

CITY OF HARRISON PLANNING COMMISSION

2018 ANNUAL REPORT

1. Membership

Planning commission member	Term expiration
Brent Boulton	1/31/22
Tracey Feit	1/31/22
David Sanders	1/31/23
Jeff Mustamaa	1/31/23
Gabe Ambrozaitis	1/31/21
Blane Hiscox	1/31/20
Andy Saxton	1/31/21
George Muscott	1/31/20
Tom House	1/31/20

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

The City of Harrison Planning Commission met 9 times. This meets the requirements of the MPEA.

3. Master Plan review

- Review goals and recommendations of the plan and indicate progress, include goals of the commission that may not be included in the master plan.
- Include the action plan table from the plan and indicate progress, actions completed, and next year's priorities.
- Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date.
- Use master plan update review table (from the "Master Plan Update Guide") to decide whether the plan needs to be amended.

Insert text on master plan review here:

- Goals were reviewed; all are in the plan for now.
- Action plan table attached
- Small Wireless Facilities ordinance will be worked on in the future.
- Using the Master Plan review table, the Plan does not need to be updated at this time.

4. Zoning ordinance amendments

- Document the section numbers amended and indicate any work in progress.
- Review rezoning requests; indicate location, request description, and status.
- Identify any zoning ordinance updates to undertake in the upcoming year.

Insert text on zoning ordinance amendments here:

- There were no amendments to the Zoning Ordinance in 2018, and no work is currently in progress.
- 145 Birch St. was approved to be rezoned from C2 to R2 and was completed.
- No updates are planned as of right now; residents come to the City when the situation arises.

CITY OF HARRISON PLANNING COMMISSION

2018 ANNUAL REPORT

5. Development reviews

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
PUD	Old County Farm Rd.	Medical, VA, Housing	Drawing is done, meetings are ongoing	None yet	

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

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action
Rezoning	145 Birch Street	Old daycare turned into home	Approved at Zoning Board	None – taken care of at ZBA	3/13/18
Mobile Home	727 Old County Farm	Mobile Home outside of Mobile Home Park	Approved at Zoning Board	None – taken care of at ZBA	2/6/18
Side Yard Setback	616 Hillcrest	Add garage closer to side lot line than zoning allows	Approved at Zoning Board	None – taken care of at ZBA	9/13/18

7. Actions by legislative body *(Review actions taken by the legislative body related to planning and development)*

Insert summary from legislative body here:

- City Council adopted the mobile food vendor ordinance on 4/2/18.

8. Zoning map *(Review with listed development and rezoning requests to analyze potential trends)*

Insert text on zoning map amendments or trends here:

- A correction was made to the zoning map on 12/17/18.

CITY OF HARRISON PLANNING COMMISSION 2018 ANNUAL REPORT

9. Trainings

Topic /description	Date
No trainings were attended in 2018.	

10. Joint meetings

List any joint meetings and key topics of discussion:

- The Planning Commission & City Council held a joint meeting on 2/13/18 to discuss medical marijuana.
- The Planning Commission Chair also attends the DDA meetings as a liaison.
- A Planning Commissioner is on the Wellhead Protection Committee and attends those meetings.



27: Action Plan Table

GOAL	ACTION	PRIORITY LEVEL	RESPONSIBILITY/ PARTNERS	TIME FRAME	PROGRESS
Goal #1: Foster transparency in governance and enhance all forms of civic engagement.	Develop a Public Participation Plan that lays out methods of engagement and how to measure their success.	High	City, COC, School, Library, FB	<1	Done
	Issue an annual planning commission report detailing key decisions, development approvals, and ordinance updates.	Medium	PC and City Staff	1-5	Done
	Update the City website regularly to include all relevant documents, plans, ordinances, board materials and development information.	High	City Staff	<1	Ongoing
	Support local officials with educational and training opportunities.	Medium	City Staff	<1	Ongoing
	Increase collaboration with Hayes Township on issues like corridor improvements and wellhead protection.	High	City and Hayes Twp.	<1	Having quarterly meetings
Goal #2: Enhance cultural, recreational, and historical assets.	Develop a marketing and communication strategy to promote special events and festivals.	High	MMDC, COC, FB	1-5	DDA is working on marketing & branding plan for radio, prof. pictures for websites, Social Media, & brochures.
	Ensure residents have access to diverse and affordable cultural programming and recreational opportunities.	High	School, MMDC, FB	Ongoing	Working on a Nature Trail at City Park, Town Square/Splash Pad/Entertainment Pavilion
	Brand Harrison as a year-round cultural and recreational center for the region.	High	COC, City Staff	Ongoing	DDA is working on marketing & branding plan for radio, prof. pictures for websites, Social Media, & brochures.
	Work with the Clare County Fairgrounds to increase the number of year-round special events and activities.	High	FB, COC, City	1-5	A meeting with the Fairground Board is being held 11/7/19
	Partner with the MDNR to modernize facilities at Wilson State Park and improve non-motorized connectivity with the City.	Medium	MDNR, City, COC	1-5	New bathrooms/shower houses are being built, 2020-beach house and concession remodel
	Collaborate with the Mid Michigan College Harrison Campus on special events and educational opportunities.	High	MMCC, City, COC	1-5	Collaborations are done every day with Kristine Stevens from MMC
	Explore opportunities to build soccer fields within the City limits.	High	Hayes Twp., City	1-5	Not at this time
Goal #3: Foster a healthy, vibrant Downtown.	Update the Downtown Development Authority Plan.	High	DDA	<1	Done
	Add the boundaries of the Downtown District to the zoning ordinance and zoning map to support the adopted design	High	DDA, City Staff, PC	<1	Done
	Adopt flexible zoning standards to provide for public streetscape and infrastructure improvements.	Medium	PC, City Staff	<1	Done
Goal #4: Build a strong and sustainable year-round economy that supports local businesses	Partner with local businesses, and state and federal agencies to support the diverse economic and employment needs of residents.	High	COC, City	5+	Done
	Develop a common marketing strategy that highlights regional assets to attract investment.	High	MMDC, City	<1	DDA is working on marketing & branding plan for radio, prof. pictures for websites, Social Media, & brochures.
	Inventory and prioritize all potential redevelopment sites.	High	City	<1	MEDC is working on this
	Build and attract a revived, skilled workforce through collaborative public-private partnerships and talent development activities.	High	City Staff and Council, School	5+	Working with MiWorks and Mid Michigan College

	Create a business-friendly community through a supportive regulatory structure and efficient, cost-effective services like affordable sewer, water and high-tech infrastructure.	Medium	HAEDCO, City Staff, Council	1-5	A study is currently being done.
	Partner with the school district to improve the local school system, supporting young professionals to drive the local economy.	Medium	School, MMDC, City	1-5	We work closely with the CTE & MiWorks programs to get youth in the workforce.
GOAL	ACTION	PRIORITY LEVEL	RESPONSIBILITY/ PARTNERS	TIME FRAME	PROGRESS
Goal #5: Provide a variety of safe, accessible, affordable transportation options for all members of the community	Look for ways to accommodate bicyclists through separate paths, bike lanes, and signs where appropriate.	High	MDOT, City	1-5	In Progress
	Adopt non-motorized standards such as street design standards or pedestrian safety measures to the zoning ordinance.	High	City, PC	<1	Two islands installed on M-61 for traffic calming, streetscaping done, more lighting added.
	Explore opportunities to incentivize bicycle parking and allow for flexible parking standards.	High	City, PC	<1	A Nature Trail will be done next summer, along with repainting bicycle symbols on roads
	Develop a system of uniform wayfinding signage to direct pedestrians and future trail users to City assets, including downtown.	Medium	City, COC, DDA	1-5	In Progress
	Collaborate with Hayes Township to improve key commercial corridors, and explore creation of a Corridor Improvement Authority or Business Improvement District.	High	Hayes Twp., City	1-5	Ongoing collaboration with Hayes Twp.
Goal #6: Provide the highest quality of public infrastructure and services to residents	Add incentives or requirements for on-site stormwater treatment, such as rain gardens and pervious pavement.	Medium	City staff, PC	5+	Ongoing
	Continue to collaborate with neighboring jurisdictions to streamline provision of services.	High	City, Hayes Twp.	Ongoing	Ongoing
	Pursue grants to modernize educational facilities and programing.	Medium	School, City	1-5	Ongoing
Goal #7: Provide high quality housing options throughout the community that meet a variety of housing needs.	Consider allowing creative housing options such as accessory dwelling units and cottage housing.	Medium	PC	1-5	A HUD is being planned to include senior facilities, and housing units.
	Look for opportunities to consolidate unbuildable residential lots along Budd Lake.	Medium	City Staff, PC	1-5	Zoning encourages combining small lots.
	Explore a rental inspection program.			1-5	Clare County is exploring this.
	Look for opportunities to provide loans, grants, or other financial assistance for home and façade improvements.	High	City Staff, MEDC, USDA	1-5	Ongoing
	Help to alleviate cost burdens on households by directing them to energy efficiency and home repair programs.	High	City Staff	1-5	Exploring this
Goal #8: Protect and preserve natural resources, wildlife, and water quality	Maintain views from the City to the surrounding recreation areas.	High	BLAA,	Ongoing	Ongoing
	Preserve open space.	High	City, PC	Ongoing	Ongoing
	Develop a network of trail systems that connects visitors and residents to nature.	High	PC, Council, School	Ongoing	A Nature Trail will be done next summer
	Review existing regulations for impervious surfaces permitted on waterfront lots to ensure they are restrictive enough to prevent negative water quality impacts.	Medium	PC	<1	Working with the Clare County Building Dept.