30, 2021
Shannon Szukala - Member	March 1, 2022
Judy Kruse – Member	March 1, 2020
Sherry Ronning – Village Council Liaison	November 20, 2020
Vacant – Alternate Member	

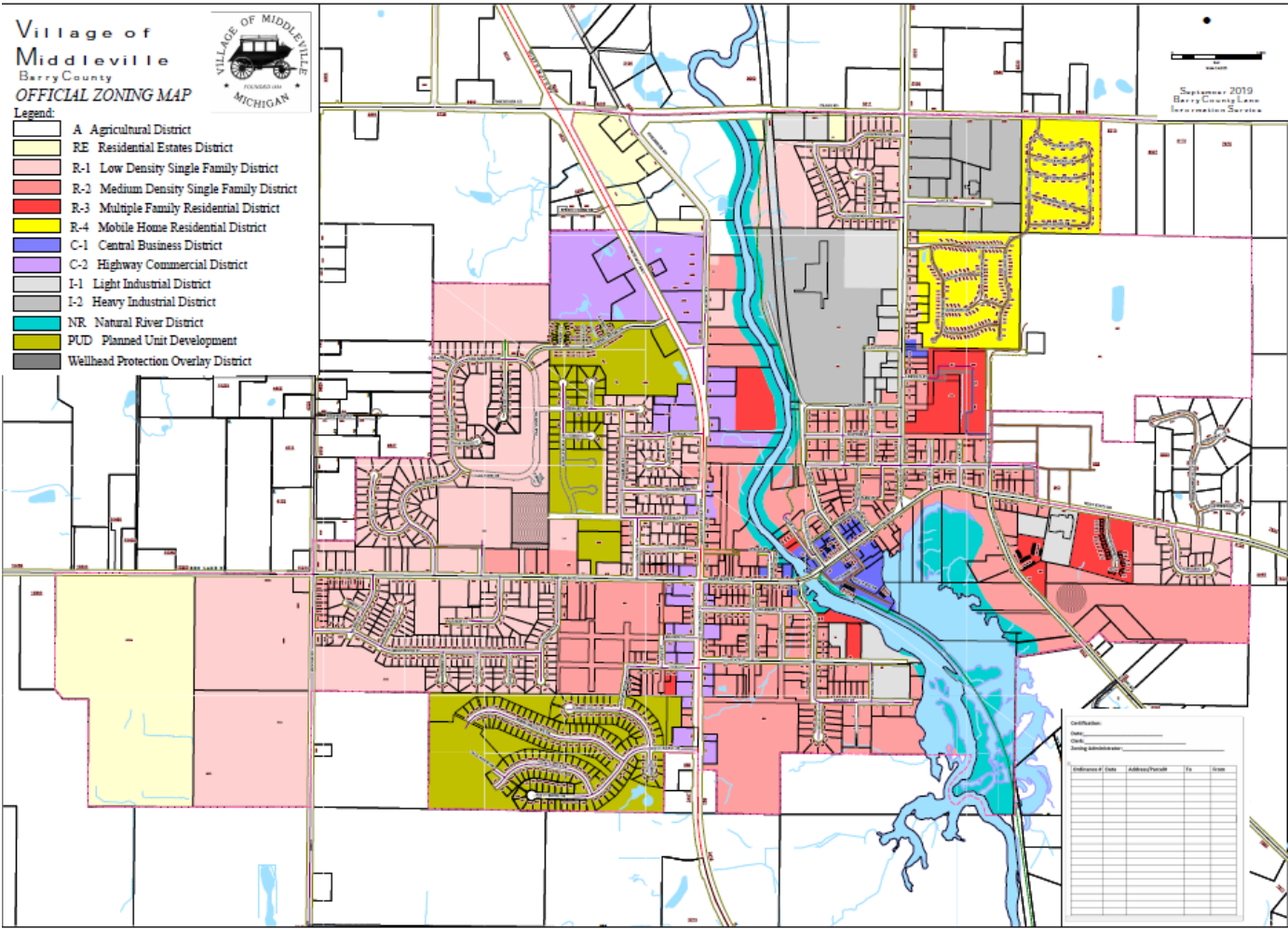
9. Actions by Village Council

The Village Council approved the rezoning of several properties from residential to industrial and commercial zoning classifications. The Village council also approved the final preliminary plats for Rolling Oaks #4 and Misty Ridge #7.

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10. Zoning map

The rezoning of several properties from Residential to I-1 Light Industrial off Grand Rapids St. and Crane Road was prompted by the expansion of Bradford White employee parking lot and the relocation of Middleville Self Storage. In addition, a correction of the zoning map to the rear portion of 112 Broadway was conducted. See below:



Rezoning	Location	Description	Status	Date of action
Rezoning 2019-01	704 Grand Rapids St.	R-1 to I-1	Approved	Feb. 6
Rezoning 2019-02	177 Edgewood Dr.	RE to I-1	Approved	Feb. 6
Rezoning 2019-03	712 Grand Rapids St.	R-1 to I-1	Approved	June 11
Rezoning 2019-04	614 Grand Rapids St.	R-1 to I-1	Approved	August 27
Rezoning 2019-05	112 Broadway	R-2 to C-2	Approved	August 27
Rezoning 2019-06	08-41-023-690-00	R-1 to I-1	Approved	Dec. 17

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11. Trainings attended

Topic /description	Who?	Date
MAP Annual Conference – General planning sessions and specialty topics	Brian U.	Sept. 25-27
REI Innovate Michigan Summit – Economic Development and emerging trends	Brian U.	Aug. 28
Mika Meyers Law Seminar – Municipal Law update	Brian U.	Oct. 25
MAP Annual Conference – General sessions and young professional development	Amanda P.	Sept. 25-27
MAP Managing Risk – Making sound planning and zoning decisions	Maria G. and Jason H.	March 12

Some potential training topics in 2020, based on goals and priorities:

Topic /description
Recreational Marijuana – process for opting in
Food Trucks – research necessity, regulatory measures
Creation of new zoning districts
Sustainability in development and ordinance regulation

12. Joint meetings:

The Planning Commission and Village Council held three joint public input sessions in January, offering the opportunity for the public to present their opinions and thoughts regarding the possibility of opting in to allowing recreational marijuana establishments in the Village.

13. Notable items:

- A total of 47 single family home permits and 3 condominium permits were issued in 2019, for a total of 50 new dwellings. This is a record for the Village since the previous decade. All single-family homes were located west of M-37.
- Staff created a Fence Permit application to simplify the process in getting a fence permit approved.
- Several Sign Permits were approved which were also awarded DDA Sign Grant funding.
- The Site Plan application was also revised to include reference to the Master Plan, ensuring the applicant will review the future land use and other applicable policies to the site plan request.

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2017-2019 Permit Totals

Permit type	Year		
	2017	2018	2019
New Dwellings	26	20	50
Additions	9	5	7
Accessory Structures	14	13	19
Accessory Use Permits	2	0	0
New Commercial	2	0	3
New Industrial	0	1	2
Structures Repaired	0	1	0
Pools	2	2	0
Decks	24	6	16
Fences	25	20	21
Permits Renewed/other	1	1	1
Chicken Permits	1	2	0
Temporary Parking	1	1	0
Minor Home Occupations	0	0	1
Demolition Permits	0	6	7
Sign Permits	14	27	25
Right-of-Way Permits	8	7	18
Total	129	112	170

2019 Code Enforcement Activity

Total Cases	Notices Given	Letters mailed	Citations issued	Stop Work Orders
849	385	32	1	2

The most common code violations included sidewalk snow removal, grass height over 6 inches, parking over sidewalk or in the public street right-of-way, signs located in right-of-way and storage and parking of recreational vehicles outside the required yard setback.