

REGULAR MEETING AGENDA January 8, 2018

- 1. Call to Order, Roll Call of Council, Pledge of Allegiance and Invocation
- 2. Sheriff's Report
- 3. Approval of Consent Agenda:
 - Approve the minutes of the November 27, 2017 Special Council Meeting
 - Approve the minutes of the December 4, 2017 Special Council Meeting
 - Approve the minutes of the December 11, 2017 Regular Council Meeting
 - Approve the Bills to be Paid
 - Accept the Sheriff's Report for December, 2017
 - Accept the minutes of the November 20, 2017 DDA Meeting
 - Accept the DPW Report for December, 2017
 - Accept the Zoning Director's Report for December, 2017
- 4. Approval of Regular Agenda
- 5. Recess of Regular Business Meeting for Work Session
- 6. Open Work Session (work session is for information gathering only)

Topics: Appointment of Village Treasurer
Insurance Benefits for Elected Officials
Parks and Recreation Committee

- 7. End Work Session/Resume Business Meeting
- 8. <u>Manager's Report</u>:
 - Written Manager's Report
 - Economic Development Report See attached
 - Engineer's Update from Fleis & VandenBrink See attached
 - New Village Website Proposal Robert Suchomel from Revize Websites
- 9. Public Acknowledgement on Agenda Items (Two minutes per speaker)
- 10. New Business:
 - Approval of 2018 Council Meeting Dates
 - Approval of 2018 Village Employee Holiday Schedule
 - Appointment of DDA Members
 - Extension of Sawmill Lease
 - Approval of Resolution for RRC Action Plan recommended by MEDC
 - Approval of Contract with Consultant to Develop Village Master Plan
 - Approval of Contract with Consultant to Develop New Zoning Ordinance
- 11. Public Acknowledgement (Two minutes per speaker)
- 12. Council Comments
- 13. Items for the Next Agenda
- 14. <u>Adjournment</u>

DRAFT MINUTES

VILLAGE OF ROSCOMMON

Minutes of the November 27, 2017 Special Council Meeting

President Fishel called the meeting to order at 7:00 PM. Members of the Council present: Dan Fishel, Dan Scow, Brian Ludwig, Marc McKee and Jan Deloge. Absent: Mike Miller (arrived late) and Heather Roemer. Others present: Manager John Rosczyk, Lacey Wilkerson, Jan Wilkerson, Linda Mesler and Shelly Linderman.

PUBLIC ACKNOWLEDGEMENT ON AGENDA ITEMS

None.

ADOPTION OF AGENDA

Moved by Ludwig, seconded by Scow, to accept the agenda. Ayes: McKee, Ludwig, Scow, Deloge and Fishel. Nays: None. Absent: Roemer and Miller. The motion carried.

Trustee Miller arrived.

RENEWAL OF INSURANCE COVERAGE FOR VILLAGE STAFF

Moved by Scow, seconded by Ludwig, to adopt insurance coverage for 2018 as set forth in Column 2 of the attached Sheet 4. Ayes: Scow, Fishel, Deloge, McKee, Ludwig and Miller. Nays: None. Absent: Roemer. The motion carried.

OPEN WORK SESSION

Topic 1: Budget Workshop.

PUBLIC ACKNOWLEDGEMENT

None.

ADJOURNMENT

Moved by Ludwig, seconded by Miller, to adjourn the meeting at 9:10 PM. All in favor. Hearing no objections, the motion carried.

Daniel G. Fishel Village President Dan Scow Village Clerk (Acting)

DRAFT MINUTES

VILLAGE OF ROSCOMMON Minutes of the December 4, 2017 Special Council Meeting

President Fishel called the meeting to order at 7:00 PM. Members of the Council present: Dan Fishel, Mike Miller, Dan Scow, Heather Roemer, Brian Ludwig, Marc McKee and Jan Deloge. Others present: Manager John Rosczyk, Lance Cherven and Mark Walling.

PUBLIC ACKNOWLEDGEMENT ON AGENDA ITEMS

None.

ADOPTION OF AGENDA

Moved by McKee, seconded by Ludwig, to accept the agenda. Ayes: McKee, Ludwig, Roemer, Miller, Scow, Deloge and Fishel. Nays: None. The motion carried.

NEW PHONE SYSTEM

Tabled

OPEN WORK SESSION

Topic 1: Budget Workshop

Topic 2: Sewer Rates

PUBLIC ACKNOWLEDGEMENT

None.

ADJOURNMENT

Moved by Roemer, seconded by McKee, to adjourn the meeting at 8:57 PM. All in favor. Hearing no objections, the motion carried.

Daniel G. Fishel Village President

Dan Scow Village Clerk (Acting)

DRAFT MINUTES

VILLAGE OF ROSCOMMON

Minutes of the December 11, 2017 Regular Council Meeting

President Fishel called the meeting to order at 7:01 PM. Members of the Council present: Heather Roemer, Jan Deloge, Marc McKee, Dan Scow, Dan Fishel and Brian Ludwig. Absent: Mike Miller (arrived at 8:03 PM) Others present: Clerk Dawn Dodge, Manager John Rosczyk, Lance Cherven, Cecilia Scow, Maureen Ruddy, Joyce Ballard, Casey Adams, Roger Saxton, Linda Mesler, Krista Tacey-Cater, Tony Medina and Cari Talarico. The Pledge of Allegiance was recited and an Invocation given by President Fishel.

PUBLIC HEARING FOR 2018 VILLAGE BUDGET

President Fishel opened the public hearing at 7:03 PM. Manager Rosczyk gave an overview of the budget. President Fishel closed the public hearing at 7:25 PM.

SHERIFF'S REPORT

No one was present from the Sheriff's Department; however, a written report was submitted and included in the agenda.

CONSENT AGENDA

Moved by Ludwig, seconded by Roemer, to approve the consent agenda, including bills to be paid in the amount of \$114,309.43. Ayes: Ludwig, Fishel, Scow, McKee, Roemer and Deloge. Nays: None. Absent: Miller. The motion carried.

REGULAR AGENDA

Moved by McKee, seconded by Ludwig, to accept the Regular Agenda with the addition of two invoices under New Business. All in favor. Hearing no objections, the motion carried.

MANAGER'S REPORT

John asked for updates from the following:

James DeArmond from the Lion's Den, Mark Walling for an RRC report, Ben Kladder gave an update on the ICE grant.

PUBLIC COMMENT ON REGULAR AGENDA ITEMS

Comments heard from: Cecilia Scow, Joyce Ballard and Casey Adams.

Trustee Miller arrived at 8:03 PM during Public Comment.

Manager Rosczyk asked Diane Love-Suvada to give an update on the Sawmill and the Springboard Summit.

UNFINISHED BUSINESS

-Approve Resolution to Increase Sewer Rates

Moved by Scow, seconded by McKee, to approve the Resolution to Increase Sewer Rates. Ayes: McKee, Ludwig, Roemer, Miller, Scow, Deloge and Fishel. Nays: None. The motion carried.

-Approve Resolution to Adopt 2018 Village Budget and Millage Levy

Moved by Scow, seconded by Miller, to approve the Resolution to Adopt the 2018 Village Budget and Millage Levy. Ayes: Deloge, Ludwig, Miller, Fishel, McKee, Roemer and Scow. Nays: None. The motion carried.

NEW BUSINESS

-Budget Adjustments

Moved by Scow, seconded by Miller, to approve the proposed budget adjustments. Ayes: Scow, Fishel, Deloge, McKee, Ludwig, Miller and Roemer. Nays: None. The motion carried.

-Approve Road Engineering Contract with RCRC

Move to approve the contract with the Roscommon County Road Commission for engineering services and for the Manager to execute said contract. Ayes: Fishel, Roemer, McKee, Ludwig, Scow, Deloge and Miller. Nays: None. The motion carried.

-Approve Road Eng8innering Contract with the Village and RCRC

Moved by Scow, seconded by Miller, to approve the road engineering contract with the Roscommon County Road Commission for a pedestrian bridge, with the Village being reimbursed by the DDA for costs not to exceed \$5,000. Ayes: Miller, Deloge, Scow, Ludwig, McKee, Roemer and Fishel. Nays: None. The motion carried.

-Request for Approval of the DDA 2018 Budget

Moved by Scow, seconded by Deloge, to approve the 2018 DDA budget. Ayes: Roemer, Deloge, Miller and Scow. Nays: McKee, Fishel and Ludwig. The motion carried.

-Resolution to Exempt the Village from the Requirements of Public Act 152 of 2011 Moved by Miller, seconded by Ludwig, to approve the Resolution to exempt the Village of Roscommon from the requirements of Public Act 152 of 2011. Ayes: Ludwig, Fishel, Scow, McKee, Miller, Roemer and Deloge. Nays: None. The motion carried.

-Village Manager Appointments

Moved by Ludwig, seconded by McKee, to approve the following Village Manager appointments: Mike Walker to the DDA, term expiring 12/31/21; Bill Curnalia to the Planning Commission, term expiring 12/31/20; June Karjalainen to the Zoning Board of Appeals, term expiring 12/31/19 and Mark Larsen to the Cemetery Board, term expiring 12/31/20.

-RADL Board Appointment

Moved by Ludwig, seconded by McKee, to appoint Anthony Gnesotto to the Roscommon Area District Library Board. Ayes: McKee, Ludwig, Roemer and Fishel. Nays: Miller, Scow and Deloge. The motion carried.

-Additional Invoices

Moved by Ludwig, seconded by McKee, to pay the following two invoices: NPDES Annual Permit fee in the amount of \$1,950 and MML Payroll Audit in the amount of \$1,137. Ayes: Deloge, Ludwig, Miller, Fishel, McKee, Roemer and Scow. Nays: None. The motion carried.

PUBLIC ACKNOWLEDGEMENT

Comments heard from Joyce Ballard, Cecilia Scow and Mark Walling.

COUNCIL COMMENTS

Comments made by Trustees McKee, Fishel and Ludwig.

ITEMS FOR THE NEXT AGENDA

Blight ordinance update, reevaluate building permit rates, Manager's reappointment, treasurer's position, insurance benefits for elected officials.

ADJOURNMENT

Moved by Scow, seconded by Roemer, to adjourn the meeting at 9:38 PM. All in favor. Hearing no objections, the motion carried.

Daniel G. Fishel Village President

Dawn M. Dodge Village Clerk

Sheriff's Report January, 2018

Village Patrol		Dec-17		Activity Report to Village of Roscom				
				Village Pa	trol Paid F	lours		
Mileage	= ""	312						
Hours	=	49						
Stops	=	13						
VW	=	13						
Citations	=	0						
				ļ	<u> </u>			
Criminal	= /	1						
Non Criminal	=	4		ļ	<u></u>			
Report Writing	ļ	1			ţ			
Accidents	=	1		ļ				
	ļ			Arrests	<u></u>			
Arrests	=	2		Probation '	******************			
				Warrant A	rest			
Contacts	=	276		ļ	<u>:</u>			
	*				<u>.</u>			
Prop. Check	=	61		<u> </u>	<u>:</u>			
Liquor Inspect		9		DETAILS	<u></u>			
	_			Village Me				
				Christmas	in the Villa	ge		
Complaints	<u></u>	ļ <u></u> .,			<u>.</u>			
Patrol- Assist Hig	igins EMS @	Riverfirest	Apts					
Dispatch- Drive o				<u> </u>	<u> </u>			
Dispatch- UDAA	(Unlawfully	Driving Awa	y and Auto	mobile)	<u>:</u>			
Dispatch- Non Tr				<u> </u>	<u>:</u>			
Dispatch- Suspic				<u>.</u>	<u> </u>	<u> </u>		
Dispatch- Probat					<u>.</u>			
Dispatch- Attem	ot B&E at So	quealy Clear	n Car Wash	Ť				
<u></u>				••••				
			i					
Type of Co	mplain	ts Hand	led		Arrests	S .		
Dispatch- VIN Ins	spection. Ha	art ford	•••••••••••		Possessio	n of Mariju	iana	
Dispatch- Assist	EMS. Secon	nd Chance A	cademy		Probation violation			
Dispatch- Non Tr	affic PDA			•••••••	Warrant A			
Dispatch- 911 Ha		nd Street		•••••				
Dispatch- Larcer	v from Vehi	cles- Lightho	ouse	•••••	(·····································		:	
Dispatch- ATL, S	herwood Dr	- 1		••••••••	{·····································	••••		
Dispatch- Report	of Pedestri	an hit by a V	ehicle, 18/	Tisdale	[······			
Patrol- ATL Pare	olee that fled	Probation/I	Parole Offic	ce	:	:		
Dispatch- Comba								
Dispatch- Deer o				••••••••••••••••••				
Dispatch- Assist				······				
Dispatch- Abnad				•••••	: :	•••••••••••••••••••••••••••••••••••••••		

Dec-17 Addition	onal \	/illage	Activity			
Hours		* pa				
24						
Criminal Comp	laints					
6		•				
Non Criminal C	Compla	ınts				
Traffic Stops		•••••				
22						
Verbal Warning	gs			•••••		
22						
Citations						
OWI Arrests						
0						
Other Arrests					_	
3						
Accidents					•••••	
1						
Assist EMS						
2						
Other Assignm	ents					
Curci Assignin						

ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY

BOARD MINUTES November 20, 2017

Members Present: Weiler, Schwalm, O'Brien, Rosczyk, Anderson, Weiss, Alden, Wilkerson, Jock

Excused: Doug

Absent: Spangler, Legg

Others Present: Mark Walling, Diane Love-Suvada and Erine Adams

Motion by John with support from Ron to accept the Secretary's report. All in favor, motion carried. Motion by Ron with support from Sue to approve the Treasurer's report. All in favor motion carried.

(Thru 11/17/17)	Treasurer's report	
Cash on Hand		\$232,661.62
Higgins Twp.		\$75,033.65
Interest 10/31/17		\$20.05
		\$307,715.32
Bills Approved Prior Mo	onth	
Ck #812 Mark Walling		\$740.00
Ck #813 MDA-Member	ship	\$200.00
Ck #814 Erine Adams-F	arm Market	\$400.00
Ck #815 Twin Oaks Lan	dscaping	\$600.00
Bills for Approval		
Ck #816 Village of Rosc	ommon	\$20.00
Ck #817 Mark Walling		\$460.00
	Ending Balance	\$305,295.32

CORRESPONDENCE & PUBLIC COMMENT - None

COMMITTEE REPORTS

Managers Report - The Village will be receiving grant money in 2020. \$220,000 from federal funds, the balance the Village will contribute to redo Division Street from the light by the Post Office to Robinson Creek. Total project \$275,000. We may want to consider what type of trail opportunities we may want to develop. John has had meetings with the engineering staff regarding the trail walk from the lighthouse to the river and the bridge across the river. It is a priority.

Tom suggested someone contact the Second Chance Academy to get help with the pulling the dead flowers. Mitch Kahn is the contact for Second Chance. The trustees have not been available. The old DHS building was approved for a drug and rehab center. NuCraft Metal was approved for an addition.

<u>Façade Grant</u> – McKee Storage still thinking of moving ahead, have him re-apply when he is ready to move forward.

Sidewalks and Streetscapes - Nothing new.

<u>Website</u> – Jim would like to do more when we do the annual report. He would like to add some pictures and narrative along with the report.

<u>Sawmill</u> – Diane Love-Suvada gave a report along with an estimated operating budget.

Farm market- Erine has all the data for past years. Marcie Dankert is interested in taking over the market.

OLD BUSINESS

<u>Report from Mark Walling -</u> If the DDA owned property there could be opportunity to have the state help us market the properties.

<u>Adams – new board member -</u> Mike Walker is interested in re-joining the DDA board. Motion by Ron to accept Second by Jim. Needs to be appointed and approved by the Village and sworn in.

<u>Lighthouse</u> – John reported in his manager's report the trail walkway from the Lighthouse to town is a priority with the County.

<u>Parking for 5th St. and Lake</u> - There is a follow up letter John planned on getting out. A letter has not been sent to Camp Westminster which could be why they have not responded. There is an opportunity for a back- up plan. Jim commented it is time to take it off the agenda. Todd brought it to us, the owners did not go to Todd. Ron agreed. By a show of hands the majority wishes to remove from the agenda

Iron Bell - Nothing new to report.

Economic Coordinator – The MEDC is beginning their formal RRC application review.

<u>Parking Stripping</u> – Will be done Spring 2018.

<u>Budget</u> — There was some discussion regarding the Sawmill budget. Phil suggested we commit to the Sawmill for \$25,000 for the first 6 months and budget for \$35,000 for the year. Motion by Phil to approve the budget as written budgeting \$35,000 for the Sawmill as stated above. Second by Ron. Discussion and questions asked included what is the likely hood as of July 1st grants will be awarded to the Sawmill. Sue asked who approved the health stipend. This was approved by the Sawmill board. Has there been an attempt to get funding from other counties? Is there an intention to wean off of the funds from the DDA? The DDA's tax revenue is being reduced and it is important moving forward we recognize this. Motion approved.

NEW BUSINESS

<u>Chamber Village Map –</u> A request was made from Cathy Boyle looking for funds to help develop a map to promote the Village. Several entities are looking for a map of the Village to promote business and keep it up to date. Phil will see if the print shop in West Branch could do a donation to print them. Someone else would have to be responsible to keep them updated though. There was a suggestion that the business members that belong to the Chamber would pay to be on the map.

<u>DDA Logo promotions</u> - Sue suggested the DDA purchase some window clings of the DDA logo to promote the DDA. Maybe give them to the recipients of a façade grant for example, to help the awareness of what the DDA does. Phil will follow up with Cathy to see what they paid for window clings.

Sawmill renew contract

FUTURE PROJECTS - Keep a running list so they are not forgotten

Trees at BC Pizza – May
Division Street trail – New item for 2020
AuSable Drugs Purchase
Garbage can advertising
Frontier building parking
Green's & Antiques – parking and open space/Downtown housing

Mike Walker expressed the importance of the DDA board showing more interest and energy to Rising Tide. The board members should each write a letter showing interest so that we don't lose potential funds. Mike will draft the letter and forward it. Cheboygan and West Branch are also trying for Rising Tide funds. Dan Lenard asked that another letter come from the Village specifically. Mike will create a letter that we all can forward as well. LIAISON REPORTS — Village nothing. Township asked about the current status of the property.

Chamber – Small business Saturday this coming Saturday. Rotatory funded the small business Saturday event.

Meeting Adjourned at 9:53. Motion by Jim. Support by Phil. All in favor.

DPW Report for December 2017 Council Meeting

- > I spent a lot of time working to learn/build the DPW budget.
- ➤ All water and sewer testing results have come back perfect. This is always something we take great pride in. We are continuing to devise a plan to create better water quality as well.
- ➤ Read water meters (Thanks to Gary for braving the subzero temps. to get this done).
- ➤ After doing a lot of monitoring of frost levels we decided it would be best to begin a let run.
- ➤ I have been spending a lot of time working with Fleis & Vandenbrink on the ICE Grant project to help keep things on track.
- > We spent a lot of time monitoring the chlorine levels and have made some big adjustments to try and improve the taste and smell of chlorine.
- ➤ We have been taking extra pride in the plowing of our streets and it is paying off as we have been hearing lots of positive comments.
- ➤ With all of the cold weather we have been working on getting our equipment cleaned up and maintenance done on it.

- ➤ I went to a supervisors meeting in West Branch. That meeting was great as it gave me a chance to meet the other Directors and Superintendents in the surrounding Communities.
- ➤ Have begun building a great relationship with the Director for the City of Grayling. This has been very helpful.
- My Family helped me get one of our plow trucks cleaned up and decorated for the Christmas in the Village parade. By doing this I did hear some great comments about the Village being involved more. Thank you for giving me this opportunity to positively promote the Village.
- ➤ There is much more being done that is just day to day operations.

As always please feel free to contact me with any concerns any of you may have. We are working hard to continue to serve our wonderful community and grow as a TEAM.

Together

Everyone

Achieves

More

Thank You Kindly,

Lance Cherven

DPW Director



702 Bake Street • P.O. Box 236 • Roscommon, Michigan 48653

Jelephone (989) 275–5743 • Fax (989) 275–5998

www.roscommonvillage.com

Building Inspection and Zoning Report for December, 2017 Jim Letts

12-05-2017

Footing inspection at 402 Southline Rd. Passed

12-06-2017

- Checked on work in progress at 111 Union St.
- Stopped by 402 Southline. The short walls had been formed and ready to pour.

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VILLAGE MANAGER'S REPORT

January 8, 2018

- 1. **BLIGHT ENFORCEMENT:** I have actively worked on two blight situations this past month. One is on Second Street, east of Lake Street, and the other is on Lake Street, south of Second Street. I have issued a written notice on the first and a verbal request on the second. There are three more that I will pursue this month, as well as following up on the first two.
- 2. **BUILDING PERMIT RATES:** Our acting inspector is currently away and upon his return, I will discuss our rates and issue a follow-up letter.
- 2. **MANAGER'S STATUS:** At the September, 2017 Council Meeting, a motion was passed to extend my contract to July 1, 2018. I have accepted this as a contract extension and plan on continuing as manager. The Council set forth a timetable for advertising and selecting a new manager. It is my intent to adhere to that schedule.
- 3. **LETTER OF INTEREST IN "MIXED-USE" PROPERTY:** A letter has been received from an area couple interested in purchasing property in our "mixed-use" park, south of the Davita Medical facility fronting on South Lake Street. I certainly wish to accommodate this couple; however, I believe it is imperative that we develop a plan of development for the remaining acreage before signing additional purchase agreements. This development plan must establish the number of remaining splits we have, remaining acreage, location, and easements for water, sewer, and streets on the property, as well as a scale drawing of the property disclosing this information along with other pertinent development essentials. I believe this can be done and still provide our interested parties a timely response. This will be addressed in the Master Plan Proposal under the second to the last item in New Business of your Agenda.

4. FOCUS FOR THE NEXT SIX MONTHS:

 Much is going on in the Village. Currently, the ICE Grant is a very significant project, and its scope and planning will soon be complete, as we soon will be turning to a bidding process.

- Also, a Parks and Recreation Plan is evolving, and it may, perhaps, involve a strengthening of the partnership with Higgins Township, as, together, we develop Parks and Recreation programs with RMRA.
- Our **DPW Staff** has been together less than four months, but already we can see great strides in its service and sense of strong teamwork being developed.
- Change is occurring in Village Administration as we are about to bid farewell
 to our treasurer, Shelly, who has led the way on refinancing our bonds for sewer
 and for water with good savings to the Village. We certainly wish her wish her
 well. Meanwhile, Lacey is bringing new ideas to her job, which I believe will
 serve the Village residents well.
- Yet, a major focus not only for the next six months, but for many months beyond will be becoming a Redevelopment Ready Community and making the investments necessary to achieve this great distinction.
- The last two action items on Monday's Agenda (new Village Master Plan and new Zoning Ordinance) are all about this very important process and will lay the cornerstones necessary for accomplishing the outlined goals. I trust that this will solidify the course of the Village on a path of achievement and success.

John



VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

VILLAGE COUNCIL MEETING DATES FOR 2018

DATE:

01/08/2018

Attached is the Roscommon Village Council meeting dates for 2018. All regular meetings are scheduled for the second Monday of each month at 7:00 p.m. in the council meeting room at 702 Lake St., Roscommon, MI. Additional meetings may be called as needed by the Village Council.

It is recommended that the Council approve a motion to adopt the Village of Roscommon meeting dates for 2018.

A roll call vote is needed.



702 Bake Street • P.O. Box 236 • Roscommon, Michigan 48653

Telephone (989) 275–5743 • Fax (989) 275–5998

www.roscommonvillage.com

ROSCOMMON VILLAGE COUNCIL 2018 MEETING DATES

The Roscommon Village Council holds regular business meetings on the second Monday of each month unless changed by the Village Council. All meetings are held at the Village Hall, 702 Lake Street, Roscommon, MI 48653 at 7:00PM.

The following are the meeting dates for 2018

January 8

July 9

February 12

August 13

. March 12

September 10

April 9

October 8

May 14

November 12

June 11

December 10

This notice is posted in compliance with PA 267 of 1976 as amended.

Dawn M. Dodge Village Clerk

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VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

HOLIDAY SCHEDULE

DATE:

01/08/2018

Attached is the Holiday Schedule for 2018. Adjustments to the schedule were made at the February 13, 2017 Village Council Meeting, with current dates for this year put into the 2018 schedule.

It is recommended that the Council approve a motion to adopt the Village of Roscommon Holiday Schedule for 2018.

A roll call vote is needed.



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2018 Holiday Schedule

The Roscommon Village Office will be closed for the following holidays:

Monday	January 1
Monday	January 15
Monday	February 19
Friday	March 30
Monday	May 28
Wednesday	July 4
Monday	September 3
Monday	November 12
Thursday	November 22
Friday	November 23
Monday	December 24
Tuesday	December 25
INTUVIOLE	Monday Monday Vonday Monday Monday Wednesday Monday Monday Monday Thursday Monday Monday

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VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: APPOINTMENTS TO THE DDA BOARD

DATE:

01/08/2018

The following appointments are recommended for the DDA positions that became vacant as of 12-31-2017. The new terms will go until 12-31-2021.

- Phil Weiler
- Roy Spangler

A motion is requested to make the above appointments.

DDA Board Members and Terms

Terms ending December 31, 2018

- Thomas O'Brien**
- Andrea Weiss
- Lonnie Wilkerson

Terms ending December 31, 2019

- Jim Anderson
- Sue Jock
- Tim Legg

Terms ending December 31, 2020

- Ron Alden
- Tammy Schwalm
- Doug Hodges

Terms ending December 31, 2021

- Phil Weiler
- Mike Walker
- Roy Spangler

VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

OFFICE LEASE TO SAWMILL

DATE:

01/08/2018

The Sawmill Rural Business Center (SRBC), a Michigan Nonprofit Corporation, has been leasing space from the Village since February 1, 2017. Their one year lease will expire on January 31, 2018. Per the attached agreement, I am asking for a one year extension to their rental agreement.

The lease, as approved last year, includes use of the three rooms on the right side of the building from the entrance to the larger training room directly behind the front two offices, at a monthly rate of \$150.

I am recommending a motion to approve a one year extension of the lease between the Village and SRBC (from February 1, 2018 to January 31, 2019), to be executed by the Village Manager and the SRBC Director.

A roll call vote is needed for approval.

VILLAGE OF ROSCOMMON HALL OFFICE LEASE

I. PARTIES

This Agreement is made between the *Village of Roscommon*, a Michigan municipal corporation whose address is 702 Lake Street, Roscommon, MI 48653 (VILLAGE), and SAWMILL RURAL BUSINESS CENTER (SRBC), a Michigan non-profit corporation, whose address is 702 Lake Street, Roscommon, MI 48653.

II. PREMISES; RECITALS

The VILLAGE owns fee title to real estate located in the Village of Roscommon, commonly referred to as the Village Hall, which has excess office space.

SRBC desires to use the excess office space for business development in the VILLAGE and elsewhere which includes approximately 950 square feet (3 rooms on the south side of the building, and the VILLAGE believes establishment of a business development center in this Building would benefit the public. Therefore, the VILLAGE, pursuant to The General Law Village Act, specifically MCL 67.4, and SRBC agree as follows.

III. BASIC AGREEMENT; TERM; RENT

For a term	of	1	(<u>) y</u> ea	ar(s), co	mmen	cing F	ble	cary!	<u> </u>	_, 2016,
		cary 3									
VILLAGE	leases	the office	space to	SRBC	for the	ne sole	purpose	of o	perating	a l	ousiness
developmer	nt cente	r.									

The office space shall remain open to the general public for all purposes consistent with the operation of a business development center.

In consideration of the non-profit public purpose of a business development center by SRBC, the VILLAGE will charge One Hundred Fifty and No/100 (\$150.00) Dollars per month for rent for the office space.

SRBC shall not sublet portions of the office space to other organizations absent written consent from the VILLAGE.

IV. BUILDING ALTERATIONS

SRBC shall not make any structural modifications or renovations to the office space absent written consent of the VILLAGE.

V. UTILITIES, TAXES, AND REPAIRS

SRBC shall be responsible for telephone and internet connections to the office space.

VI. INSURANCE; DAMAGE OR TOTAL DESTRUCTION OF THE PREMISES

At its expense, SRBC shall procure and keep in effect while this Lease is in force, public liability insurance naming the VILLAGE as an additional insured, in minimum amounts of \$1,000,000 dollars for injuries to one person. SRBC shall deliver copies of the insurance policy to the VILLAGE before commencement of this lease. This requirement may be met by including SRBC within the ambit of the VILLAGE'S existing insurance, upon such terms and conditions as SRBC and VILLAGE shall agree in writing. In any event, SRBC shall be responsible for obtaining its own insurance on any of its personal property located in the office space.

VII. ADDITIONAL VILLAGE COVENANTS

The VILLAGE agrees:

- A that it owns the leased office space and premises where the office space is located in fee simple, and that upon performance by SRBC of all conditions of this Lease, SRBC may quietly and peaceably enjoy the office space for the term (and any renewals thereof) of this Lease.
- B. to furnish other standard municipal services such as maintenance of water and sewer lines and police and fire protection at no cost to SRBC.

VIII. ADDITIONAL SRBC COVENANTS

SRBC agrees:

- A. to accept the office space "as is".
- B. not to make structural alterations or additions to the office space without the prior written consent of the VILLAGE.
- C. to keep the office space free of liens arising out of services performed or materials furnished for the office space, and to keep the office space unencumbered by mortgage debt.
- D. to promptly notify the VILLAGE of any damage to the office space, and of injuries to persons or damage to property allegedly resulting from defects in the office space.
- E. to maintain the office space in good condition, at its expense.

IX. RIGHT OF ENTRY; SUMMARY REPOSSESSION

A. If SRBC breaches any of its obligations under this Agreement, the VILLAGE must give

SRBC written notice of the breach, and SRBC shall have thirty (30) days after notice to cure the breach. If SRBC does not cure the breach, the VILLAGE or its agents have the right to enter and repossess the office space and remove SRBC, either by summary proceedings to recover possession or other lawful means, without prejudice to any additional remedy at law or equity which the VILLAGE may possess.

B. In the event the office space is abandoned by SRBC, the VILLAGE has the right, after the notice specified in Paragraph A, to enter without resort to legal proceedings, either by force or otherwise, without being liable for any damages therefor, and to relet the office space upon such terms and conditions as the VILLAGE can obtain, without prejudice to any additional remedy at law or equity which the VILLAGE may possess.

X. WAIVER OF SUBROGATION

The VILLAGE and SRBC hereby waive all rights of recovery, claims, or causes of action, against each other, their agents, officers, and employees for any loss or damage that may occur to the office space by reason of fire, the elements, or any other cause which could be insured against under the terms of standard fire and extended coverage insurance policies, regardless of the cause of origin, including negligence of the parties, their agents, officers, and employees, to the extent such waiver is permitted by the applicable insurance policies.

XI. RENEWAL; AMENDMENTS: TERMINATION

- B. Any amendments to this Agreement must be evidenced by a separate written instrument, properly executed and authorized by both the VILLAGE and SRBC.
- C. Either party may terminate this Agreement for breach. The terminating party must first give the other written notice of the breach, and the breaching party shall have thirty (30) days after notice to cure the breach.
- D. Upon termination of this Lease by non-renewal, mutual consent, for a breach of a condition of this Agreement, the office space, including any structural additions and leasehold improvements, remains the property of the VILLAGE. Personal property, including all artwork, non-attached display cabinetry, furniture, and movable equipment located on the office space, remains the property of SRBC.

XII. MISCELLANEOUS COVENANTS

A. All notices given under this Agreement shall be mailed to the parties at the addresses specified in the Article I of this Agreement, unless a written directive from the party changing its address is mailed to the other party at least ten (10) days prior to the date on which notice is required. The postmark determines the date on which notice has been

- given, notwithstanding that the addressee may actually receive the notice at a later date or not at all.
- B. This Agreement shall be construed in all respects according to the laws of the State of Michigan.
- C. This Agreement shall be binding on the parties, their successors and assigns.

XIII. AUTHORITY TO EXECUTE

By affixing their signatures below, the named officials aver that they have authority to execute this Agreement on behalf of their respective entities.

VILLAGE OF ROSCOMMON

Dated:	
Dated: 7/26/17	By: Dan Fishel Its: President By: Dawn Dodge Its: Clerk
Dated: 2(1/17	SAWMILL RURAL BUSINESS CENTER Law Cold - Lewarda By: Diane Love-Suvada Its: Director
Dated:	By: Greg Gaylor, III Its: Director



VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

RESOLUTION FOR RRC ACTION PLAN

DATE:

01/08/2018

With the assistance of the MEDC, the Village of Roscommon is engaged in a Redevelopment Ready Communities Certification Program, which will help the Village of Roscommon in its quest for a better community for its residents, as well as its businesses. A Resolution to authorize the plan is attached.

I am requesting a motion to approve the Resolution authorizing the implementation of the recommendations necessary to receive RRC Certification from the MEDC.

A roll call vote is necessary for approval.

RESOLUTION AUTHORIZING THE IMPLEMENTATION OF RECOMMENDATIONS NECESSARY TO RECEIVE REDEVELOPMENT READY COMMUNITIES CERTIFICATION FROM THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)

WHEREAS,	Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the Village's redevelopment practices as reported in the Redevelopment Ready Communities Community Assessment Report and Evaluation of Findings, dated January 5, 2018; and
WHEREAS,	the MEDC has developed a program for certifying Redevelopment Ready Communities, and the Village of Roscommon desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and
WHEREAS,	the Village of Roscommon is preparing to update its Master Plan and will utilize recommendations and technical assistance to ensure that development readiness is appropriately addressed in that document; and
WHEREAS,	the program includes evaluating the strong partnerships with the Village Council and its boards and committees related to development, including the Village Planning Commission, the Zoning Board of Appeals, and the Downtown Development Authority; and
WHEREAS,	after review of the Redevelopment Ready Community Assessment Report, the Village of Roscommon is willing to complete the tasks as outlined, which will Involve interaction with the aforementioned Village boards and committees; and
WHEREAS,	certain recommendations have and will be made by the MEDC that are required in order for the Village to attain Redevelopment Ready Communities Certification; and
THEREFORE, I	BE IT RESOLVED, that the Village of Roscommon, through its Village Council, authorizes the implementation of recommendations made by the MEDC that are necessary to receive Redevelopment Ready Communities Certification from MEDC.
I hereby certify regular meeting	that the above Resolution was adopted by the Village Council of Roscommon at its held on January 8, 2018, in the Village Hall at 702 Lake Street, Roscommon, MI.
Daniel G. Fishe	I, Village President Dawn M. Dodge, Village Clerk
Motion by:	Seconded by:
Ayes:	
Abcont:	



Memorandum

TO:

Village of Roscommon, Village Council

FROM:

Pablo Majano, MEDC Redevelopment Ready Communities Planner

DATE:

January 5, 2018

RE:

Redevelopment Ready Communities® Baseline Report

I am pleased to present the Village of Roscommon with a Redevelopment Ready Communities (RRC) Baseline Report. This report assesses Roscommon's development-related practices and identifies areas that can be improved to better prepare the village to attract business and talent. The Village of Village of Roscommon evaluation snapshot shows that the village has completed 29% of the RRC best practice criteria and is in the process of completing another 71%.

The six RRC best practices consist of 41 objective measurable criteria. Green indicates the best practice has been satisfied, yellow means it is close to being administered and red means it is missing. As you read through the report you will notice that Village of Roscommon demonstrates that public participation efforts go beyond the basic methods, however, it is our recommendation that the village develop a public participation strategy that defines outreach techniques and how the success of these techniques will be evaluated. A formalized public engagement strategy will ensure resources are prioritized and any village staff member can successfully reach out to the public. Roscommon does a good job identifying redevelopment sites, gathering basic information and developing a vision for each site. In order to align with best practice 5 it is our recommendation that the village identify potential resources and incentives for sites, assemble a complete property information package and actively market the packed site on the village website.

To fully align with the RRC best practices, some items that need to be addressed are adopting a master plan that meets the RRC best practices, updating the zoning ordinance to correlate the updated master plan, consider form-based code, outline expectations and post desired skill sets for each developmentrelated board/commission, leverage partnerships to develop an economic strategy and a marketing strategy.

It is important to remember that the Village of Village of Roscommon is not alone. Throughout the report, a series of stakeholders are identified. While this is not an all-inclusive list of stakeholders, it will help the village in identifying potential partnerships. Following your review of the baseline report, the village council has 30 days to pass a second resolution indicating the village's intent to work toward meeting the RRC best practice criteria.

In closing, I would like to reiterate that RRC is a no cost technical assistance program, and technical assistance match funding becomes available to communities who have received the baseline report, passed a resolution to move forward in the RRC program and has completed the first quarterly progress report. I look forward to working with you, your community and village staff throughout the process to help the Village of Roscommon achieve RRC certification!

Sincerely,

Pablo Majano



RRC Baseline Report

Village of Roscommon

December 2017

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

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Executive summary

Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC Program, communities must complete the RRC Self-Evaluation, send at least one representative to the best practice trainings, and pass a resolution of intent, outlining the value the community sees in participating in the program. Representatives from Roscommon's village staff attended trainings in March 2017 and submitted the village's self-evaluation in May 2017. In June 2017, Village Council passed a resolution of intent to participate in the program.

Through participation in the RRC certification process, Village of Roscommon will have the opportunity to strengthen its collaborative efforts with local partners and have the potential to both support existing talent and attract new talent. Continuing to strengthen local partnerships with the planning commission, Sawmill Rural Business Center, Chamber of Commerce, Downtown Development Authority, residents, local officials, and business owners can help the village share the workload to complete the RRC best practices. Developed by experts in the public and private sector, the RRC best practices are

the standard to achieve certification, designed to create a predictable experience for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification.

In order to reach certification, the village will need to continue its proactive efforts in planning and zoning and work on keeping an updated website and strengthening its public outreach efforts. Roscommon's last update to the master plan was in 2010 and the plan will need to be updated to ensure the village is in compliance with Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008. Conducting an annual master plan review and developing a timeline to implement key objectives will help ensure the community vision stays on course. As the master plan is being updated it will be important to the village to identify future zoning amendment recommendations to implement the vision for Roscommon. The development of a public participation plan will ensure that process of engagement and feedback is consistent throughout the village.

The RRC process is designed to help communities build capacity and establish a different way of doing business; completing the best practices as a collaborative community effort aligns with the ideals of being a redevelopment ready community. Ultimately, RRC is built on the idea that community development is a collaborative effort and is only successful when multiple stakeholders come to the table.

Methodology

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team's research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community's development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community's governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community's degree of attainment for each best practice criteria is visually represented in this report by the following:

Green indicates the best practice component is currently being met by the community.
Yellow indicates some of the best practice component may be in place, but additional action is required.
Red indicates the best practice component is not present or significantly outdated.

This baseline report represents the community's current status in meeting all the redevelopment ready processes and practices. This report establishes a foundation for the community's progress as it moves forward in the program. All questions should be directed to the RRC team at RRC@michigan.org.



Evaluation snapshot

		oscommon has comp es° criteria and is in				
1.1.1	1.1.2	1.1.3 (N/A)	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.1.9	3.2.1	3.2.2	4.1.1	4.1.2
4.2,1	4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.1.3
5.1.4	7, 5.1.5	5.1.6	6,1,1	6.1.2	6.2.1	6.2.2

Best practice findings

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the village in achieving its stated goals. Local plans can provide key stakeholders with a roadmap for navigating the redevelopment process in the context of market realities and community goals.

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. Village of Roscommon's existing master plan was last adopted on February 22, 2010, and has not undergone a formal review or update since that time. The village is currently in the process of updating the plan with hopes of completing it by spring 2019.

Master plans project how cities, townships or villages are shaped based on public input. Over the years, as populations grow, infrastructure needs change, the way people live, move around and new technology shapes policies such as transportation laws, building codes, building design and street layout. It is important for local municipal governments such as Village of Roscommon to keep up with those changes.

In order to meet the RRC best practices, Roscommon will need to update the plan to reflect today's realities and tomorrow's needs. The updated plan should also include additional components called for in the RRC best practices including an implementation table with goals, actions and timelines, complete streets concepts as found in the DDA tax increment finance plan, and a more detailed focus on redevelopment areas and strategies. The master plan update process presents a perfect opportunity to work with the DDA and community to look at identified sites by the DDA and focus in on a redevelopment area priority list.

Once updated, the plan should be reviewed on an annual basis. Roscommon may use the existing matrix

table available in Chapter 7 of the master plan in which the community has reviewed elements of the master plan. The matrix provides a section on what needs to be reviewed, what recommended changes the community have and a section for recommended changes. This table has the opportunity to be revamped and used annually to review the implementation section of the master plan to help the community and its partners make measurable progress on the goals and objectives identified in Chapter 5.

The existing plan did a good job of seeking input from the public. The two surveys administered in 2007 and 2009 provide valuable feedback as to what the residents of Roscommon value as a priority. While developing the new master plan, the village should consider initiating a new survey and comparing priorities to have a strong background on how the village should prioritize its planning for the future and what next steps the village needs to take. As the master plan has already indicated, the document is used as a guide to shape the future of Roscommon, which is why it is important for Roscommon to have a zoning plan. Zoning is law, and with so much great feedback from the community, a list of recommended zoning changes as to how Roscommon will accommodate priority items is essential.

The downtown plan for Village of Roscommon can be found in the "Amended and Restated Development Plan" and "Tax Increment Financing Plan" adopted by council. Alignment of the downtown plan with the CIP will help to ensure that the infrastructure will be in place to allow for future economic development opportunities. This will also support downtown revitalization. The plan provides great information such as:

- Roscommon's DDA map and legal description
- Roscommon's DDA accomplishments
- Roscommon Proposed Projects And Costs
- Tax increment financing plan
- Existing infrastructure and proposed

The DDA plan also provides illustrations of proposed projects, alongside the estimated costs and time frames. As an added benefit to the matrix table dates or times can be added to near term, short term and midterm as found in the text of page 8 of the DDA plan. When updating the



Best Practice 1.1—The plans continued

master plan it will be important to align the information found in the DDA plan which includes language on design guidelines, shared parking agreements, marketing strategy, complete streets and downtown living.

The village should work to emphasize a strong connection from the master plan to the capital

improvements plan (CIP) and downtown plan. A comprehensive CIP is an essential tool for the planning and development of the physical and economic wellbeing of a community. Ensuring the CIP aligns with the master plan and downtown plan is another critical piece for the village's future while meeting the RRC best practices.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.1.1	The governing body has adopted a master plan in the past five years.	☐ Adopt a current master plan which meets the RRC best practices	16 months
1.1.2	The governing body has adopted a downtown plan.	✓ ·	
1.1.3	The governing body has adopted a corridor plan.	N/A	
1.1.4	The governing body has adopted a capital improvements plan.	☐ Coordinate the CIP with the updated master plan☐ Post the CIP online	16 months

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

Village of Roscommon has met the basic engagement practices required for Michigan communities by following the open meetings act, sending postcard notifications, and posting required notifications in fliers and newspapers. The village also maintains an active social media presence on Facebook. Proactive methods used include individual mailings, community workshops and use of surveys. While more can always be done to engage citizens, the village has a history of going above the basic requirements. While the village updates the master plan, the village should track successful efforts that are made to reach as many residents and stakeholders as possible. For instance, Chapter 4: Community Input, of the master plan indicates that Village of Roscommon administered two surveys to seek input from the public on how Roscommon can be improved. Another process mentioned in the DDA plan is located on page 8 is the community vision session.

In order to help identify which methods may be the best fit for the village going forward and also to ensure the village is making the most effective use of limited resources, a public participation strategy should be created. This document would establish goals and identify stakeholders, identify methods of engagement, formally indicate how the village will share results of engagement activities and establish a method to track the effectiveness of methods so adjustments can be made. RRC provides a guide on how to create this strategy document and can also provide examples from other communities.

Given that the master plan will undergo a new update, Village of Roscommon has the perfect opportunity to work with key stakeholders such as;

- Village council
- · Village manager
- · Zoning commission
- Planning commission
- · DDA
- Chamber of Commerce
- · Non-profit entities
- · Neighboring municipalities
- · Local residents
- Business owners

While this list is not all-inclusive, all stakeholders, which can be identified in the public participation plan, should have a say and assistance in shaping the future of Roscommon.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.2.1	The community has a public participation plan for engaging a diverse set of community stakeholders.	☐ Develop a public participation plan that defines outreach strategies and how the success of these strategies will be evaluated	8 months
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
		☐ Create a method to track success of various outreach methods	
1.2.3	The community shares outcomes of public participation processes.	 Once the tracking method has been completed, share results in a consistent and transparent manner 	8 months

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the village's zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. As the legal framework for helping a community meet the goals of their master plan, the ordinance should include several key provisions in order to meet the RRC best practices including placemaking (mixed-use development, historical preservation, etc.), housing diversity, parking, non-motorized transportation, and sustainable infrastructure. The village's ordinance has several of these components in place but will require some updates in order to fully meet the RRC best practices.

Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions. Village of Roscommon is currently operating under a zoning ordinance that became effective in 2002, and according to the self-evaluation, last amended on June 24, 2013, to allow for outdoor seating in concentrated areas of development. The self-evaluation has identified no alignment of the master plan vision and zoning regulations, the village will need to fully evaluate the code after the master plan update to ensure alignment. As mentioned earlier, zoning is regulatory and an updated master plan with a true community supported vision provides a great foundation to lay out regulations to shape the village of Roscommon.

Village of Roscommon has two zoning districts identified for concentrated areas of development. The Downtown Commercial District, (C-1, Commercial "1" District) and Mixed Development District (MDH) that stretches from South line street, through the village's core downtown and ends on North Sixth Street. The C-1 district allows the following permitted uses by right:

- Professional and administrative offices and services
- Banks and other financial institutions
- Personal service business
- Commercial retail facilities

Under the same zoning district and beneath special uses permitted, Roscommon has a category titled

accessory uses, in which living units are allowed on the second story of a building. The MDH district uses the C-1 language to determine uses permitted by right. Per Section 3 definitions of the zoning ordinance, an accessory use is any use customarily incidental to the main use of the premises. If the intent is to allow residential above a commercial use, this use should be placed in the uses permitted by right per the zoning district.

The zoning code states that there are no minimum setback requirements in the C-1 district, which allows for a build-to-line development. In the MDH district, the front yard setback shall conform to a line equal to the setback of the majority of principal structures along the block face of the lot. When reviewing the master plan and reviewing existing land uses and determining future land use, Roscommon should look into the MDH district from a concentrated area of development perspective and consider amending the zoning ordinance to regulate build-to line development in the MDH district to accommodate placemaking elements and user-friendliness.

To help improve on being more pedestrian friendly the cillage should include development standards that improve non-motorized transportation. This could be traffic calming practices, pedestrian scale lighting requirements or public realm standards to improve walkability. This would also be the perfect opportunity to determine if form-base code elements can be included. The village's ordinance allows numerous types of housing such as cluster housing live/work units, and attached single-family units.

For flexible tools, the village meets the intent through clear special land use procedures under section 10 of the zoning ordinance. Per the self-evaluation new-economy-type business are considered on a per project basis in the site-review basis. Looking at the uses allowed in the C-1 district the zoning ordinance states, "When determining what facilities fall into the above listed categories, the decision of the planning commission shall prevail"

In order to not deter a potential business idea or developer from interpreting the code, it will be important to include a more detailed list of uses permitted or requiring special use in commercial or industrial



Best Practice 2.1—Zoning regulations continued

districts. The use permitted should also match the offstreet parking requirements list. This list could include the following items:

- Commerce
- Sales
- Medical
- · Research
- · Film
- · Indoor recreation
- · Breweries/distilleries
- · Catering services
- · Arts and craft studios

It is important to be aware of the environment and character of Roscommon as the village continues to develop. In regard to green infrastructure standards, Roscommon is very close to meeting the intent by providing a section in the zoning ordinance called buffer yard criteria which encourages environmental preservation. The same environmental preservation can be seen on site plan review standards for the planning commission under environment review. Green standards will help preserve the unique environmental amenities that the village provides. The purpose of the buffer yard criteria is to provide a flexible method of protecting various uses permitted in the zoning ordinance from adverse impacts associated with adjacent uses. The village should also consider adopting provisions to support historic preservation in the downtown.

The village should also consider adopting the following standards to minimize adverse impacts associated with adjacent uses:

- Rain gardens, bioswales and other treatment techniques
- · Green roofs
- Pervious pavement
- Landscaping that encourages or requires use of native, non-invasive species
- Preservation of existing trees

While looking into green infrastructure standards Roscommon should also expand on Section 5. Buffer yard criteria of the zoning ordinance and look into the benefits of street trees and parking lot landscaping to mitigate the impacts of heat island effects. This could be an opportunity to encourage the use of native non-invasive species landscaping when determining what types of plant materials are required for the buffer yard criteria.

Off-street parking requirements are not applied in C-1 district. The ordinance notes the C-1 district is designed to accommodate a traditional downtown area with on-street parking and centrally located off-street parking. While Roscommon has met the intent of this best practice the village could consider other forms of parking flexibility standards that would allow developers or small business owners in other commercial districts to meet parking regulations such as parking waivers, bicycle parking or payment in lieu of parking.

The current zoning ordinance is easily accessible online to the public. While the ordinance is available online, it is not formatted for ease of use. Roscommon should consider making the ordinance "web-friendly" by making words searchable and linking the table of content to zoning classifications. Another way to make the zoning ordinance user-friendly is to add a matrix table which includes zoning classifications that clearly indicates what uses are permitted by right or require special use approval in commercial, residential and planned unit development districts.

Best Practice 2.1—Zoning regulations continued

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline	
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	☐ Update the zoning ordinance to correlate the updated master plan	14 months	
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	 □ Adopt provisions to support historic preservation in the downtown □ Look into considering form-based code □ Review zoning code to allow mixed-use by right in designated area of concentrated development 	14 months	
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	☐ Adopt a more detailed list of uses permitted	14 months	
2.1.4	The zoning ordinance allows for a variety of housing options.	✓		
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	☐ Adopt provisions in the ordinance to support non-motorized transportation and pedestrian- safety options	14 months	
2.1.6	The zoning ordinance includes flexible parking standards.	✓		
2.1.7	The zoning ordinance includes standards for green infrastructure.	 ☐ Include regulation for green infrastructure as stated in the report ☐ Include language or standards on benefits of street tress and parking lot landscaping to mitigate the impacts of heat island effects 	14 months	
2.1.8	The zoning ordinance is user-friendly.	☐ Fix broken links to the zoning ordinance ☐ Correct formatting errors in the ordinance PDF file	14 months	

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the village's development review policies and procedures, project tracking and internal/external communications. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed.

Roscommon's site plan review process can be found in Section 11 of the zoning ordinance. The village's self-evaluation indicates that all site plans requiring special use permit must be approved by the planning commission. A site plan review is also required before the commission if the site plan meets one of the conditions:

- The proposed project will have more than four dwelling units
- The proposed project is commercial or industrial
- The project will require 50 or more parking spaces as determined by the off-street parking requirements in Section 6
- The project is larger than five acres and involves a use other than a single family residence
- The proposed project has indicated the need for a site plan review based on the answers to the "Wellhead Protection Site Plan Review Questionnaire."

If a zoning application requires a site plan review by the planning commission, an application must be received by the zoning administrator fifteen (15) days before the date of the planning commission public meeting. A site plan review application requires a fee to be submitted along with at least four copies of the site plan. Roscommon has representatives from the zoning administrator, public works director, Wellhead protection coordinator and Higgins Township or their designees to review the plan and comment on it. The zoning administrator is also given the task to submit a site plan for review to any other department of the village or county government that he or she believes would have an interest in the project. All comments are recorded and sent the planning commission for their review.

For planning commission approval, the ordinance lays out a fairly clear process for permitted and special uses. A site plan for a permitted use does not require a public hearing unless any party submits a written request to the zoning administrator prior to the planning commission meeting at which the site plan is to be considered. For a special use permit, a public hearing is required. One notice of a public hearing is published in a newspaper and sent by first class mail or personal delivery to owners of property for which approval is being considered to all persons whom real property is assessed within 300 feet of the boundary of the property in question and to all occupants of a structure within 300 feet. In order ensure a clear process of approval, a simple flowchart with timelines to visually show the development process should be created.

As indicated on the self-evaluation the community does not define and offer a conceptual site plan review for applications. This would be an effective tool to offer in order to ensure a complete package is submitted to the planning commission and the applicant fully understands the approval process. Significant public opposition or concerns can slow down the review and approval of a project and ultimately cost the developer time and money. Often, public concern arises out of limited or incorrect understanding of a project. By soliciting public input early in the process, well before required public meetings and planning commission reviews, neighboring residents, business owners and interested stakeholders can make concerns known to the developer, potentially preventing or minimizing disputes before they become an obstacle. Holding a conceptual site plan review meeting and encouraging applicants to meet with relevant stakeholders can help clear any confusion on a project.

To simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting development climate, sound internal procedures need to be in place and followed. This includes an internal staff review policy that articulates roles, responsibilities and timelines. This documentation ensures process consistency regardless of staff turnover or other situations in which various village staff must step in and complete an action in the process. The village should document internal review procedures to ensure all involved understand roles and responsibilities and the process remains consistent for applicants.

Best Practice 3.1—Development review policy and procedures continued

The village currently keeps track development projects through progress reviews and inspection. It is unclear as to how staff receives feedback on the site plan approval, permitting, and inspection process. The feedback should be reviewed by the site review team and planning commission to identify potential improvements to the process.

Based on the information obtained during this evaluation, this report recommends the following to help the village reach RRC certification:

 Outline pre-development meetings with staff and create a checklist of expectations to help ensure these meetings are as productive as possible for both village staff and the developer.

- Create a policy to guide the internal review process steps and expectations.
- Create or provide a feedback mechanism to gather input from developers after they go through the process.
- Create simple flowcharts with timelines to visually show the development processes.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓	
3.1.2	The community has a qualified intake professional.	✓	
3.1.3	The community defines and offers conceptual site plan review meetings for applicants.	☐ Create a checklist of expectations for pre- development meetings with village staff	6 months
3.1.4	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	☐ As part of the public participation strategy, identify tools and a process for how developers could conduct early stakeholder outreach	8 months
3.1.5	The appropriate departments engage in joint site plan reviews.	✓	
3.1.6	The community has a clearly documented internal staff review policy.	☐ Establish a policy to govern the internal review process including roles, timelines and expectations	6 months
3.1.7	The community promptly acts on development requests.	☐ Create flowcharts to visually show the various development review processes	8 months
3.1.8	The community has a method to track development projects.	✓	
3.1.9	The community annually reviews the successes and challenges with the site plan review and approval procedures.	 □ Provide additional information to your RRC planner on the how Roscommon receives feedback from applicants □ Review feedback at least annually 	8 months

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community's development information. A guide to development is another tool a community can use to help attract investment dollars. Having a guide allows residents and developers the opportunity to clearly understand the village's development processes and recognize the type of development wanted in the community.

A guide to development can help with transparency and efficiency by including items that illage of Roscommon already has available. Documents that should be made available online include the application for development plan review, quick links to important zoning ordinance language, building permit applications, and the fee schedule. Other information such as contact information, department responsibilities and development plan review, relevant meeting schedules, flow charts, special meeting procedures, financial assistance tools, variance and rezoning request procedures should also be made available.

It is essential that these documents are updated regularly. These documents should be interconnected and when the remaining missing documents are developed, they should be added to the website. The guide should be easy to follow and give a clear indication of the village's development review process.

Currently, Village of Roscommon has a web page dedicated to building and zoning in which you can find:

- · Zoning administrator responsibilities
- · Builder permit application

- · Demolition permit
- · Zoning permit and sign permit
- Driveway approach permit
- · Mechanical, plumbing and electrical permits
- Master plan, zoning ordinance, zoning map and recreation plan

Items that should be added include:

- Pre-conceptual meeting procedures once created
- Easy-to-follow step-by-step flowcharts of development processes, including timelines once created.
- Links to relevant ordinance sections to review prior to submission of a site plan

It is difficult to find where Roscommon's fee schedule is online unless you click on the building permit tab or planning commission board tab. If a potential applicant is seeking costs for planning commission review, permits and zoning information it should all be located in one spot, such as the building and zoning webpage. It is important that developers understand review and permitting costs at the start of the process, so there are no surprises later. According to the Roscommon website credit cards purchase will be soon available, providing a convenient payment method for applicants. The village should review the fee on an annual basis In order to ensure that fees and costs are fair to applicants an annual review should continually be conducted.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.2.1	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	 □ Include documents, policies and charts as they become available per the baseline report on 3.2 □ Make fee schedule easily accessible 	16 months
3.2.2	The community annually reviews the fee schedule.	☐ Accept credit card payment for fees	3 months

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise village leaders on key policy decisions. Having a clear process in place for recruitment and onboarding of appointed officials can help the village recruit the best candidates for each position, thus making the village's planning and development processes more predictable and efficient.

To attract the best candidates, a community will need to have a clear recruitment process that includes online applications and a clear explanation of desired skill sets and expectations for members. Currently, boards have a dedicated webpage online with a clear explanation of what the commissions do and who the current members are.

By offering applications online and publishing desired skill sets and expectations of board members online, this helps interested candidates identify which board(s) they may be interested in serving on based on their background and available time commitment. For example, the planning commission would benefit from members who have backgrounds in architecture,

urban planning, real estate, civil engineering, etc. While these shouldn't be hard-and-fast rules, they should provide guidance in the appointment process. Setting expectations for meeting attendance, training, and other items can also help interested individuals figure out if they can commit the time needed to do the job correctly. To meet this best practice, the village should establish skill sets/expectations for at least development-related bodies such as the planning commission, downtown development authority, and zoning board of appeals.

Once the village has filled a position, it will need to ensure that individual is prepared for their new duties. This can be achieved through an orientation packet. Roscommon provides orientation packets that include council/commission rules and procedures and references to the village law handbook. Additional information should be included such as:

- Meeting schedules
- Applicable plans and ordinances
- · Key village contacts
- By-laws

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.1.1	The community sets expectations for board and commission positions.	☐ Establish desired skillsets and expectations for development-related boards and commissions	8 months
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	☐ Include additional orientation packet information relevant to boards and commissions	8 months

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues which increases predictability for the development process overall. An effective training program includes four components: financial resources to support training, a plan to identify priority topics and track attendance, consistent encouragement to attend trainings and sharing of information between boards and commissions to maximize the return on investment for the community.

The village's self-evaluation indicates that the village budget funds training for staff and elected officials. In order to reach certification, more detail will be needed for this criteria, but it's clear the intent is there. The next component, a plan which identifies priority trainings and tracks attendance, is unclear for Roscommon. It should be clarified how Roscommon keeps track of which official has attended a certain training. However, despite the lack of a training plan village staff does identify trainings and occasionally encourage officials to attend trainings associated with the Michigan Municipal League and emailing commission members training opportunities.

The village can also find many training opportunities

through the Michigan Association of Planning, American Planning Association, Michigan Municipal League, as well as visiting the MEDC Community Development website (www.miplace.org). A valuable resource the village has is its website and social media. Bi-weekly announcements of available trainings can be posted to get members and potential future members more involved.

The final component, information sharing, goes beyond training alone and calls for the community to share information on each board's activities in addition to information learned at trainings. The village indicates on its self-evaluation that some information sharing does happen via email, personal contact, and board and commission minutes, but no formal process is in place. RRC best practices recommend that the village establish a joint annual meeting between the village council, DDA and planning commission as the foundation of information sharing. This could also be a great opportunity for joint training. The planning commission should also prepare an annual report (as required under the Michigan Planning Enabling Act), in order to ensure all ideas and opportunities for improvement are being discussed and possibly implemented. Finally, time should be made on agendas for training attendees to share what they learned with those who weren't at trainings.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.2.1	The community has a dedicated source of funding for training.	☐ Provide additional information to your RRC planner on the how Roscommon budgets funds for training	5 months
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	 □ Prepare a training plan for development-related boards and commissions □ Create a system to track attendance at training events 	6 months
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	Establish a process to encourage training on a regular basis	6 months
4.2.4	The community shares information between the governing body, boards, commissions and staff.	☐ Hold an annual joint meeting to discuss development and planning issues in the village☐ Publish a planning commission annual report	6 months

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments and should be targeted in areas that can catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities* identify priority sites and prepare information to assist developers in finding opportunities that match the village's vision.

Several redevelopment areas are identified within the DDA, which is being actively promoted through Village of Roscommon Downtown Development Authority website. Once on the webpage, one has the ability to click on any of the sites that are being actively marketed and there is some basic information available on each site. Basic information includes:

- Location
- · Photo of site
- · Building size
- · Lot size
- · Potential use
- Owner contact information

In order to be more consistent, the same basic information should flow throughout all sites being actively marketed on the Roscommon DDA webpage. The links for additional information, should also go to the actual site available as well. It would be to the benefit of Roscommon to add information such as what utilities are available on site, and what zoning district the site is located in. The more information is given on one location the better, to give the potential developer or buyer necessary information to research.

The village and DDA should consider working collaboratively to identify at least one downtown site that should be developed into a complete property information package (PIP) which includes an expanded list of more technical items (as applicable) such as environmental conditions, traffic studies, etc. Finally, once a completed property package has been developed the site should be actively marketed via the village and its economic development partners. RRC can also provide examples of a complete property information package for Roscommon to review.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
5.1.1	The community identifies redevelopment sites.	✓	
5.1.2	The community gathers basic information for prioritized redevelopment sites.	✓	
5.1.3	The community has developed a vision for each redevelopment site.	✓ ·	
5.1.4	The community identifies potential resources and incentives for prioritized redevelopment sites.	☐ Information to be included in property information package	10 months
5.1.5	A property information package for the prioritized redevelopment site(s) is assembled.	☐ Package a site to include information in best practice evaluation criteria 5.1.5	10 months
5.1.6	At least three redevelopment sites are actively marketed	☐ Market the packaged site on the village website	10 months

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities. As indicated in the self-evaluation, Roscommon does not currently have a formal economic development strategy.

In order to reach certification, the village should include a detailed economic development section in the updated master plan or create a standalone strategy. This strategy should include an analysis of the village's strengths and challenges and specific recommendations for addressing those strengths and challenges along with goals, actions, timelines and responsible parties. When creating this strategy, the village should be sure to align

with other regional economic development strategies and Roscommon's capital improvements plan. This is the perfect opportunity to work with regional and local stakeholders such as:

- Sawmill Rural Business Center
- · DDA
- · Planning commission
- Chamber
- · Village staff
- · Neighboring municipalities
- Northeast Michigan Council of Governments

Once a formal strategy has been developed, it should be reviewed on an annual basis to ensure it remains relevant and adaptable to changing circumstances.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.1.1	The community has approved an economic development strategy.	☐ Develop an economic development strategy	12 months
6.1.2	The community annually reviews the economic development strategy.	☐ Establish a process to annually review the strategy	12 months

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Marketing and branding is an essential tool in promotion of a community's assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

Through reading online Roscommon documents and exploring the village online, and via social media it is clear the village has developed strong stakeholder partnerships. Using the 2014 downtown market strategy and working closely with local stakeholders the village should develop a formal brand (not required for certification) and accompanying marketing strategy for the village as a whole. The brand should elicit an immediate connection to the village and be consistently used on all village materials, including the website.

The marketing strategy should lay out the messages and avenues the village will use to attract businesses, consumers and real estate investment. The strategy should be sure to include the village's key partners in efforts to spread the word about Roscommon.

A key component of getting the word out about the opportunity in Roscommon is to ensure the village's website is up-to-date with key information, especially information on planning and development. Currently, the village has some information available, more remains to be done. In many cases, the information that will need to be updated hasn't been created yet. As the village moves through the RRC process, it should continue to populate the website with all key planning and development related information identified in this RRC best practice.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.2.1	The community has developed a marketing strategy.	☐ Develop a marketing strategy for the village	10 months
6.2.2	The community has an updated, user-friendly municipal website.	☐ Add missing items from the RRC best practices as they are developed or updated	18 months

Conclusion

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. By going through the RRC process, communities make key investments in themselves which can lead to more development that aligns with their community goals and visions. Upon receipt of this report, village staff and leadership should review the recommendations and determine if they align with the village's priorities and vision. If, after review, the village believes that RRC is still a good fit, council should pass a resolution of intent to continue with the process. Upon receipt of that resolution, the village will enter final phase of the process:

officially working toward certification. During that phase, the village will be able to make progress on RRC items at its own pace and receive regular support from its RRC planner. It will also have continued access to the RRC online library of resources and an extensive network of other RRC-engaged communities, while also becoming eligible for matching technical assistance dollars from RRC (once the village has shown at least one quarter of progress). In order to guide this, RRC recommends the creation of an RRC workgroup consisting of village staff, officials and community representatives. We look forward to a working with the village on achieving the best practices in the coming years.

VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

CONTRACT WITH CONSULTANT TO DEVELOP VILLAGE

MASTER PLAN

DATE:

01/08/2018

We are about to embark on a major overhaul of the Village Master Plan, which was last completed February 22, 2010. When a new plan is completed in 2019, we will have literally committed hundreds, if not a thousand, hours, collectively, to setting Roscommon's course for the next 10-20 years. How valuable that will be if we choose our options wisely!

Mark Walling and I believe the proposal presented by Landplan sets a good course for this Village and will result in a successful planning process.

Although I would like to recommend its adoption tonight, I believe you need to study it, ask questions, and then, if ready, decide at a future meeting it, if, in fact, this proposal is satisfactory to you.

I recommend that a motion to adopt this proposal be made and hopefully supported with a vigorous discussion of its merits and, conversely, shortcomings—ultimately, with an up or down vote occurring at a subsequent meeting. What I am trying to say is that you need to ask questions and be provided answers to give you assurance in the correctness of the decision you are being asked to make.



rural community planning & zoning services

October 12, 2017

Mr. John Rosczyk, Manager Village of Roscommon P.O. Box 236 Roscommon, MI 48653

Re: Master Plan Proposal

Dear Mr. Rosczyk:

It was a pleasure speaking with you and Mark Walling and gaining insight about the Village of Roscommon's interest in enhancing its planning and zoning program and participating in the MEDC's Redevelopment Ready Communities Program (RRCP). As I noted during our conversation, I am very interested in assisting the Village with this endeavor.

Thank you for the opportunity to submit this proposal for the development of a new Master Plan for the Village. As noted in my accompanying October 12, 2017 qualifications package, I established LANDPLAN more than 25 years ago to provide rural communities with quality and cost-effective planning and zoning services, and I bring more than 30 years of hands-on experience in this area. I have maintained LANDPLAN as a small private consulting firm to enable me to have direct contact with LANDPLAN clients and ensure personal and attentive communications and service.

This proposal addresses a suggested format for the new Master Plan, specific tasks to be followed to arrive at a consensus-driven and village-molded Plan, estimated project schedule, project fees, and some options that the Village may exercise and resulting effect on fees.

The Village may find it beneficial to create an "advisory committee" to assist the Planning Commission as it develops the Master Plan. This matter is also addressed on page 3 of the proposal.

Village officials are likely interested in minimizing fees. I fully understand and support this interest. I have always been sensitive to budget constraints while striving to provide quality service in a costeffective manner, and providing the greatest return for the client's dollar. Please see "Project Options" on page 8 regarding several options the Village may want to consider. Some of the options reduce project fees while others increase fees. The approximate increase or reduction in fees is noted.

This proposal is divided into five sections, with the corresponding page numbers:

Master Plan Format: 2 **Project Tasks:** 3

Project Fees: 8

Project Options: 8

The Village is not soliciting a proposal for a "product" but rather a "service," and I have established a reputation for attentive and personal service and dedication. Thank you for the opportunity to be considered a resource for Roscommon.

page 1 of 9

Master Plan Format

Following is a suggested format for the Master Plan. The suggested format is very different than the current Master Plan. The suggested format provides for a far more substantive document addressing the future of the Village. In addition, the proposed format places the many pages of "facts and figures" about the community toward the end of the document and, to make the document far more user-friendly, places the "nuts and bolts" in the front of the document (goals, objectives, and policies). The tasks on the following pages make reference to this suggested format below.

Chapter One: Introduction (4-6 pages)

This chapter will provide an introduction to the role and significance of the Master Plan, and how it is intended to be used and its associated benefits, and shall provide a very general overview of the Village. A more detailed review of existing village conditions is to be included in the Appendices.

Chapter Two: Planning Issues, Goals and Objectives (approximately 8-12 pages)

This chapter will identify important planning issues facing the Village and important factors associated with each planning issue. Each issue will be followed by a set of goals and objectives addressing the Village's future vision on these issues.

Chapter Three: Future Land Use Strategy (approximately 10-15 pages)

This chapter will present the recommended future land use pattern for the Village for the coming 10 to 20 years, and include both descriptive text of the future land use pattern and a map illustrating the future land use policies. The future land use strategy will be based upon the planning issues, goals, and objectives presented in Chapter Two and the collected trends and conditions data (road network, wetlands, existing land use, public services, etc.).

Chapter Four: Coordinated Public Services (approximately 6 – 8 pages)

This chapter will present the recommended a public services strategy for the coming 10 to 20 years. The strategy will present guidelines for future public service improvements and be coordinated with the future land use strategy presented in Chapter Three.

Chapter Five: Implementation (approximately 10 – 15 pages)

This chapter will present strategies to implement the goals, objectives and policies of the Plan, including a "zone plan" as required by the Planning Enabling Act.

Appendices (approximately 15-20 pages, excluding maps)

The Appendices shall present a profile of the Village, addressing existing trends and conditions. The Appendices shall be divided into four sections: natural features, cultural features, demographics, and inventory maps. The purpose for placing this detailed factual material in the back of the document is to make the entire document more user friendly, locate all factual data in a single location for easy reference purposes, and allow the reader to get into the "nuts and bolts" of Chapters Two and Three without first having to read or thumb through extensive factual information that is not as often read or utilized.

The goals, objectives and policies presented in Chapters Two through Five will be based on the input and direction provided by Village officials.

Master Plan Tasks

The following presents the proposed tasks to be followed in the development of the new Master Plan. All tasks associated with the Master Plan shall be undertaken in compliance with the Michigan Planning Enabling Act including appropriate noticing of contiguous municipalities and other entities as required by the Act. The tasks provide for portions of the draft Master Plan to be submitted to Village officials as certain tasks are completed, rather than withholding the entire draft Plan until it is complete. A number of additional task options are presented on page 8.

- Advisory Committee: The following tasks provide for the Planning Commission to be the
 primary body involved in the preparation of the Master Plan, according to the Michigan
 Planning Enabling Act. However, the Village may well benefit from creating an "advisory
 committee" for the purpose of reviewing draft submittals and attending meetings to offer
 comments as applicable. The advisory committee could be comprised of, by example only,
 representatives of the Department of Public Works and the Downtown Development Authority,
 and the Village President, Village Manager, and Village Economic Development Coordinator.
- <u>Faster Track</u>: As detailed on page 7, the estimated time frame for the tasks presented on the following pages is approximately 16 months. If this timeline is significantly longer than officials are comfortable with, there are some steps that can be taken to shorten the time frame by approximately four months such as replacing the Task #2 Mail Survey with a Future Vision Town Meeting (see "Future Vision Town Meeting" on page 9), accelerating the frequency of meetings with the Planning Commission to include multiple meetings per month during certain periods of the project, and holding off on the submittal of any draft portions of the Master Plan but, rather, submit an entire complete draft Plan only after holding a series of more intense workshop meetings with the Planning Commission at the onset of project. I am available to address these options in more detail if there is an interest including any potential reduction in fees.

LANDPLAN is very open to discussing changes, revisions, or refinements to the TASKS that will preserve the integrity of the planning process while also ensuring satisfaction among officials.

Task #1: Officials Survey / Orientation Meeting

Officials Survey: LANDPLAN shall prepare a brief questionnaire for distribution to Village officials, regarding perceptions of important issues facing the Roscommon community. Officials will complete the questionnaire independent of one another and forward the completed survey to LANDPLAN within two weeks of receipt. LANDPLAN will tabulate the results of the questionnaire (without references to specific officials) for use during the Orientation Meeting and subsequent tasks.

<u>Orientation Meeting</u>: LANDPLAN will conduct an "Orientation Meeting," intended for both the Planning Commission and Village Council. The purpose of the Orientation Meeting is to:

- a) Review critical components of the Planning Enabling Act that impact the preparation of the Master Plan including the respective roles of the Planning Commission and Village Council.
- b) Review project tasks and tentative time line.
- c) Review local official perceptions of important planning issues facing the Village.
- d) Discuss matters pertaining to the administration of a Mail Survey including the review of an initial draft survey based on, in part, input received from the Officials Survey (see Task #2)

(Task #1: 1 Meeting with LANDPLAN Anticipated)

Task #2: Mail Survey

Task #2 provides for the administration of a mail survey to gain insight into the current aspirations of the Roscommon community, early in the planning process, to better ensure that the Master Plan and community evolves in a manner consistent with local aspirations (where legally permissible).

The survey is to be designed as an 11" by 17" tri-fold document so that the Village can apply postage and the mailing address to one face, and apply return postage and the Village's return address on a different face, thereby avoiding the necessity for envelopes. The survey will include approximately 25 questions. An initial draft survey will be prepared prior to the Task #1 Orientation Meeting and submitted in advance of the Meeting, for immediate distribution by the Village to local officials.

LANDPLAN will prepare a revised survey form based on the initial review comments during the Task #1 Orientation Meeting and submit the revised survey to the Village for immediate distribution by the Village to local officials. LANDPLAN shall meet with the Planning Commission to review the revised survey and identify any final revisions prior to finalizing the survey form for printing purposes.

The Village shall be responsible for the survey reproduction, application of addresses and postage, mailing, and tabulating. LANDPLAN shall be responsible for developing the survey form with Village input (see above description); preparing a tabular report on the results along with a summary of the survey's principal findings, upon receiving the tabulation results from the Village; and providing recommended guidelines for the tabulation. LANDPLAN shall submit the survey results report to the Village for immediate distribution by the Village to local officials.

(Task #2: 1 Meeting with LANDPLAN Anticipated)

Task #3: Data Gathering & Mapping / Preparation of Appendices

<u>Data Gathering</u>: It is vital for sound planning purposes, and for establishing a strong legal foundation for subsequent zoning regulations, that the new Master Plan document important trends and conditions in the Village. The trends and conditions data documented in this Task, and included in the Plan, will be used throughout the planning process in identifying land use opportunities and constraints facing the Village and a realistic future land use/public services strategy. Data to be collected will pertain to general existing land use patterns, public services and facilities, environmental resources, and 2010 Census data including the most current American Community Survey (US Census Bureau).

The Village shall be responsible for providing LANDPLAN with:

- copies of all formal agreements between the Village and any other public entity for services such as police protection, fire protection, and other public services
- complete and current copy of the Higgins Township zoning ordinance and master, including future land use maps and zoning maps
- a completed questionnaire provided by LANDPLAN at the onset of the Master Plan project, addressing factual aspects about the Village pertaining to public facilities, services and land use

Based on the results of Tasks #1 and #2, LANDPLAN shall prepare and forward to the Village initial portions of the draft Plan, addressing trends and conditions in the Village, including maps, and comprising the Appendices described at the bottom of Page 2. Limited portions of the current Master Plan may be used in developing these initial portions of the new Plan (appropriately edited).

<u>Mapping</u>: The new Master Plan will include a set of inventory maps to depict certain information in a graphic fashion. The specific scope of maps to be prepared are as follows:

- Base Map (parcel/lot lines, roads and names, streams and water bodies)
- Public Roads according to road classifications of the Village and MDOT, National Functional Classification (two maps)
- Existing Land Use by Tax Classification
- Environmental Resources (watercourses, lakes, wetland, and woodlands)
- · Public sewer and water service areas
- DDA boundaries

<u>Review of Appendices</u>: The Planning Commission shall review the initial draft Appendices and identify any concerns or other revision issues, for future discussion with LANDPLAN during Task #5.

(Task #3: 0 Meetings with LANDPLAN Anticipated)

Task #4: Goals / Objectives Meeting

LANDPLAN shall conduct a Goals/Objectives workshop meeting. The meeting will focus on the discussion of critical planning issues facing the Village and the development of conceptual goals and objectives to guide future land use decisions and the development of the Master Plan's future land use/public services strategies. The meeting will start out with a review of the survey results documented in Task 2. The results of the Task #4 meeting will be used, in part, as the foundation for LANDPLAN's preparation of the initial draft of Chapters One and Two of the Plan.

(Task #4: 1 Meeting with LANDPLAN Anticipated)

Task #5: Preparation of Chapters One and Two / Review Meeting

Based upon the data collected during the previous tasks, LANDPLAN shall prepare additional draft portions of the Master Plan consisting of an introduction to the Plan (Chapter One), and a discussion of key land use and development issues facing the Village and a set of corresponding goals and objectives (Chapter Two). Chapter Two will be based upon (in part) the results of the Task #4 Goals/Objectives meeting. LANDPLAN will forward this draft material to the Village for review. LANDPLAN will then meet with the Planning Commission for the purpose of reviewing draft Chapters One and Two, and the Appendices (submitted under Task #3), and identifying revisions that the Planning Commission believes are appropriate.

(Task #5: 1 Meeting with LANDPLAN Anticipated)

Task #6: Preparation of Alternatives Report / Review Meeting

Based upon the goals and objectives established in Task #5 and the findings of the previous tasks, LANDPLAN shall prepare a report presenting alternative future land use scenarios for consideration by Village officials. The report will identify some of the advantages and disadvantages of each alternative to assist officials determine which of the alternatives are most appropriate for addressing growth, development and preservation in the Village. LANDPLAN will meet with the Planning Commission to discuss the alternative future land use policies presented in the report, and those that may be presented by Village officials, and assist the Planning Commission with the identification of those policies that are to serve as the "backbone" for Chapters Three, Four and Five of the Master Plan. This "Alternatives" phase of the project is a very important component to ensure that officials have the opportunity to consider all viable options for charting the Village's future.

(Task #6: 1 Meeting with LANDPLAN Anticipated)

Task #7: Preparation of Chapters Three, Four and Five / Review Meeting

LANDPLAN shall prepare the remaining draft portions of the new Master Plan based upon the selected future land use alternatives identified in Task #6. These final draft portions will present the planned future land use pattern for the Village including a future land use map (Chapter Three), policies addressing coordinated public services (Chapter Four), and implementation strategies including the statutory required "zone plan" (Chapter Five). LANDPLAN shall attend Planning Commission meetings to review these remaining draft portions of the Plan and identify any necessary revisions, if appropriate.

(Task #7: 2 Meetings with LANDPLAN Anticipated)

Task #8: Preparation of Fully Revised Draft Plan / Review Meeting

Based on the previous review meetings including Task #7, LANDPLAN shall prepare a fully revised updated draft Plan and meet with the Planning Commission to determine if any final additional revisions are necessary before requesting approval of the Village Council to distribute" the plan to adjoining municipalities for comment (as required by law) and presenting the draft Plan at a Public Hearing. LANDPLAN shall prepare any final revisions to the new draft Master Plan as may be requested, for presentation at the Task #9 Public Hearing.

(Task #8: 1 Meeting with LANDPLAN Anticipated)

Task #9: Public Hearing

LANDPLAN shall attend a Public Hearing to receive public input on the draft Plan and assist with any deliberations by the Planning Commission that may occur immediately following the hearing.

(Task #9: 1 Meeting with LANDPLAN Anticipated)

Task #10: Final Plan / Products.

LANDPLAN shall attend a meeting with the Planning Commission or Village Council, or both in joint session, to assist with deliberations regarding approval of the new Master Plan including any final revisions that may be desired. LANDPLAN shall revise the draft Plan as directed (if applicable) for approval. Final project products to be provided to the Village by the LANDPLAN shall be:

- a) Fifteen (15) bound copies of the final Plan in 8 1/2 x 11 format.
- b) One (1) display/presentation-size (24" by 36") copy of the Future Land Use Map.
- c) One (1) digital copy (PDF) of the final Plan (including text, maps, tables, etc.). Maps may be contained in one or more separate files.

(Task #10: 1 Meeting with LANDPLAN Anticipated).

The MEDC's RRCP requires that certified municipalities have a satisfactory and adopted redevelopment plan, downtown plan, corridor plan and public participation plan, as applicable.

While the development of the Master Plan as described on the previous pages will address general goals, objectives and policies in support of the development of such plans, the Tasks do not provide for the development of such official plans as part of Master Plan project.

Including such official plans within a Master Plan will subject such plans to the statutory requirements of the Michigan Planning Enabling Act, which will in turn unnecessarily heighten the preparation costs of such plans, will extend the time line for the preparation of such plans, and will unnecessarily complicate matters and increase costs anytime officials want to revise such plans.

The Village may find it particularly beneficial to address the requirements for a redevelopment plan, downtown plan, and corridor plan (as applicable) as part of the efforts of the Downtown Development Authority.

Estimated Schedule

The following illustrates a reasonable schedule for the preparation of the Master Plan, based on the previously described Tasks, the requirements of the Planning Enabling Act, and the availability of the Planning Commission to meet monthly (approximately) to discuss Master Plan issues solely.

								MO	NTH							
TASK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
#1) Officials Survey and Orientation Mtg.																
#2) Mail Survey and Results Report																
#3) Data Gathering and Mapping, Appendices	2005															
#4) Goals and Objectives Meeting																
#5) Chapters 1 and 2 Preparation, Review Meeting																
#6) Alternatives Report and Review Meeting																
#7) Chapters 3, 4, 5; and and Review Meeting							7 81 8 1 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1									
#8) Fully Revised Draft Plan and Review Meeting																
#9) Public Hearing #10) Final Plan and Products											200			ANG SA		

Important Schedule Notes:

- The above schedule assumes that a minimum of 2.5 hours is allotted for each meeting at which LANDPLAN is present, for Master Plan purposes solely, excluding any public comments that may be permitted during a meeting.
- The above schedule assumes that officials will have thoroughly reviewed correspondences and draft materials submitted by LANDPLAN prior to the meeting at which LANDPLAN will lead discussion and deliberations regarding such correspondences and draft materials.
- The above schedule assumes that there are no project delays due to scheduling of meetings, delays in the mailing of and/or tabulation of the mail survey (Task #2), or other matters that may arise that interfere with the available time of Village officials.
- The above schedule assumes that all correspondences/draft material submitted to the Village by LANDPLAN will be distributed to officials in a timely manner (within several days), to afford adequate review time by officials during the period leading up to the respective meeting where the correspondence/draft material will be discussed.
- Task #9 includes the statutory-required 63-day review period granted to neighboring
 municipalities and county for the purpose of providing comment on the draft plan prior to the
 public hearing. Task #9 also includes the passing of the necessary motions by the Planning
 Commission and Village Council for the required distribution of the Plan, and the actual
 distribution of the Plan by the Village. The schedule assumes that the Village Council will grant
 the Planning Commission's initial request to distribute the draft Plan.

Project Fees

LANDPLAN's not-to-exceed fee for the Master Plan project as described in the previous pages, including labor and out-of-pocket costs except any potential county fees associated with the purchase of digital map files from Roscommon County Mapping Department, is \$26,300.

This not-to-exceed fee is also based on the following:

- 1) A billing rate of \$120/hour for all work undertaken. Rates will remain unchanged for a minimum of 18 months after the project is initiated.
- 2) Fifteen (15) black and white copies (8.5" by 11" maps in color) of all correspondences and draft Master Plan components will be provided to a designated Village official for distribution to Planning Commission, Village Council and other Village officials in a timely fashion, and for use in making additional copies if needed. A PDF of each submittal/correspondence will also be supplied.
- 3) Each designated meeting will accommodate a minimum of 2.5 hours of constructive dialogue specific to the Master Plan.
- 4) No more than three sets of revisions to the initial draft portions of the Master Plan will be necessary to arrive at a final approved Master Plan.
- 5) LANDPLAN will be responsible for providing the Village with a sample letter to be used by the Village as part of communications with surrounding municipalities and other entities as required by the Planning Enabling Act, including an "intent" letter regarding the development of a new Master Plan and a "distribution" letter soliciting comment on the draft Plan. LANDPLAN will be responsible for providing the Village with a hearing notice for publication by the Village.
- 6) A total of 9 meetings/hearings at which LANDPLAN is to be present.
- 7) The above not-to-exceed fee assumes the Village will be responsible for all costs associated with envelope labeling and postage, reproduction and distribution of the mail survey, as described under Task #2.
- 8) The above not-to-exceed fee includes the anticipated fees associated with the mapping efforts of the County Equalization Department.

Project Options

Following are several options for the Village's consideration.

Electronic/PDF Submittals Only: The Village may prefer to be responsible for the reproduction of all draft and final submittals from LANDPLAN, both in regard to correspondences and draft and final Master Plan submittals including maps. LANDPLAN can make all submittals in PDF format only by electronic mail (no paper/hard copies). If this option is preferred, the above-referenced not-to-exceed fee will **decrease** by \$700.

County-Prepared GIS Map Set: The Roscommon County Mapping Department may be available to prepare the desired map set for the Master Plan, with general guidance from LANDPLAN. If this option is preferred and the County is to provide all paper/hard copies of maps, the above-referenced not-to-exceed fee will <u>decrease</u> by **\$1,500**.

LANDPLAN Tabulates Survey: The Village may prefer to have LANDPLAN be responsible for the tabulation of the Task #2 Mail Survey rather than Village officials. If this option is preferred, LANDPLAN's above referenced not-to-exceed fees will **increase** by **\$2,500 to \$5,500** depending upon the survey return rate and the extent of written comments that will require documentation.

No Mail Survey: Though not recommended, the Village has the option of <u>not</u> administering the Mail Survey (Task #2). If the Village prefers not to undertake the Mail Survey, the above referenced not-to-exceed fee will <u>decrease</u> by <u>\$2,400</u>. Other non-LANDPLAN project costs will also be reduced due to the savings associated with survey reproduction costs and postage.

Future Vision Town Meeting: LANDPLAN is capable of conducting a "Future Vision" Town Meeting instead of or in addition to the Task #2 Mail Survey.

The Town Meeting will involve a series of brainstorming sessions intended to determine what residents like the most about Roscommon, what they like the least, and what they would like the future to bring. LANDPLAN will be responsible for providing the Village with an advertizing flyer for reproduction and distribution, and for preparing a report of the Town Meeting results including documentation of the results. The Village will be responsible for arranging for a meeting facility and the necessary tables and chairs and any refreshments which officials may wish to offer. The facility should accommodate at least 100 persons arranged around tables of 6 to 8 chairs. The results of the Town Meeting will then be used during the subsequent portions of the project including the development of goals and objectives (Task #4) and alternative future land use scenarios (Task #6).

Advantages of the Town Meeting over a community-wide Mail Survey is that the Town Meeting accommodates a wider range of comments and responses (as opposed to being restricted by the survey format), encourages a sense of camaraderie, can be very educational and entertaining, tends to attract those residents with the greatest interest in the community, and is conducted in a single evening versus an extended time frame for the Mail Survey (thereby shortening the project time frame).

<u>Disadvantages</u> of relying on the Town Meeting <u>only</u> (and no Mail Survey) include: a) some persons may not be able to attend the Town Meeting; b) some people may not be comfortable speaking in front of others, even around a small table format; c) a Town Meeting will not solicit as much focused input; and d) attendance at the Town Meeting can be unpredictable. Even with a low return rate on a Mail Survey, the number of persons completing the survey will likely be far greater than the number attending a Town Meeting due to the convenience of completing a survey at home.

Conducting the Town Meeting <u>instead of</u> a Mail Survey, and provided the Task #1 Orientation Meeting is used (in part) to prepare for the Town Meeting, will result in the above referenced not-to-exceed fee <u>increasing</u> by \$1,000 to \$2,000 depending upon the number of participants and resulting written comments that will require documentation.

Conducting the Town Meeting <u>in addition to</u> a Mail Survey will result in the above referenced not-to-exceed fee <u>increasing</u> by \$3,200 to \$4,500 depending upon the number of participants and resulting written comments that will require documentation. This option will require a second Orientation Meeting as part of Task #1 and extend the project time frame by approximately one month. The second Orientation Meeting will focus solely on preparation for the Future Vision Town Meeting.

I am available to discuss this proposal with you, answer any questions officials may have and/or explore further options that the Village may be interested in.

Again, I want to thank you for the opportunity to be considered as a resource for Roscommon and assist officials with this significant and important undertaking.

Sincerely,

Mark A. Eidelson, AICP

President

• • .

VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

CONTRACT WITH CONSULTANT TO DEVELOP NEW ZONING

ORDINANCE

DATE:

01/08/2018

The second part of our essential decisions required for the RRC process is zoning. For this piece of the process, Mark and I are recommending Denise Cline, of NEMCOG. I have included Denise's background material, and I hope to have her actual proposal on Monday. Needless to say, this action item is less than ready for a final decision; yet, I present it because it is imperative to get this process moving. If we have her proposal by meeting time, I will recommend that a motion and support be made to start the discussion with an actual decision to be made at a subsequent meeting.

On Aug 7, 2017 4:49 PM, "Denise Cline" < dmcline@nemcog.org > wrote:

Hello! It was nice talking to you today. Here are some links to ordinances I've worked on:

<u>City of Grayling Zoning</u> – this one isn't interactive yet (and doesn't yet have a cover page) but if you scan through it you'll see the different format. Look at Article 4 for diagrams and the individual use tables (the full use table is toward the end of the article – showing all districts)

http://www.discovernortheastmichigan.org/downloads/city of grayling zoning ordinance final draft to council 62117.pdf

<u>Village of Hillman Zoning</u> – this is a slightly scaled-down version of Grayling. Theirs is fully interactive – you can click where you see blue text and also on the table of contents on the bottom of each page. You'll have to download it fully (not within a browser) to use the "return to previous page" button at the top left.

http://www.discovernortheastmichigan.org/downloads/village of hillman zoning ordinance 2015 interactive.pdf

<u>City of Alpena Zoning</u> – this is slightly older – I don't like the table of contents on the side as well as on the bottom of the page. However, I'm including this because this is the ordinance that was completely green lit by the RRC program from the beginning, so it has everything they ask for (and was actually written before the RRC program existed).

http://www.discovernortheastmichigan.org/downloads/alpena city zoning ordinance 2010 interactive.pdf

The rest of our ordinances are located here at the bottom of the page: http://www.discovernortheastmichigan.org/zoning.asp

(Also, I've re-done the sign ordinances for about 10 communities in response to the recent Supreme Court ruling affecting sign regulations across the nation).

<u>Briley Township Master Plan</u> – I like the socio-economic chapter (chapter 2) we did for Briley Township (Atlanta). This was my most recent Master Plan.

http://www.discovernortheastmichigan.org/downloads/briley township master plan 2016.pdf

Let me know if there is anything else I can provide.

Thanks!

Denise Cline

Chief Planner/Deputy Director

Summary

N/A

Experience

Chief Planner/Deputy Director

2004 - Present

- Responsible for multiple GIS and map design projects including E-911 mapping system development,
 MDOT Road & Bicycling Guide map design, US 23 Heritage Route maps, numerous community and county-wide maps, and Thunder Bay National Marine Sanctuary shipwreck location maps.
- Responsible for tourism marketing along the US 23 Heritage Route and Lake Huron coastal counties. The US 23 Heritage Route program includes tourism website development, brochure/map design, video production, partnership with the Pure Michigan advertising campaign, and coordination of multiple agencies and groups. The US 23 Heritage Route program has incorporated the Huron Blueways and Huron Greenways into its marketing campaign. In 2011, the US 23 Heritage Route Program was awarded the "Trailblazer Award" from the National Association of Development Organizations one of only four projects in the nation to receive the designation.
- Responsible for the development of numerous Master/Comprehensive Plans for communities.
- Responsible for the development of community Zoning Ordinances for cities, villages, and townships.
- Responsible for Recreation Plan development for cities, villages, and townships.
- Special project administration and assistance.
- Layout and design of NEMCOG publications.

Projects:

US 23 Heritage Route

Up North Trails

Thunder Bay National Marine Sanctuary GIS Services

Montmorency County 911 mapping

MDOT Road & Trail Bicycling Guide

Northeast MI Business Website

Rogers City Wellhead Protection

MP = Master Plan; RP = Recreation Plan; ZO = Zoning Ordinance; PA = Planning/Zoning Assistance

City of Alpena MP, RP, ZO

Rogers City MP, ZO

Alcona Twp ZO

Mikado Twp ZO

Wilson Twp MP, RP, ZO

Green Twp MP ZO. PA

Long Rapids Twp RP, PA

Hawes Twp ZO

Ossineke Twp MP,ZO

Montmorency Twp ZO

Harrisville MP, RP, ZO

Lincoln MP, RP, ZO

Gustin Twp ZO

Curtis Twp PA

Alpena Twp PA

Alpena Co MP RP

Presque Isle Co RP

Hillman ZO

Tawas Twp ZO

Zoning Administrator & GIS

2001 - 2002 (2 years)

Administered Zoning Ordinance, Parcel Division, and Nuisance ordinances. Issued zoning permits, performed code enforcement and site inspections, and assisted in all village planning activities. Compiled MS Access database of all existing village zoning records. Set up and maintained entire village GIS system (linked with the Access database), designed and produced all village maps, and was responsible for all village GIS activities. Redrafted entire village zoning ordinance. Provided research and staff support to the Planning & Zoning Commission and the Zoning Board of Appeals.

Marketing Research

1997 - 1998 (2 years)

Conducted market research using Qualitative Analysis Software, acquired sales trend and demographic data, and developed PowerPoint presentations. Assisted in the generation of \$161,880 in advertising sales.

Environmental Education Consultant

1997 - 1997 (1 year)

Responsible for consulting on student curriculum development and for instructing groups of public education students in environmental science techniques.

Geography/Geology Lab Instructor; Seismology Station Assistant at Indiana State University

1994 - 1996 (3 years)

• Instructed labs in Geology and Geography.

- · Map library assistant.
- · Seismology station assistant.

Marketing Assistant & Circulation Manager

1994 - 1994 (1 year)

Managed general circulation, advertising, and billing and assisted in the marketing of a monthly publication. Conducted interviews and published a monthly focus section.

Education

Michigan State University

Certificate in Watershed Management, Institute of Water Research, 2003 - 2004

Penn State University

GIS Cert., Geographic Information Systems, 2000 - 2001

Indiana State University

MA, Geography/Geology, 1995 - 1997

Western Michigan University

BA, Broadcasting & Cable Productions, 1992 - 1994

Northwestern Michigan College

AA, 1990 - 1992

Denise Cline

Chief Planner/Deputy Director



Contact Denise on LinkedIn

Example TOC

Briley Township Montmorency County, Michigan

Briley Township



Briley Township Master Plan 2016

The Elk Capital of Michigan

8/2016

RESOLUTION OF ADOPTION BY THE BRILEY TOWNSHIP BOARD OF TRUSTEES Briley Township Master Plan

WHEREAS: Briley Township, Montmorency County, Michigan established a Planning Commission under State of Michigan Public Act 33 of 2008, as amended, and;

WHEREAS: The Briley Township Planning Commission is required by Section 31 of P.A. 33 of 2008, as amended to make and approve a master plan as a guide for the development within the Township and;

WHEREAS: Briley Township retained the services of Northeast Michigan Council of Governments (NEMCOG) as its consultant to assist the Planning Commission in preparing this plan, and;

WHEREAS: The Briley Township Planning Commission, in accordance with Section 39(2) of the Act, notified the adjacent communities and the Montmorency County Board of Commissioners of the intent to develop a plan and, in accordance with Section 41(2) of the Act, distributed the final draft to adjacent communities and the Montmorency County Board of Commissioners for review and comment, and;

WHEREAS: The plan was presented to the public at a hearing held on October 10, 2016, before the Planning Commission, with notice of the hearing being published in the Montmorency Tribune on September 21, 2016, in accordance with Section 43(1) of the Act, and;

WHEREAS: The Briley Township Planning Commission has reviewed the proposed plan, considered public comment, and adopted the proposed plan by resolution on October 10, 2016, and;

WHEREAS: The Briley Township Board of Trustees has by resolution asserted the right to approve or reject the plan;

NOW THEREFORE BE IT RESOLVED THAT.

The content of this document, together with all maps attached to and contained herein are hereby all
adopted by the Briley Township Board of Trustees as the Briley Township Master Plan on this
day of Det 2016. By Valentine-Flynn. Mation: T. 10 doot the 18 salution (15)
By Valentine-61400.
Mation T: Mchant the 100 Galutina) as

Motion: To Adopt the resolution as Second: Zolla presented by the Britey Township Ayes: Planning Comm for Britey Two MASTER Plan Ayes: Planning Comm for Britey Two MASTER Plan

Zollars, VALENTINE FYNN Nays: NON

Absent: none Wurtsmith

Certification

I hereby certify that the above is a true and correct copy of the resolution adopted at the 21. [7] 2016 meeting of the Briley Township Board of Trustees.

BRILEY TOWNSHIP 2016 MASTER PLAN

Briley Township Montmorency County Michigan

Prepared for:

Briley Township Planning Commission Members: Gordon Green, Chair Bruno Wojcik Mary Freeman Vacant seat Vacant seat

> Briley Township Board Members: Mike Wurtsmith, Supervisor Mary Jo Whitmire, Clerk Bonnie Valentine-Flynn, Treasurer John Zollars, Trustee Bruno Wojcik, Trustee

> > Prepared by:

NEMCOG PO Box 457 Gaylord, MI 49734 www.discovernortheastmichigan.org

Planning Staff: Denise Cline & Richard Deuell

Adopted by Planning Commission on October 10, 2016 Adopted by Township Board on October 17, 2016

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Chapter 1 Introduction

Purpose and Planning Process

The purpose of the Briley Township Master Plan is to provide guidelines for future development within the community, while protecting the natural resources and rural township character. The Michigan Planning Enabling Act, P.A. 33 of 2008, states a Township may adopt, amend, and implement a master plan. The Michigan Planning Enabling Act states: The general purpose of a master plan is to guide and accomplish, in the planning jurisdiction and its environs, development that satisfies all of the following criteria:

- A. Is coordinated, adjusted, harmonious, efficient, and economical.
- B. Considers the character of the planning jurisdiction and its suitability for particular uses, judged in terms of such factors as trends in land and population development.
- C. Will, in accordance with present and future needs, best promote public health, safety, morals, order, convenience, prosperity, and general welfare.
- D. Includes, among other things, promotion of or adequate provision for 1 or more of the following:
 - 1. A system of transportation to lessen congestion on streets.
 - 2. Safety from fire and other dangers.
 - 3. Light and air.
 - 4. Healthful and convenient distribution of population.
 - 5. Good civic design and arrangement and wise and efficient expenditure of public funds.
 - 6. Public utilities such as sewage disposal and water supply and other public improvements.
 - 7. Recreation.
 - 8. The use of resources in accordance with their character and adaptability.

This plan presents background information on social and economic data, natural resources, existing community services and facilities, and existing land uses. The background information is used to identify important characteristics, changes and trends in Briley Township. A public input survey was conducted to gather input from residents and landowners. Based on information gathered from this survey and the background data, the Township Planning Commission developed goals and objectives. These goals and objectives, along with a series of maps including soils, ownership, existing land use, and zoning, provide the basis for the Future Land Use Map. The future land use map recommends locations for various types of future development within the Township.

The Master Plan was developed by the Briley Township Planning Commission with the assistance from the Northeast Michigan Council of Governments (NEMCOG). This plan looks at a twenty year planning horizon, with required revisits every five years or sooner if needed.

Example TOC

Village of Hillman Zoning Ordinance

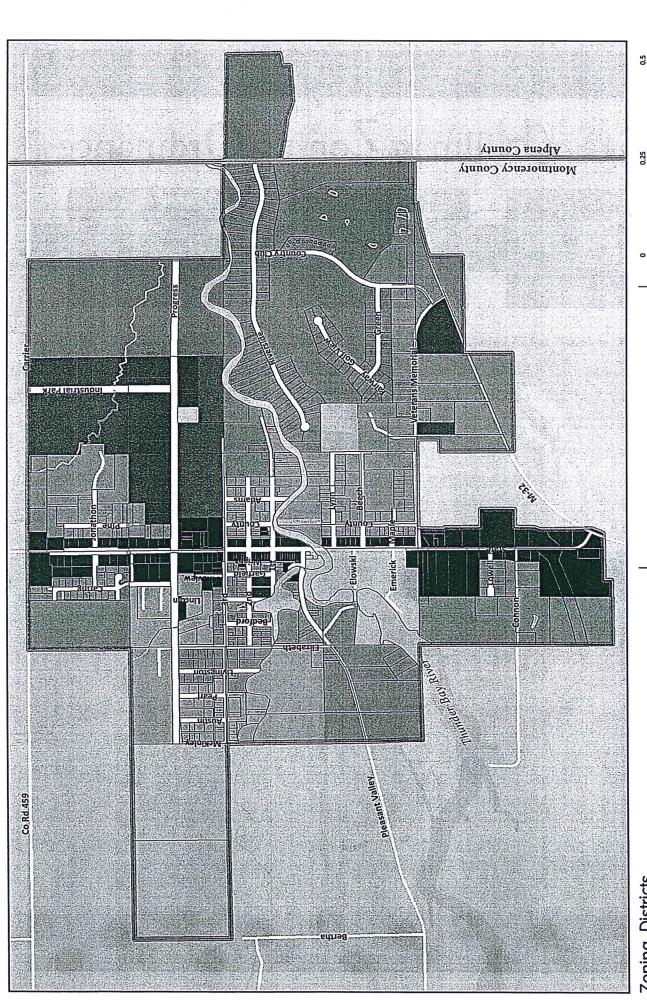








Village of Hillman, Michigan Montmorency County/Alpena County PO Box 96, Hillman, MI 49746 Ph: 989-742-4751 www.hillmanmichigan.org



Zoning Districts

R-1: Low Density Residential District

R-2: Medium Density Residential District

R-3: High Density Residential District

R-R: Recreational Residential B-1: Central Business District

Village Property

B-2: General Business District I: Industrial District

Village Boundary County Boundary Parcels I-1: Ught Industrial District

Montmorency County & Alpena County, Michigan age of Hi



Adopted 11/3/15 Effective 11/18/15



Village of Hillman ZONING ORDINANCE

Village of Hillman Montmorency/Alpena County Michigan

Adopted: November 3, 2015

Effective: November 18, 2015

Prepared with the Assistance of: Northeast Michigan Council of Governments www.nemcog.org













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Article 1 Purpose & Authority

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Section 1.0 Purpose

The fundamental purpose of this Ordinance is to promote and safeguard the public health, morals, safety and general welfare of the People of the Village of Hillman. The provisions herein are intended to encourage the use of lands, waters, and other natural resources so as to meet the needs of the Village's residents for food, fiber, energy and other natural resources, place of residence, recreation, industry, trade, service and other uses of land; to insure that uses of the land shall be situated in appropriate locations and relationships; to limit the inappropriate overcrowding of land and congestion of population and transportation systems and other public facilities; to facilitate adequate and efficient provisions for transportation systems, sewage disposal, water, energy, education, recreation, and other public service and facility needs; and to divide the Village into districts of number, shape, and area considered best suited to carry out this section; and to be one means of implementing the policies, goals and objectives as set forth in the Hillman Comprehensive Plan.

Section 1.1 Authority

This Ordinance is enacted into law pursuant to P.A. 110 of 2006, as amended (Michigan Zoning Enabling Act MCL 125.3101 et. seq.). Such enabling act is hereby made a part of this Ordinance just as if said Act were repeated word for word herein.

Section 1.2 Title

This Ordinance shall be known as the Village of Hillman Zoning Ordinance of 2015 and shall be referred to herein as "this Ordinance."









