



PLANNING COMMISSION ANNUAL REPORT



Village of Middleville Planning Commission

2025 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) meets monthly on the first Tuesday of the month. The Planning Commission is tasked with reviewing applications for site plan review, special land use request, planned unit development, and rezoning of land. The PC also is required to hold the necessary public hearings for zoning text amendments and is entrusted to incorporate the application of policies found in the Village Master Plan while reviewing development decisions.

Through its reviews and public hearings, the Planning Commission serves as the Village's primary forum for land use decision-making and long-range planning, helping ensure that development is consistent with adopted policies while reducing the need for legislative-level intervention on routine matters.

2. Outline the purpose of this 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.
- Supports informed decision-making by the Village Council through advance review, technical analysis, and public input.

3. Membership

Planning Commission member	Term expiration
Jason Holzhausen - Chair	April 30, 2027
Amanda Pullen – Vice Chair	April 30, 2028
Troy Newman - Secretary	April 30, 2027
Bruce Farrell- Member	April 30, 2026
Robert Pergler - Member	April 30, 2029
Steve Baldry (Served December)	April 30, 2028
Richard Hamilton – Village Council liaison	Council term expires November 2026

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

- The Planning Commission met 9 times in 2025, including 3 meetings that involved formally noticed public hearings.

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5. **Master plan review**

- The Planning Commission participated in a joint meeting with the Village Council to review progress on the Master Plan and discuss future planning priorities.

6. **Zoning ordinance text amendments**

- Zoning Map Amendment

7. **Development Reviews**

The Planning Commission reviewed and approved development proposals that were consistent with the zoning ordinance and Master Plan, acting as the final decision-making body where permitted by ordinance.

Project type	Location	Description	Status	Recommendation to the legislative body	Date of action
Site Plan 2025-01	800 Midvilla Ln	Restaurant with Drive thru	Approved	Not applicable	Mar. 4
Site Plan 2025-02	4695 N M-37	Fitness Center	Approved	Not applicable	Apr. 15
Site Plan 2025-03	4695 N M-37	Day Care Center	Approved	Not applicable	Nov. 6

8. **Variations/Appeals**

- None

9. **Actions by Village Council**

- Capital Improvement Plan (CIP): The Planning Commission reviewed the proposed CIP and provided recommendations to ensure alignment with long-term planning goals.
- Marketing/Master Plan: Through a joint workshop with the Village Council, the Planning Commission provided input on the scope and direction of proposed Master Plan and Marketing Plan updates.
- Master Plan Implementation – Progress Update: The Planning Commission received and discussed updates on progress toward implementing goals and strategies outlined in the Village’s Master Plan.

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10. **Zoning map**
- 313 Arlington from R-1 to C-2.

11. **Training attended (virtual or in person)**

Topic/Description	Who?	Date
Uses by Right and Administrative Approvals	Holzhausen, Newman	6/25
Effective Meetings Training	Holzhausen, Newman	10/21
Citizen Planner	Baldry	5/15
Master Plan Workshop	Holzhausen, Farrell, Newman, Pullen	7/29

12. **Joint meetings:**
The Planning Commission and Village Council held a joint meeting on July 29th to discuss Marketing plan and Master Plan updates

13. **Notable items:**
- Midvilla: First two apartments occupied following Planning Commission approval and site plan review.
 - CIP: First year the Planning Commission formally provided recommendations to the Village Council.
 - Planning Coordination: Collaborative development of scope for Marketing Plan and Master Plan updates.