



Village of Peck

Planning Commission

Annual Report 2021

### 1. Introduction:

- The Planning Commission is an administrative body comprised of the village council members. The Planning Commission (PC) hold quarterly meetings on the third Wednesday 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 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, 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 issues in 2021 and have done a remarkable job.

### 3. Membership

Planning commission member	Term expiration
Carie Bennett	
Mike MacMillan	
Tim Heiden	
David Tyler	
Phornsie Warren	
Jason Fretenborough	
Craig Wissel	

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

- The Village of Peck planning commission met 4 times in 2021. This meets the requirements of the MPEA.

**5. Master plan review:**

- There was no review to the Master Plan in 2021.

**6. Zoning ordinance amendments:**

- The entire zoning ordinance book is being reviewed by committee.

**7. Development reviews:**

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
Rezoning	161 E. Lapeer	Residential Zone request to Commercial	Approved	N/A	07/21/21

**8. Variances** *(Review actions taken by the Board of Zoning Appeals; request summary from BZA)*

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action

**9. Actions by legislative body:**

- The Village Council approved the rezoning of 161 E. Lapeer from residential to commercial based on the future land map of the Master Plan. Council also approved the hiring of Spicer Group to assist in review and updating of zoning ordinances.

**10. Zoning map:**

- 161 E. Lapeer will need to be changed to commercial on the map and GIS system to reflect new zoning.

**11. Trainings attended**

Topic /description	Date
Zoning Administrator Certificate Program MSU extension	02/21
Grant Writing	03/21
MAP (Planning & Zoning Essentials)	03/21
MAP (Planning & Zoning Essentials)	03/21
RRC essentials academy (multiple dates)	04/15/21
All Things Non-Conforming	06/18/21
Opening Doors to Attenable Housing	11/19/21
MAP (Conference)	11/2021
MAP Home Occupations	12/08/21

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

Topic /description
Recreational Marijuana – process for opting in
Planning commission courses

**12. Joint meetings:**

- There were no joint meetings in 2021.

**13. Notable items:**

- Staff is working on new applications that will hopefully streamline things.
- Staff is also working on updating bylaws
- RRC requests that we change to a 5 member PC and the ZBA be made up of 3 council members.

Permit Type	Year		
	2019	2020	2021
<b>New Buildings</b>			3
<b>Additions</b>			1
<b>Accessory Structures</b>			3
<b>New Commercial</b>			
<b>New Industrial</b>			
<b>Structures Repaired (window, door, siding, roof)</b>			19
<b>Pools</b>			
<b>Decks</b>			4
<b>Fences</b>			6
<b>Permits Renewed/Other</b>			
<b>Home Occupations</b>			
<b>Demolition Permits</b>			2
<b>Sign Permits</b>			1
<b>Right-of-Way Permits</b>			1
<b>Driveways</b>			3
<b>Rezoning</b>			1
<b>Total</b>			44

**2021 Code Enforcement Activity**

<b>Total Cases</b>	<b>Letters Mailed</b>	<b>Citations Issued</b>	<b>Stop Work Orders</b>
88	109	0	0

The most common code violations included blight, unregistered vehicles, and grass height over 6 inches.