



HISTORIC  
**EVART**

*At Home. By Nature.*

**City of Evart  
Planning Commission  
2020 Annual Report**

## 1. Introduction

The Planning Commission is a 9-member administrative body of seven appointed officials and two elected officials. There are also two city staff liaisons. The Planning Commission (PC) holds regular monthly meetings on the last 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 text 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.

The City staff would like to thank all members of the Planning Commission for their hard work and dedication to the city. The Planning Commission has been tasked with some very difficult and complex reviews in 2020 and have a done a remarkable job.

## 3. Planning Commission Membership

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

Appointed: Jason O’Dell, Recording Secretary

Appointed: Karen Higgins, Member

Appointed: Becky Tea, Member

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

Appointed: Vacant

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

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

2020 Former Elected Official: John Joyce, Mayor, ex officio Member.

2020 Former Elected Official: Ralph Carlson, Councilmember, ex officio Member.

City Staff: Sarah Dvoracek, City Manager, Liaison to the Planning Commission

City Staff: Mark Wilson, Zoning Administrator, City Liaison to the Planning Commission

#### 4. **Meetings**

(The Michigan Planning Enabling Act requires a minimum of four meetings annually) Typically the City of Evart planning commission meets monthly but due to COVID-19 this number was reduced to seven (7) times in 2020. 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 2021. The areas of commercial district expansion, available industrial sites, Historic District overlay, and the Capital Improvement Plan all require updating.

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

To streamline the permitting process the Planning Commission implemented the Administrative review process in 2020. 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 Zoning Administrator Mark Wilson. The Administrative Review Committee members should also be commended for quickly scheduling and meeting to review several applications and issues during 2020. It should be noted that incorporating the administrative review process in conjunction with a PC that understands the importance of fast-tracking the permit and review process is key to the Redevelopment Ready Community process.

## 7. 2020 Development Reviews

PROJECT TYPE	LOCATION	DESCRIPTION	STATUS	RECOMMENDATION TO LEGISLATIVE BODY	DATE OF Application
Addition to a structure 2020-01-10	994-1 Main Street	Antanae on Water Tower	Approved	n/a	1/20/2020
Accessory Building 2020-03-01	601 W. 7th Street	Install footings for carport to be installed; carport will be 60' x 80'	Approved	n/a	3/11/2020
New Building 2020-03-17	435 S. Main Street	New detached garage	Approved	n/a	3/17/2020
Site Plan/Special Use 2020-03-10	901 Main Street/ 110 Jefferson Street	Repurpose Print Shop to Day Care Center	Approved	Approved with Conditions	6/15/2020
Fence 2020-06-16	346 S. Hemlock Street	Six (6) dog ear fence	Approved	n/a	6/16/2020
Fence 2020-06-2022	901 Main Street	Fence for Day Care Center	Approved	n/a	6/22/2020
Fence 2020-07-07	406 W. 6th Street	Privacy fencing	Approved	n/a	7/7/2020
New Accessory Building 2020-07-21	602 N. Main Street	An RV carport 20'W x 36'L x 12'H	Approved	n/a	7/21/2020
Fence 2020-08-10	960 Evert Street	Backyard fence	Approved	n/a	8/10/2020
Fence 2020-08-10	1018 N. Main Street	Replaced section of falling down fence	Approved	n/a	8/10/2020
Sign 2020-08-15	1221 East 14 Mile Road	Permanent Sign for Lume	Approved	n/a	8/15/2020
Sign 2020-08-20	660 W. 7th Street	Permanent sign for Wesco	Approved	n/a	8/20/2020
Site Plan/Variance Request	9741 S. Industrial Drive	Set-back variance for grow facility expansion	Approved	Approved	8/24/2020
Sign 2020-09-03	107 South Main Street	Permanent sign for South Main Street Salon	Approved	n/a	9/3/2020
Driveway 2020-10-05	215 7th Street	Cutting curb down for driveway	Approved	n/a	10/5/2020
Sign 2020-10-23	120 North Pine Street	Permanent sign for Evert Dentistry	Approved	n/a	10/23/2020
Site Plan/Special Use 2020-11-13	901 W. 7th Street	Medical Marijuana processing and distribution facility	Approved	Approved	11/13/2020
Site Plan 2020-12-10	920 W. 7th Street	Lake-Osceola State Bank	Approved	n/a	12/10/2020

## **8. Trainings Attended**

Commission Chairperson Ruth Ann Northon, and commission member James Schwab should be praised for completing Citizen Planner certification in 2020.

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.

Zoning Administrator Mark Wilson completed certification in the MSU Zoning Administrator Certification Program. The Certified Zoning Administrator Program was designed to offer zoning administration techniques in ways that reduce legal risks to the zoning administrator and their community. Prerequisites include, holding a current Citizen Planner certification as well as completion of eight (8) modules of instruction. Certification culminates with a rigorous exam covering all aspects of zoning administration.

## **9. Zoning Map**

In 2020 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.).

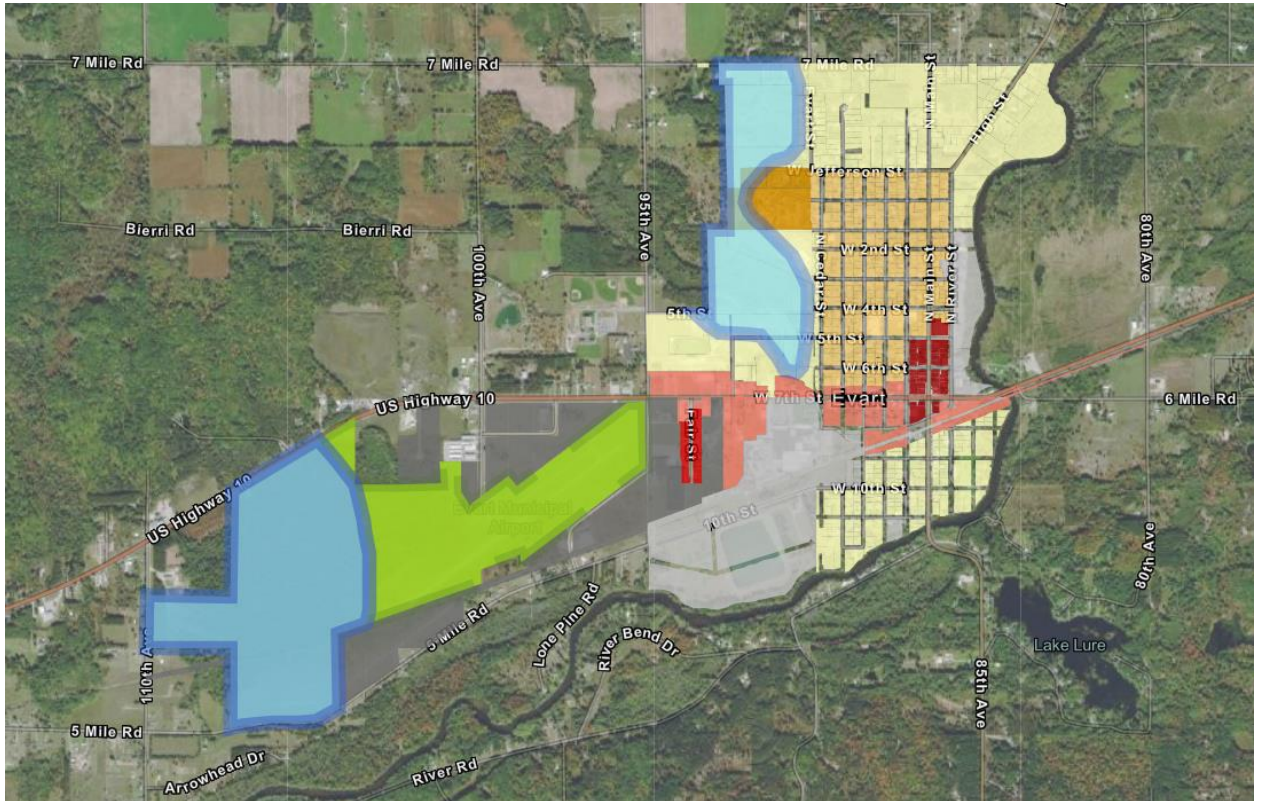
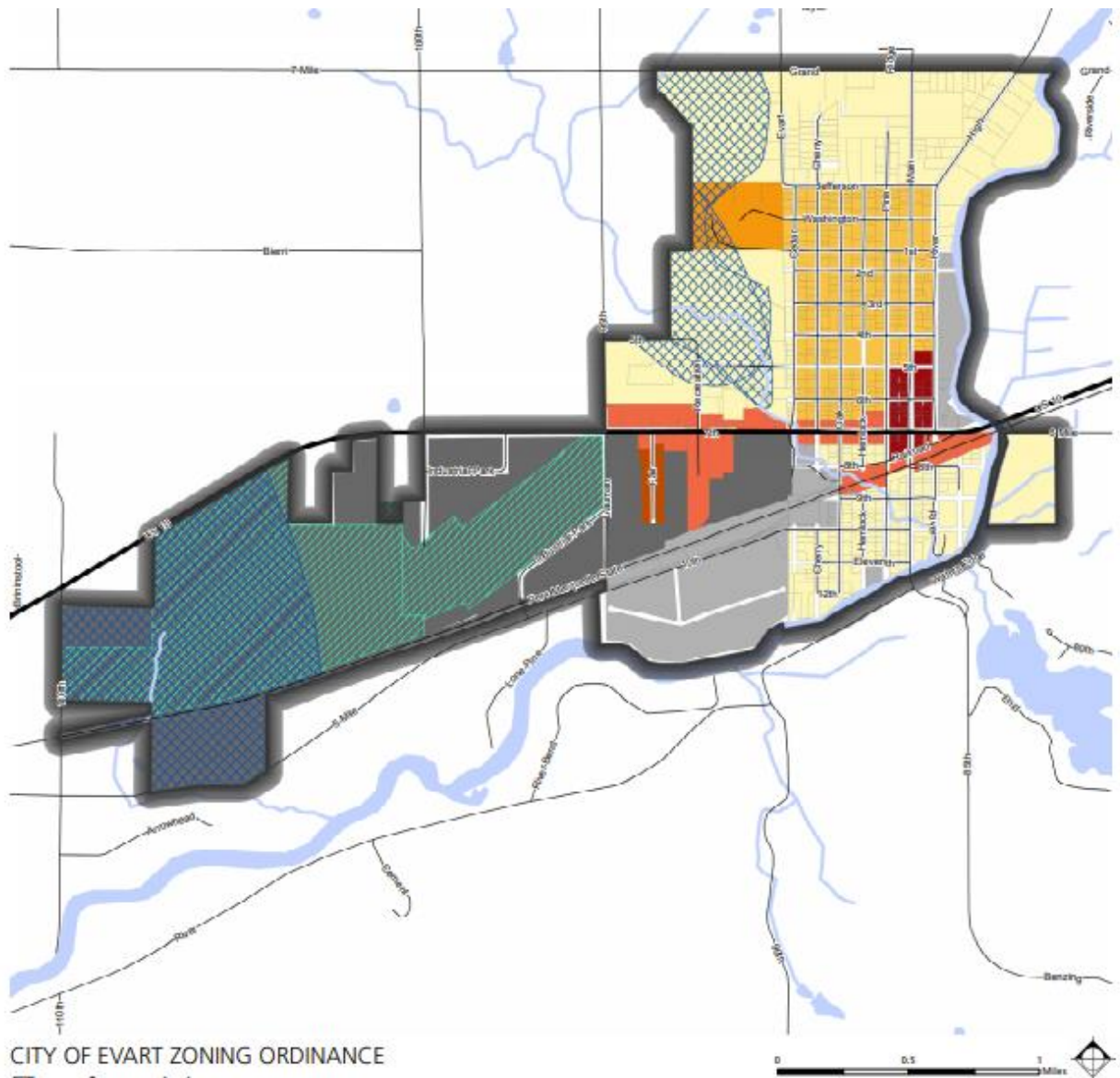


Figure 1 GIS Zoning Map





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