



City of Vassar  
Annual Planning Commission Report  
2019

## Introduction

The Planning Commission is responsible for creating a master plan for the physical development of the city. They review comprehensive programs for capital improvements, rezoning requests, site plans, subdivisions, special use permits and other land use applications. They also review the widening and extension of streets, the development of parks and other public improvements.

The Planning Commission develops new zoning standards and ensures that the standards of appropriate environmental protection legislation are applied. The Commission consists of nine members who serve three-year terms.

## Purpose

The purpose for the Planning Commission Annual Report is for a few reasons. First, it is required by law. The Michigan Planning Enabling Act states that “A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development. This means that all planning commissions across the state of Michigan, including Vassar, must provide an annual report that summarizes what the planning commission has done in the given year.

Second, the annual report increases information-sharing between staff, boards, commission, and the governing body. This allows for anticipation of upcoming issues and priorities, to prepare and budget, if necessary. In addition, it allows for more transparency and provides more trust in the City’s operations.

Third, it gives the City of Vassar the opportunity to thank board and commission members for their time and good work. Working together in groups is not always easy, especially when the group has different ideas and motives. The Planning Commission has the common interest of what they feel is best for Vassar. With the Planning Commission Annual Report, we can take the time to thank them for their time and energy dedicated to their public service.

## Commission Members

<b>Name</b>	<b>Appointed</b>	<b>Term Expires</b>
Michael Damm	Council Liaison	Tenure
Gary Kasper	07/2007	06/30/2021
Buryl Binder	08/2013	06/30/2021
Ian Rudnik	03/2014	06/30/2020
Jennifer Miller	2014	06/30/2023
Nathaniel Miller	2014	06/30/2023
P. Stillwell-Bender	N/A	Terminated

## Attendance

Yes= in attendance No=not in attendance	M. Damm	G. Kasper	B. Binder	I. Rudnik	P. Stillwell-Bender	J. Miller	N. Miller
January 19	Yes	Yes	Yes	No	Yes	Yes	Yes
February 25	No	Yes	Yes	Yes	Yes	Yes	Yes
March 18	Yes	Yes	Yes	Yes	Yes	Yes	Yes
April 15	Yes	Yes	No	Yes	No	Yes	Yes
May 20	Yes	Yes	Yes	Yes	No	Yes	Yes
June 17	Yes	Yes	No	Yes	No	Yes	Yes
July 15	No Meeting Minutes Available						
August 19	Yes	Yes	No	Yes	No	Yes	Yes
September 16	No Meeting						
October 21	No Meeting						
November 15	Yes	No	Yes	No	Vacant	Yes	Yes
December 16	No Meeting						

## Meetings

The Commission meets the third Monday of each month (please see calendar for exceptions) at 6:30 PM at Vassar City Hall. City Hall is located at 287 E. Huron Avenue, Vassar.

Meeting Date	Agenda Items
January 21	<ul style="list-style-type: none"> <li>• Consideration of Rezoning Request-200 N Cass Ave. Item is on hold.</li> <li>• Request for Class A Designation-123 Goodrich St. Motion was passed.</li> <li>• <b>Public Comment:</b> Don Tereau asked the Commission a question regarding what a Class A Designation was.</li> <li>• Approval of Parking Plan-327 S Main. Motion was passed.</li> <li>• Commission Member Comments: Mr. Casper spoke of the ice rink at T North Pavilion.</li> <li>• City Manager Announcements &amp; Statements: The City Manager provided an update about the CIP and provided an update regarding the zoning ordinance update.</li> </ul>
February 25	<ul style="list-style-type: none"> <li>• Consideration of Rezoning Request-200 N Cass Ave. On hold for more information.</li> </ul>

	<ul style="list-style-type: none"> <li>• Policy review: Sec. 6-4 Harboring of Domestic Animals and Fowl. The group voted in favor of the proposed changes.</li> <li>• City Manager Announcements &amp; Statements: Joint Meeting W/ EDC, Planning Commission, DDA, and Council. 137 S Water St- Rezone Request.</li> </ul>
<p><b>March 18</b></p>	<ul style="list-style-type: none"> <li>• Consideration of Request to Rezone Property Located at 137 S. Water St. The Sivaks presented their business plan to the Planning Commission. The Board discussed the business plan then granted the rezone request.</li> <li>• Consideration of Request to Property located at 200 N Cass Ave. Motion was passed to deny the request.</li> <li>• Vassar Public Middle/High School. Site plan motion was approved.</li> <li>• 164 E Huron Ave-Site Plan Approval. Motion to approve the plan as presented was passed.</li> <li>• Commission Member Comments: None</li> <li>• City Manager Announcements &amp; Statements: OMA Handbook</li> </ul>
<p><b>April 15</b></p>	<ul style="list-style-type: none"> <li>• Class A Designation -117 Goodrich St. Motion to approve the Class A Designated was passed.</li> <li>• Commission Member Comments: Councilman Damm discussed the potential for future training for Planning Commission members.</li> <li>• City Manager Announcements &amp; Statements: None</li> </ul>
<p><b>May 20</b></p>	<ul style="list-style-type: none"> <li>• Zoning Updates. The City Manager presented the draft zoning update for all to review</li> <li>• 124 N Water. Motion was passed to approve the site plan as presented.</li> <li>• Commission Member Comments: The group discussed tenorite being used outside the City. Kasper thanked the FBC for their cleanup efforts.</li> <li>• City Manager Announcements &amp; Statements: None</li> </ul>
<p><b>June 17</b></p>	<ul style="list-style-type: none"> <li>• Site Plan Review-1 Enterprise Dr. Motion to approve the site plan as presented was passed.</li> <li>• Site Plan Review-120 S Water. Motion to approve the site plan as presented was passed.</li> <li>• Commission Member Comments: The group presented some questions regarding the updates.</li> <li>• City Manager Announcements &amp; Statements: None</li> </ul>

July 15	No minutes provided.
August 19	<ul style="list-style-type: none"> <li>• Presentation of Zoning Updates: CIB Planning presented the zoning updates.</li> <li>• Commission Member Comments: None</li> <li>• City Manager Announcements &amp; Statements: None</li> </ul>
November 15	<ul style="list-style-type: none"> <li>• Discussion of Zoning Updates: None</li> <li>• Public Hearing for Chapter 86 Zoning Ordinances: None. Motion to adopt the zoning update and recommend council approval was passed.</li> <li>• Sign Variance. Motion to approve the sign variance request by Crannie signs was carried.</li> <li>• Commission Member Comments: None</li> <li>• City Manager Announcements &amp; Statements: None</li> </ul>

## Master Plan Review

No revisions were made to the Master Plan.

## Zoning Ordinances

- 1) **Ordinance No. 2019-01:** At the March 4, 2019 regular council meeting, the Vassar City Council did adopt the following: Ordinance No. 2019-01 an ordinance of the City of Vassar, Michigan, amending the following: Chapter 50- Offenses and Miscellaneous Provisions: Article VI- Section 181: Fireworks. Effective date: These amendments shall take immediate effect upon publication of this ordinance in a newspaper or general circulation.
  - a) **Effective Date:** These amendments shall take immediate effect upon publication of this ordinance in a newspaper or general circulation.
  - b) 1<sup>st</sup> Reading by Council-February 4, 2019; 2<sup>nd</sup> Reading by Council-March 4, 2019; Public Hearing of Council-March 4, 2019; Adopted by Council-March 4, 2019; Published in the Tuscola County Advertiser-March 13, 2019.
- 2) **Ordinance No . 2019-02:** At the April 1, 2019 regular council meeting, the Vassar City Council did adopt the following: Ordinance No. 2019-02 an ordinance of the City of Vassar, Michigan, amending the following: Chapter 50-Offenses and Miscellaneous Provisions: Article VI - Section 186: Pedestrians Crossing Streets.
  - a) **Effective Date:** These amendments shall take immediate effect upon publication of this ordinance in a newspaper or general circulation.
  - b) 1<sup>st</sup> Reading by Council-March 4, 2019; 2<sup>nd</sup> Reading by Council-April 1, 2019; Public Hearing of Council-April 1, 2019; Adopted by Council-April 1, 2019; Published in the Tuscola County Advertiser-April 13, 2019.
- 3) **Ordinance No. 2019-03:** At the August 5, 2019 regular council meeting, the Vassar City Council did adopt the following: Ordinance No.2019-03 an ordinance of the City of Vassar,

Michigan, amending the following: Chapter 10- BUILDINGS & BUILDING REGULATIONS:  
Article III-International Property Maintenance Code: 66-69.

- a) **Effective Date:** These amendments shall take immediate effect upon publication of this ordinance in a newspaper or general circulation.
  - b) 1<sup>st</sup> Reading by Council-July 19, 2019; 2<sup>nd</sup> Reading by Council-August 5, 2019; Public Hearing of Council-August 5, 2019; Adopted by Council-August 5, 2019; Published in the Tuscola County Advertiser-August 14, 2019.
- 4) **Ordinance No. 2019-04:** At the September 9, 2019 regular council meeting, the Vassar City Council did adopt the following: Ordinance No. 2019-04 an ordinance of the City of Vassar, Michigan, amending the following: Chapter 50—Offenses and Miscellaneous Provisions: Article VII—Offenses Involving Minors-Sections 309-329—Reserved and Article IX-Offenses Pertaining to Schools—Section 330.
- a) **Effective Date:** These amendments shall take immediate effect upon publication of this ordinance in a newspaper or general circulation.
  - b) 1<sup>st</sup> Reading by Council-August 4, 2019; 2<sup>nd</sup> Reading by Council-September 9, 2019; Public Hearing of Council-September 9, 2019; Adopted by Council-September 9, 2019; Published in the Tuscola County Advertiser-September 14, 2019.
- 5) **Ordinance No. 2019-05:** At the October 7, 2019 regular council meeting, the Vassar City Council did adopt the following: Ordinance No. 2019-05 an ordinance of the City of Vassar, Michigan, amending the following: Chapter 6-Animals:Section 4—Harboring of Domestic Animals and Foul.
- a) **Effective Date:** These amendments shall take immediate effect upon publication of this ordinance in a newspaper or general circulation.
  - b) 1<sup>st</sup> Reading by Council-August 5, 2019; 2<sup>nd</sup> Reading by Council-September 9, 2019; Public Hearing of Council-September 9, 2019; Adopted by Council-October 7, 2019; Published in the Tuscola County Advertiser-October 12, 2019.
- 6) **Ordinance No. 2019-07:** At the October 7, 2019 regular council meeting, the Vassar City Council did adopt the following: Ordinance No. 2019-07 an ordinance of the City of Vassar, Michigan, amending the following: Chapter 14 – Business; Article VI – Peddlers & Solicitors; Section 121-127.
- a) **Effective Date:** These amendments shall take immediate effect upon publication of this ordinance in a newspaper or general circulation.
  - b) 1<sup>st</sup> Reading-September 9, 2019; 2<sup>nd</sup> Reading-October 7, 2019; Public Hearing of Council-October 7, 2019; Adopted by Council-October 7, 2019; Published in the Tuscola County Advertiser-October 12, 2019.