

PLANNING COMMISSION ANNUAL REPORT

FOR THE PERIOD FROM SEPTEMBER 1, 2021 – AUGUST 31, 2022

1. Membership

Planning commission member	Term expiration
Denis Homan	12/31/2023
Linda Marble	12/31/2022
DeeAnn Whistler	12/31/2025

2. Meetings *(MPEA requires four meetings annually)* For the period 9/1/2021-8/31/2022

The Galesburg planning commission met 7 times. This meets the requirements of the MPEA.

3. Master plan review

1/17/22 Planning Commission discussed generally about hiring a Master Planner to draft City's Master Plan, including amendment of Zoning Ordinances; Chair Homan will start contacting planners

2/21/22 Planning Commission reviewed two proposals from Masters Planners—asked for some expansion to proposal and to contact another planner.

4/11/22 Planning Commission heard proposals from 2 Planners: McKenna and Abonmarche. Decision was made to select Master Planner at next meeting and pass decision onto City Council.

5/16/22 After discussion at length, a motion was made, supported and approved to hire Abonmarche as the City's Master Planner.

4. Zoning ordinance amendments

12/20/2021: Discussion of proposed Amendment to Ordinance, Chapter 82, Article 2, Section 82-34 "Board of Appeals"—"*An ordinance to reduce the number of members of the Zoning Board of Appeals; to provide an effective date, and to repeal all ordinances in conflict herewith*". Scheduled Public Hearing

1/17/22 Public Hearing on proposed Amendment to Zoning

Board of Appeals ordinance; Ordinance approved and sent to City Council for adoption

5/16/22 Discussion on Section 82-12 (l) – special uses for walls and fences. Amendment discussed.

6/20/22 Discussion on an amendment to 82-12(l) tabled to request further information from Building Inspector/Code Enforcement Officer; Discussion on possible amendment to Section 82-3 and 82-89, Accessory Buildings—tabled to discuss with Building Inspector/Code Enforcement Officer

5. Development reviews

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
Site Plan Review	125 W. Michigan Ave	Building is 1560 sq. ft. with parking lot	Application was granted as administrative approval	N/A	2/11/22

6. Variances

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action
NONE					

7. Actions by legislative body

2/7/22 First reading of proposed Ordinance 285 ZBA

Amendment; "—"An ordinance to reduce the number of members of the Zoning Board of Appeals; to provide an effective date, and to repeal all ordinances in conflict herewith".

3/7/22 Ordinance 285 Amendment to Section 82-34 was adopted by City Council

8. Zoning map

Planning Commission was given updated Zoning Map with Overlay Districts; Chair Homan gave detailed explanation of how to read the Zoning Map with and without the Overlay.

9. Trainings attended (consult your training tracking log to fill in this information)

Topic /description	Date
Linda Marble attended Spring 2021 Citizen Planner Online Program through MSU Extension Program (Contents of training program are listed below**: Marble also received a copy of the MPEA and the MZEA	4/2021
Denis Homan and De Cochran met with Linda Marble and was given all material from 2021 Citizen Planner Online Program and reviewed all documents; Also both MPEA and MZEA were included in material	6/10/22
Newly appointed DeeAnn Whistler met with Linda Marble and was given all material from 2021 Citizen Planner Online Program and reviewed and discussed all documents; DeeAnn was given copy of Zoning Ordinances; Also both MPEA and MZEA were included in material	3/21/22

**Legislative body involvement in zoning administrative decisions can raise important questions

There are multiple ways to style a zoning ordinance .

Euclid v. Ambler Realty Company – the Supreme Court Case that upheld zoning

Reviewing the origins of property rights tension in American society

Planning, Zoning and the Constitution

Incompatible office: what does it mean and how does it differ from a conflict of interest?

Conflict of Interest rules apply to all communities, regardless of size

Nonconformities in zoning is the source of much confusion

Proving a practical difficulty for a dimensional variance request

The importance of your Zoning Board of Appeals

Administration of zoning seldom results in property takings but claims are more frequent

Due Process” is often a source of lost court cases in local government

Substantive Due Process places limits on government regulation

When to call an attorney for planning and zoning issues.

Putting planning back into the planning commission.

The forgotten law: Planning Commission review of capital expenditures.

To plan or not to plan? Minimum contents of a master plan.

Land Division Act basics for landowners.

Planned unit development provides flexibility in local zoning .

What can and can't I do in my homeowners association? .

A void ex parte contact to ensure impartiality

Codes of conduct now more common for planning commissions, zoning boards of appeals.

State laws can help address questions related to ethics

Open Meetings Act notice requirements .

Document every step in zoning ordinance adoption

Zoning petitions: What are citizens' options?

Pre-development meetings can improve the overall efficiency of the site plan review process.

Zoning approvals are limited as to what conditions can be imposed

Zoning decisions travel with the land and are not temporary .

Zoning permit approvals should not happen in a vacuum

Administrative decisions require careful application to ordinance standards.

Planning commissions need a good paper trail

Can people with opposing views find common ground?

Managing conflict: Three key components.

Public comment made simple.

I've been elected Chairperson... now what?.

Planning commission is much more than zoning

What's in a planning commission's annual report?

Your planning commission prepares an annual report, but what about a work program? .

Understanding the rural to urban transect.

Difference between a zoning ordinance and a master plan.

Ensuring public participation in meetings takes work and organization

What materials should I consult to develop a Master Plan for our municipality? .

How to handle appeals of administrative decisions.

It's not just any attorney: Find the lawyer that has a focus in municipal law

Preparation, deliberation and documentation are key to effective government meetings

Vague or subjective ordinance standards: In the court's opinion they stink!

Advantages of form-based zoning account for its growing popularity

Mixed-use walkable communities are what the market wants .

Placemaking is an economic development strategy.

Community planning's dirty word: Sprawl .

Rural Smart Growth to reinforce regional placemaking.

Don't use weasel words in your master plan!

Implementing community vision requires detailed strategies.

Putting place into planning: Placemaking and the master plan .

Understanding how census data can help in making planning decisions.

Planning your community's future for a stronger, sustainable, self-reliant food system

Right to Farm Act can preempt local regulation authority, but not all local regulations.

Planning and zoning to protect working lands .

Enforcing the Zoning Ordinance .

Local government has an important role for water quality protection

Overlay zoning districts can be a valuable tool.

Conditional rezoning.

How to spot a spot zoning

The relationship between planning and zoning

The zoning plan and its requirements

Before settling for a public hearing, consider the continuum of public involvement

Not all public participation events are charrettes

Three simple decision-making tools .

When to get the public involved in decision making

The importance of discussing best practices for continuing education in planning and zoning

Training, continuing education is best strategy for planning and zoning risk management

Potential training topics in the upcoming year, based on goals and priorities

Topic /description
Master Plan drafting
Decisions regarding amendments to accessory buildings and fences Ordinances

10. Joint meetings

NONE

11. Other notable items to consider including:

NONE

Dated: 9/6/2022

Drafted by:



Linda Marble

Secretary of the Galesburg Planning Commission