

# OSCODA TOWNSHIP

## 2020 Annual Report Planning & Zoning

Prepared By: Planning & Zoning Director for the Charter Township of Oscoda



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## 1.0 Introduction

The Charter Township of Oscoda Planning Commission functions under and has their powers and duties set forth by both The Michigan Planning Enabling Act (PA 33 of 2008) and the Michigan Zoning Enabling Act (PA 110 of 2006). The Michigan Planning Enabling Act (MPEA) provides for the creation, organization, power(s), and duties of Planning Commissions. The Michigan Zoning Enabling Act (MZEA) provides for the adoption of zoning ordinances and the establishment of zoning districts and prescribes powers and duties of certain officials including the Planning Commission.

Section 19 of the MPEA (MCL 125.3819) requires the Charter Township of Oscoda Planning Commission to make an annual written report to the Charter Township Board of Trustees. This report is to provide the Board with a summary and status of planning activities over the past year.

## 2.0 Membership

### Planning Commission Membership

The MPEA states that the membership of the Planning Commission shall be representative of important segments of the community, such as economic, governmental, educational, and social development of local unit government, in accordance with the major interests as they exist in the local unit of government, transportation, industry and commerce. The membership shall also be representative of the entire geography of the local unit of government to the extent practicable (MCL 125.3815).

On June 1, 2020, the Planning Commission election of officers took place. Dan Gary chose not to seek reelection as the Chair. The Planning Commission elected Mimi McDonald as Chair of the Planning Commission. Robert Tasior chose not to seek reelection as Vice Chair. The Planning Commission elected Ed Davis as Vice Chair of the Planning Commission. Bernie Schenk was reelected as the Zoning Board of Appeal Representative by the Planning Commission. The Board of Trustee accepted Robert Tasior's letter of resignation on November 9, 2020. Upon Mr. Tasior's resignation the Planning Commission elected Mr. Palmer to serve as the Planning Commission representative to the Economic Improvement Committee (EIC). Mr. Palmer was reelected by the Board of Trustee to serve as the Board of Trustee Representative to the Planning Commission on November 23, 2020 and will serve through November 19, 2024.

As of December 31, 2020, the Planning Commission's membership are as follows:

Planning Commission Member	Term Expiration
Mimi McDonald (Chair)	December 31, 2022
Ed Davis (Vice Chair)	December 31, 2022

<b>Bill Palmer (Trustee Representative) (EIC Representative)</b>	November 20, 2024 June 7, 2021
<b>Bernie Schenk (Planning Commission Representative to the Zoning Board of Appeals Representative)</b>	December 31, 2022
<b>Dan Gary</b>	December 31, 2020
<b>Cathy Wusterbarth</b>	December 31, 2023
<b>Robert Tasiar (EIC Representative)</b>	December 31, 2020 Resigned (November 9, 2020)

### **Zoning Board of Appeals Membership**

The Charter Township of Oscoda, Zoning Board of Appeals was created, to exercise the powers and perform the duties prescribed to it in the Michigan Zoning Enabling Act (Public Act 110, of 2006). The Zoning Board of Appeals is comprised of five (5) members and one (1) alternate recommended by the Township Supervisor and appointed by the Charter Township of Oscoda Board of Trustees.

On June 15, 2020, the Zoning Board of Appeals election of officers took place. The Zoning Board of Appeals elected Catherine Gavin-Larive as Chair of the Zoning Board of Appeals. The Zoning Board of Appeals elected Greg Schulz as Vice Chair of the Zoning Board of Appeals. The Board of Trustees accepted letters of resignation from Irene Dunn & Jo-An Nink on June 8, 2020 prior to election of officers.

As of December 31, 2020, the Zoning Board of Appeal’s membership are as follows:

Zoning Board of Appeals Members	Term Expiration
<b>Irene Dunn (Chair)</b>	December 31, 2020 Resigned (June 8, 2020)
<b>Jo-An Nink</b>	December 31, 2020 Resigned (June 8, 2020)
<b>James Biggar</b>	December 31, 2022
<b>Catherine Gavin-Larive (Chair)</b>	December 31, 2022 June 15, 2020-Present
<b>Bernie Schenk (Planning Commission Representative to Zoning Board of Appeals)</b>	June 7, 2021
<b>Greg Schulz</b>	December 31, 2023

<b>Nita Wise</b>	December 31, 2020 Resigned (December 14, 2020)
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All Planning Commission members, Zoning Board of Appeals members, the Planning & Zoning Director, and additional organizational staff members are members of the American Planning Association Michigan Chapter.



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### 3.0 Meetings

At the January 6, 2020 meeting, the Planning Commission set their meetings for the First Monday of every month at 7pm at the Robert J Parks Library.

On March 10, 2020 Governor Whitmer issued the first of many Executive Orders; Executive Order 2020-4 (COVID-19) declared a state of emergency due to the novel coronavirus (COVID-19), a respiratory disease that can result in serious illness or death. On March 18, 2020 Governor Whitmer issued Executive Order 2020-15 which allowed for the temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards. All meetings are held in compliance with the Open Meetings Act (PA 267 of 1976) or to the extent of the Michigan Governor’s Executive Orders as related to Open Meetings Act (PA 267 of 1976).

As the Planning Commission and Community faced the unique times of the novel coronavirus (COVID-19). The Planning Commission canceled the March 6, 2020 Meeting due to the uncertainty of the novel coronavirus (COVID-19). The Planning Commission held the first virtual meeting on May 4, 2020 via Zoom. The Planning Commission held a total of three (3) regular meetings in person at the Robert J Parks Library with an additional ten (10) regular meetings being held via Zoom. The Planning Commission held a Work Session meeting with Beckett & Reader to gather input on changes to the Master Plan and changes to B-2 (General Business District) District to Form Base Code (FBC). The Planning Commission held a total of 14 meetings in 2020.

## 4.0 Planning Commission Responsibilities

- Perform Site Plan Reviews as required in the Zoning Ordinance.
- Conduct public hearings on and make decisions on Special Use Permit requests as specified in the Zoning Ordinance.
- Conduct public hearings on and make recommendations to the Board of Trustees on Zoning Ordinance Text Amendments in accordance with the MZEA, Charter Township of Oscoda Zoning Ordinance and the Charter Township of Oscoda Master Plan.
- Update and maintain the Charter Township of Oscoda Master Plan in accordance with the MPEA
- Review and make recommendations, as required by the MZEA, on zoning amendments for the Charter Township of Oscoda.
- Review and comment on any proposed Master Plans or Master Plan amendments for any community within or adjacent to the Charter Township of Oscoda as required by the MPEA.
- Review and comment on the Capital Improvement Plan for 2020 as required by MPEA

## 5.0 Planning Commission 2020 Activity

The Planning Commission continued to be active this past year as they strived to meet their responsibilities for the year. The Planning Commission and Planning Commission Subcommittee continuously reviewed the Zoning Ordinance and in doing so, recommended multiple changes to the ordinance. This was done with careful consideration of the needs of the community. The following is a summary of all activity in 2020:

- 5.1 Master Plan Review:** According to the Michigan Planning Enabling Act, the Commission shall review the Master Plan at least every five years and determine whether to commence the procedure to amend the Master Plan or adopt a new Master Plan. The Planning Commission recommended to the Board of Trustees, a contract with Beckett & Raeder to amend the current Master Plan. The Board of Trustees on May 11, 2020 unanimously approved the contract with Beckett & Raeder.

### 2020 AMENDED AND RESTATED COMMUNITY MASTER PLAN



- 5.2 Site Plan Reviews:** In 2020 a total of ten (10) Site Plans were reviewed by the Planning Commission. Site Plan Uses included Industrial Manufacturing, Medical Marijuana Facilities, Medical Facility, Private Garage, Apartments, and a Poultry Shed.
- 5.3 Special Land Use:** In 2020 a total of three (3) Special Land Use Permits were reviewed by the Planning Commission. Special Land Uses include Mini Warehouse and Medical Marijuana Facilities.
- 5.4 Ordinance Amendments:** In 2020 the Planning Commission Sub-committee was very active in recommending changes to the Planning Commission. The Planning Commission Sub-committee held thirteen (13) work sessions throughout 2020. The Planning Commission in approved six (6) ordinance amendments in 2020.
- 5.5 Master Plan Update:** The Planning Commission in 2020 contracted with Beckett & Raeder to amend and restate the Community Master Plan. The Planning Commission held a public work session on June 4, 2020 to discuss proposed changes to the Community Master Plan. The Planning Commission on October 5, 2020 approved the restated and amended Community Master Plan. The Community Master Plan was then approved by the Charter Township of Oscoda Board of Trustees on October 12, 2020 approved for distribution of the restated and amended Community Master Plan. The Planning Commission is expected to hold a public hearing on the amended and restated Community Master Plan on March 1, 2021. The restated and amended Community Master Plan will meet all requirements by MPEA.
- 5.6 Planning Commission Goals for 2021:** The Planning Commission in 2021 will strive to complete many of the action items in the new amended and restated Community Master Plan. The Planning Commission will review the Capital Improvement Plan for 2021 as required by MPEA.

## **6.0 Zoning Board of Appeals Activity in 2020:**

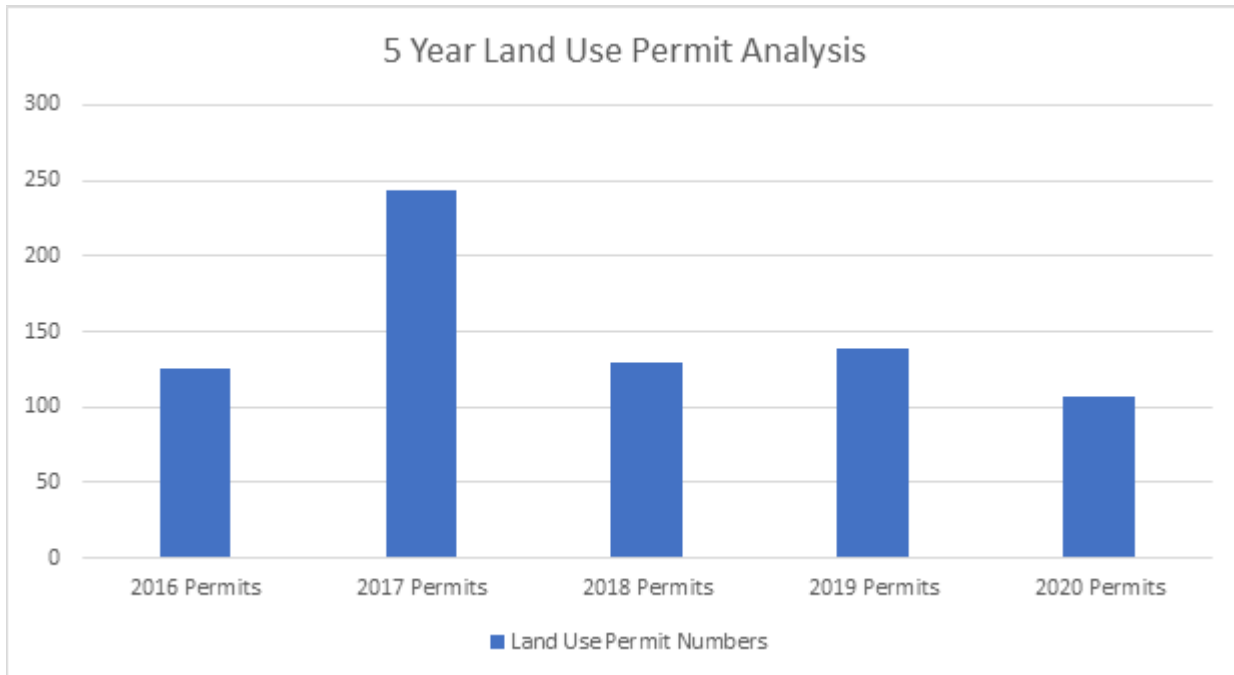
The Zoning Board of Appeals held a total of three (3) Regular Meetings and one (1) special meeting for a variance request, all in accordance with the Open Meetings Act. The MZEA requires that the Zoning Board of Appeals hold a minimum of 2 Regular Meetings. (MCL 125.3304).

## **7.0 Planning & Zoning Director Activity in 2020**

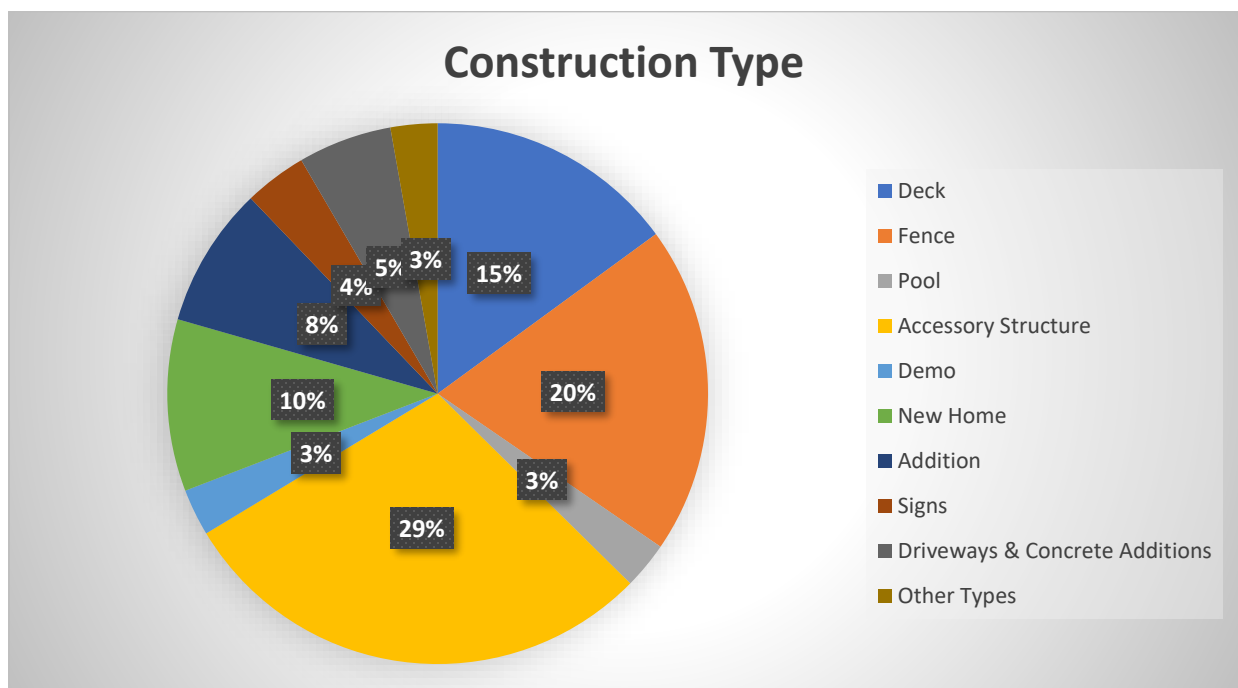
The Charter Township of Oscoda hired Zoning Administrator, Eric Szymanski in January of 2020. At the September 14, 2020, Board of Trustee Meetings the Board of Trustee voted unanimously to approve the job change from Zoning Administrator to Planning & Zoning Director. Mr. Szymanski explained that the change in job description accounts for what has historically been

done by the Zoning Administrator, what is currently being done, contains legal requirements, and aligns with best practices set forth by American Institute of Certified Planners. (AICP)

The Planning & Zoning Director approved 107 Land Use permits and issued 21 violations. The total number of Land User permits is down twenty three percent (23%) from 2019. The chart below breaks down the number of permits over the last five years.



The breakdown below identifies the use type for approved Land Use Permits.





The Planning & Zoning Director will continue to work with multiple departments in preparing plans and other planning and management proposals. The Planning & Zoning Director will continue to work with a variety of departments on a wide variety of planning and zoning issues.