

# Planning Commission

## Master Plan Kick-off Meeting

Thursday, October 20, 2016

7:00 p.m., Council Chambers



City of South Haven

## Main Street Planning Company

Present: Bill Fries, Clark Gruber, Suzanne Loafman, Steve Miles, Brian Peterson, Judi Stimson, Larry Heinig

Also present: Kate Hosier, Assistant City Manager

Jan Johnson, Main Street Planning Company introduced herself and her associate, Tim Johnson. They've had their office for over 20 years.

Ms. Johnson explained who the other members of the team are and what their roles will be.

Mr. Johnson covered the procedures to prepare Michigan Master Plan according to the legal criteria of the Michigan Planning Enabling Act. The Michigan Planning Enabling Act is on [www.michigan.gov](http://www.michigan.gov).

**Master Plan Work Plan.** Ms. Johnson explained the proposal they prepared for the city, and that the work plan is in detail, to help you as commissioners hold us accountable and frame what we are and aren't going to do. The Work Plan constitutes a contract.

**Schedule.** Tonight we have the framework as described in the contract but it will change. The date will always be on the corner so you know you have the current one. The schedule is mainly the things that we need dates for. The first steps will include developing and finalizing the survey questions and determining publicity for that exercise. We will plan to launch the survey some time after the first of the year. The survey will have a live link to the city's website.

The Master Plan is a workbook for the Planning Commission.

Selecting meeting dates, workshop dates. Shooting for 10 months to get a draft ready for City Council. Some of the meetings and workshops will include a CBD Workshop; meetings with the DDA and LDFA, if they wish. Short term rental issues will be dealt with in the neighborhood section of the plan with appropriate goals for the city for follow.

**Goals and Strategies:** We will look at your old ones and we come up with new ones. The Master Plan is a land use plan. Community-wide input will be sought. There will be a Joint Planning Commission/City Council meeting prior to any public hearings. The city will aim to have a draft ready in August.

Planning Commission Public Hearing requires 63 days' notice so the Master Plan should be done by the end of 2017.

In our proposal we are contracted for a certain number of Planning Commission meetings. Consensus to set those dates month-by-month. By consensus, November 10 at 6:30 p.m. was selected for the next meeting. We will be working on survey questions with the intent of asking questions that will get you usable answers.

**Communication methods:** Ms. Johnson said their general practice is to get materials for a meeting to the Planning Commission a week in advance. Main Street will send information to Linda Anderson, Planning & Zoning Administrator and Kate Hosier, copied to Larry Heinig. Linda or Kate will disseminate through Linda's assistant, Marsha Ransom, to the Planning Commission.

**Guiding Principles Workshop** – Commissioners participated in an interactive exercise to identify issues that could guide commissioners through the Master Plan process.

RESPECTFULLY SUBMITTED,  
Marsha Ransom  
Recording Secretary