



# CITY OF DEWITT

DEWITT CITY HALL · 414 EAST MAIN STREET · DEWITT, MICHIGAN 48820

**CITY OF DEWITT  
PLANNING COMMISSION  
DeWitt City Hall 414 East Main Street  
Thursday, April 25, 2024  
7:00 PM  
*AGENDA***

**CALL TO ORDER - REGULAR MEETING**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES:** January 25, 2024 Minutes

**PUBLIC COMMENTS**

**OLD BUSINESS:** None

**NEW BUSINESS:**

**1. Discussion on Parking Requirements**

**Recommended Action:** Discussion on the current zoning ordinances as they relate to parking requirements in the Central Business District and review other sample ordinances

**2. Review the 2023 Annual Planning Commission Report**

**Recommended Action:** Approval of the 2023 Annual Report and forward the annual report to City Council.

**3. Review the Six-Year Capital Improvement Plan (CIP) FY23-29**

**Recommended Action:** To approve the Six-Year Capital Improvement Plan and forward the approval of the plan to the City of DeWitt Mayor and City Council.



# CITY OF DEWITT

DEWITT CITY HALL · 414 EAST MAIN STREET · DEWITT, MICHIGAN 48820

## General Information – Beckett & Raeder April Newsletter

### ADJOURNMENT

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Official minutes of meetings are available for public inspection at the Clerk's Office, 414 East Main Street, DeWitt, MI (517) 669-2441. The City of DeWitt will provide to individuals with disabilities, reasonable auxiliary aids and services which are needed to fully participate in any meeting providing a 72-hour notice is received by phone or in writing.

Contact the City Clerk at the above address or phone # to request the necessary assistance. **Posted: 04/19/2024**

**CALL TO ORDER:**

Chairman Ware called the meeting to order at 7:00p.m. and Commissioner Lee led the pledge of allegiance.

**ROLL CALL**

Members Present: Ware, Patterson, Lee, Rondeau, VanDyke

Members Excused: Vacancy, Clement

**STAFF:**

City Administrator Daniel Coss, Clerk-Treasurer Sarah Stoltzfus

**AUDIENCE:**

None

**APPROVE AGENDA:**

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for January 25, 2024, be approved, with the addition of Election of Officers as New Business #1. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission that **the minutes of the August 24, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

**1. Election of Officers**

Motion by Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission **to approve the declared nominations for officers of the Planning Commission. Commissioner Ware was nominated as Chair, Commissioner Rondeau nominated as Vice-Chair, and Commissioner Patterson nominated as Secretary.**

**2. Discussion on Parking Requirements/Mixed-Use Buildings-Central Business District**

Planning Commission reviewed the zoning ordinance in regards to how they relate to parking requirements and mixed-use buildings in the Central Business District. DISCUSSION ONLY

**PLANNING COMMISSION MEMBER COMMENTS:**

None

**ADJOURNMENT:**

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:57 pm.**

Respectfully submitted,

Sarah Stoltzfus,  
Clerk-Treasurer

## **Staff Report Planning Commission**

Agenda Item: NB #1  
Meeting Date: April 25, 2024

TO: Planning Commission Members  
FROM: Dan Coss, City Administrator  
DATE: April 19, 2024  
RE: Parking Requirements – BRI Research

**FACTS:** Attached is a comparison report from Beckett and Raeder of several municipalities parking ordinances for downtown districts.

The document is broken down in to three (3) different categories of parking requirements with samples of the community ordinances:

1. Parking Maximums/No Required Parking
2. Reduced/Eliminated Parking
3. Parking Minimums

At the top of the document is a link to the Parking Reform Network. This provides samples of cities throughout the nation that have reformed their parking requirements in the central business district.

Liz Gunden with Beckett and Raeder will be in attendance to go over the different styles of zoning ordinances that communities are adopting and answer any questions the Planning Commission may have.

**RECOMMENDED ACTION:** Discussion

# Downtown Parking Examples

Great Parking Reform Resource: <https://parkingreform.org/resources/mandates-map/>

## Parking Maximums/No Required Parking

### Kalkaska, MI

- Population: 2,132
- Removed parking minimums and implemented parking maximums citywide.
  - Ordinance establishes a maximum number of parking spaces for each use to lessen high rates of storm water runoff.
- Planning Commission may grant an increase of up to 25% the maximum number of spaces if:
  - Applicant can demonstrate the necessity of additional parking through documented evidence of actual use or anticipated demand.
  - Increase in parking will not have an undue burden on neighboring property owners and/or natural features.
  - Permitted increases in parking spaces will be constructed with pervious pavement, pavers, or other pervious materials acceptable to the planning commission.

### Mancelona, MI (pg. 87-88)

- Population: 1,336
- No parking requirements in the Village. Parking maximums are also in place.
  - Ordinance establishes a maximum number of parking spaces for each use to lessen high rates of storm water runoff.
- Planning Commission may grant an increase of up to 25% the maximum number of spaces if:
  - Applicant can demonstrate the necessity of additional parking through documented evidence of actual use or anticipated demand.
  - Increase in parking will not have an undue burden on neighboring property owners and/or natural features.
  - Permitted increases in parking spaces will be constructed with pervious pavement, pavers, or other pervious materials acceptable to the planning commission.
- Maximum parking space calculations
  - Measurements based on square feet shall be calculated by usable floor area.
  - Number of employees shall be based on the maximum number needed for the largest shift.
  - Requirements based on the number of seats shall use a measurement of 24 inches of bench or pew space or 25 square feet of floor as one seat.
  - Occupancy shall mean legal occupancy as determined by the fire department or other authorized agency.

- Planning Commission will determine the maximum number of parking spaces for “uses not specified.”
- **Shared Parking:** Joint use of an off-street parking area may be permitted for 2 or more uses located on the same, adjacent or nearby lots provided that the number of parking spaces does not exceed the sum of the maximum number of spaces allowed for each use sharing the off-street parking area. The owners of all lots used for or making use of shared parking areas shall record a commitment that is binding on future owners of the property(s) and shall be recorded with the Antrim County Register of Deeds.

### Ecorse, MI

- Population: 9,305
- Eliminated parking minimums and established parking maximums.
  - Ordinance establishes a maximum number of parking spaces for each use to minimize excessive areas of pavement and lessen high rates of storm water runoff.
- Planning Commission may grant an increase of up to 25% the maximum number of spaces if:
  - Applicant can demonstrate the necessity of additional parking through documented evidence of actual use or anticipated demand.
  - Increase in parking will not have an undue burden on neighboring property owners and/or natural features.
  - Permitted increases in parking spaces will be constructed with pervious pavement, pavers, or other pervious materials acceptable to the planning commission.
- Maximum parking space calculations
  - Measurements based on square feet shall be calculated by usable floor area.
  - Number of employees shall be based on the maximum number needed for the largest shift.
  - Requirements based on the number of seats shall use a measurement of 24 inches of bench or pew space or 25 square feet of floor as one seat.
  - Occupancy shall mean legal occupancy as determined by the fire department or other authorized agency.
- Planning Commission will determine the maximum number of parking spaces for “uses not specified.”

## Reduced/Eliminated Parking in Commercial Districts/Downtown

### Auburn, Maine

- Population: 24,061
- Eliminated all minimum parking requirements for commercial developments to reduce upfront costs for new businesses and/or commercial expansions.
  - Language for each commercial district and parking is as follows: Provisions for off-street parking shall not be required in the \_\_\_\_ district, except for dwellings and for any parking and loading area required as a condition of special exception approval.

- Other resources: <https://www.planning.org/planning/2022/spring/a-business-case-for-dropping-parking-minimums/>

### Seabrook, New Hampshire

- Population: 8,869
- No minimum parking requirements and maximum parking standards in commercial and industrial districts.

11.010 **Parking Spaces:** No structure shall be erected nor shall any non-residential land use be established unless appropriate off-street parking and loading space is provided. The number of off-street parking spaces shall conform to the limits specified in the following table:

Type of Use	Maximum # of Spaces	Minimum # of Spaces
<i>Eating &amp; Drinking Establishments</i>	1 space for every 4 seats	0
<i>Manufacturing Facility</i>	1 space per 500 square feet of floor area	0
<i>Motels and Hotels</i>	1 space for every sleeping room	0
<i>Offices</i>	1 space per 250 square feet of floor area	0
<i>Places of Public Assembly</i>	1 space for every 5 seats	0
<i>Retail Business</i>	1 space per 250 square feet of floor area	0

If no standard is specified in these regulations, parking requirements will be at the discretion of the Planning Board. The Planning Board may require variation to these standards if in the board's judgment, circumstances warrant such variation.

11.020 **Parking Dimensions:** Every parking space shall be a minimum of 10 feet in width, and 18 feet in length. Parking lot travel lanes shall be a minimum of 20 feet in width if a herringbone configuration is utilized. Otherwise the travel lanes shall be and a maximum of 24 feet in width.

11.030 **Pavement:** Parking and loading areas shall be paved, if required by the Planning Board. Parking lots shall be designed in such a manner so as to minimize the construction of impervious surface area. For that reason, a herringbone parking alignment is preferred

11.040 **Parking Location:** All parking shall be located on-site, or alternately, a permanent easement may be recorded for alternative parking off-site, so long as the off-site property's potential for expansion is not hindered. Parking is encouraged to be in the rear.

### Saranac Lake, New York

- Population: 5,700
- No minimum parking requirements anywhere in the Village, including business districts. design standards for parking areas are proposed for all new non-single family dwelling developments.



- To promote compact building design and cluster development, there are no minimum parking requirements anywhere in the village, including business and commercial districts.
- Parking and circulation standards and design objectives include “emphasizing the importance of site accessibility from a variety of modes of transportation wherever appropriate, including pedestrians, bicycles, automobiles, and any current or potential future transit service.” Parking spaces also entail design standards which include requirements for landscaping and screening that promotes walkability.

### Chelsea, MI

- Population: 5,393
- “Exemptions. Uses in the DT district shall be exempt from the provisions of this Section if said use is located within 500 feet of municipal parking facilities. The distance shall be measured in a straight line from the center of a municipal parking lot to the nearest building line of said use.”

## Parking Minimums

### Albion, MI

- Population: 7,622
- Minimum parking requirements are the same throughout the city except for in the CBD where there is more flexibility:
  - “Central Business District (CBD). In the event such adequate space is not available to supply on-site parking, municipal lots may be utilized for off street parking and/or loading, subject to the approval of the Zoning Administrator according to generally accepted parking ratios.”

**Staff Report  
Planning Commission**

Agenda Item: NB #2  
Meeting Date: April 25, 2024

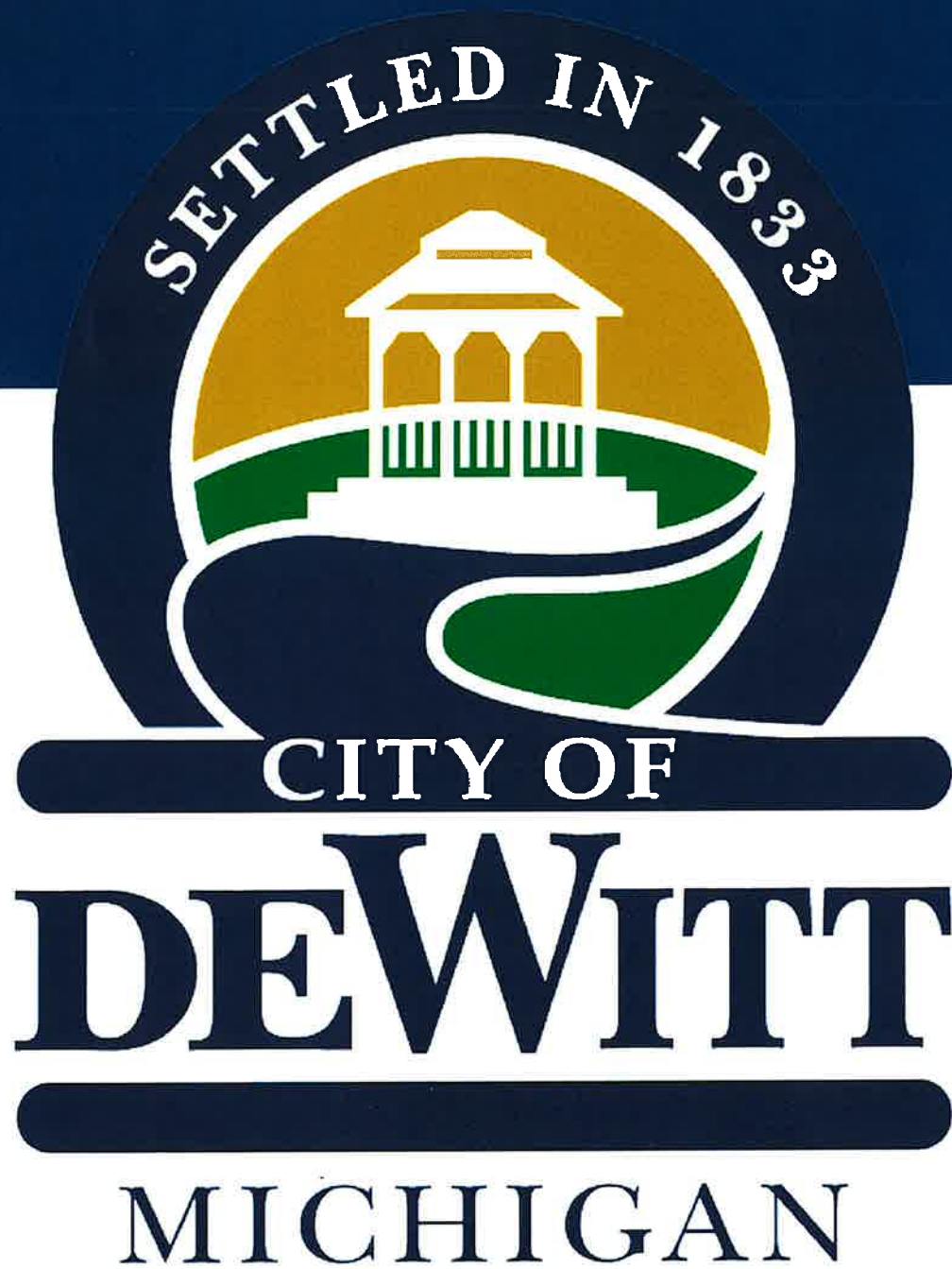
TO: Planning Commission Members  
FROM: Dan Coss, City Administrator  
DATE: April 19, 2024  
RE: Planning Commission Annual Report

**FACTS:** Attached is the annual report for 2023 and the Planning Commission activities for the year.

The annual report will be reviewed in detail at the meeting.

**RECOMMENDED ACTION:** Approval of the 2023 Annual Report and forward the annual report to City Council.

PLANNING COMMISSION  
ACTIVITIES REPORT  
2023



**CITY OF DEWITT**  
**PLANNING COMMISSION**  
**ANNUAL REPORT OF ACTIVITIES**  
**2023**

**PLANNING COMMISSIONERS**

Greg Ware, Chairman  
Pat Cook, Vice-Chairman  
Trevor VanDyke, Council Representative  
Justin Clement, Commissioner  
Mike Lee, Commissioner  
Teresa Patterson, Commissioner  
Ginny Haas, Commissioner

**Training Session(s) for 2023:**

Site Plan Review

**Public Hearings:**

June 22, 2023: Special Land Use Application 210 West Washington

August 24, 2023: Master Plan Presentation

**Regular Planning Meetings:**

**January 26, 2023** Cancelled

**February 23, 2023** Appointment of Officers for 2023, Review 2022 Planning Commission Annual Report, Site Plan Review Training by Liz Gunden

**March 16, 2023** Review Six-Year Capital Improvement Plan (CIP) FY22-23 through FY27-28

**April 27, 2023** Review Draft Master Plan

**May 25, 2023** Cancelled

**June 22, 2023** Review Application for Special Land Use at 210 West Washington

**July 27, 2023-** Cancelled

**August 24, 2023-** Approval of the 2023 City of DeWitt Master Plan

**September 28, 2023-**Cancelled

**October 26, 2023-** Cancelled

**November 23, 2023-** Cancelled

**December 28, 2023-** Cancelled

**Commissioner Attendance:**

The Planning Commission held five (5) regular meetings during 2023 and seven (7) meetings were cancelled.

The following re-caps the attendance record of the Commissioners for 2023:

<b>Commissioner</b>	<b>Present</b>	<b>Excused Absence</b>
Greg Ware, Chair	5	0
Patrick Cook, Vice Chair	1	4
Ginny Haas, Secretary	3	2
Trevor VanDyke	4	1
Teresa Patterson	5	0
Mike Lee	4	1
Justin Clement	5	0

**Meetings Cancelled In 2023:** January 26, May 25, July 27, September 28, October 26, November 23, December 28

JANUARY 26, 2023  
PLANNING COMMISSION  
MEETING

**\*CANCELLED\***

FEBRUARY 23, 2023  
PLANNING COMMISSION  
MEETING



**CALL TO ORDER:**

Chairman Ware called the meeting to order at 7:00 pm and Commissioner Clement led the pledge of allegiance.

**ROLL CALL**

Members Present: Ware, VanDyke, Cook, Patterson, Lee (7:05pm), Clement

Members Excused: Haas

**STAFF:**

City Administrator Daniel Coss, Administrative Specialist Sarah Stoltzfus

**AUDIENCE:**

**APPROVE AGENDA:**

Motion by Commissioner Patterson, seconded by Commissioner Clement and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for February 23, 2023, be approved as presented. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **the minutes of the December 15, 2022, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

**1. Appointment of Officers for 2023**

Motion by Commissioner VanDyke, seconded by Commissioner Clement and carried by unanimous vote of the Planning Commission **to appoint officers of the Planning Commission as follows: Commissioner Ware as Chairman, Commissioner Cook as Vice Chair, and Commissioner Patterson as Secretary.**

**2. Review 2022 Planning Commission Annual Report**

Motion by Commissioner Cook, seconded by Commissioner Patterson, carried by unanimous vote of the Planning Commission **to approve the 2022 Planning Commission Annual Report and forward to the DeWitt City Council for review and approval.**

**3. Site Plan Review Training by Liz Gunden of Beckett and Raeder**

Beckett and Raeder Planner Liz Gunden provided training to the Planning Commission on the overview and process of site plan review. She provided materials for them to review and answered questions/ offered clarification as needed. **DISCUSSION ONLY.**

**4. Reschedule the March Planning Commission Meeting.**

Motion by Commissioner Patterson, seconded by Commissioner VanDyke to **move the March Planning Commission meeting from March 23<sup>rd</sup> to Thursday, March 16<sup>th</sup> at 6:30pm.**

**PLANNING COMMISSION MEMBER COMMENTS:**

Administrator Coss gave updates on the downtown district. Construction is underway on the corner lot downtown where the Lofts of 110 S. Bridge will be going.

The Tin Cup Café and Creamery is now officially open to the public. Their ribbon cutting ceremony was held on Saturday, February 18<sup>th</sup> at 9:30am.

**ADJOURNMENT:**

Motion by Commissioner VanDyke, seconded by Commissioners Cook and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 8:10pm.**

Respectfully submitted,



Sarah Stoltzfus  
Recording Secretary

**MARCH 16, 2023**  
**PLANNING COMMISSION**  
**MEETING**

**CALL TO ORDER:**

Chairman Ware called the meeting to order at 6:45 pm and Commissioner Patterson led the pledge of allegiance.

**ROLL CALL**

Members Present: Ware, VanDyke, Haas, Patterson, Lee (6:45pm), Clement

Members Excused: Cook

**STAFF:**

City Administrator Daniel Coss, Administrative Specialist Sarah Stoltzfus

**AUDIENCE:**

**APPROVE AGENDA:**

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for March 16, 2023, be approved as presented. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **the minutes of the February 23, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

**1. Review Six-Year Capital Improvement Plan (CIP) FY22-23 through FY27-28**

Administrator Coss reviewed the Six-Year CIP and answered any questions the commissioners had. This review is important because it highlights anything that may have an impact on local development and allows the Planning Commission to understand an important part of the budget process.

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission **to approve the Six Year Capital Improvement Plan FY23-28 and forward the approval of the plan to City of DeWitt Mayor and City Council.**

**PLANNING COMMISSION MEMBER COMMENTS:**

Administrator Coss gave updates on the downtown district.

**ADJOURNMENT:**

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:34pm.**

Respectfully submitted,



Sarah Stoltzfus  
Recording Secretary

**APRIL 27, 2023**  
**PLANNING COMMISSION**  
**MEETING**

**CALL TO ORDER:**

Chairman Ware called the meeting to order at 7:03pm and Commissioner Clement led the pledge of allegiance.

**ROLL CALL**

Members Present: Ware, VanDyke, Haas, Patterson, Clement

Members Excused: Cook, Lee

**STAFF:**

City Administrator Daniel Coss, Administrative Specialist Sarah Stoltzfus and Planner Liz Gunden off Beckett & Raeder.

**AUDIENCE:**

**APPROVE AGENDA:**

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for April 27, 2023, be approved as presented. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **the minutes of the March 16, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

**1. Review Draft Master Plan**

Planner Liz Gunden was present to discuss the draft of the Master Plan and answer any questions the commissioners had. The Planning Commissioners would like to see the demographic and housing data section be updated with the 2020 Census data.

Motion by Commissioner Patterson, seconded by Commissioner VanDyke and carried by unanimous vote of the Planning Commission **to forward the Planning Commission approval of the DeWitt Master Plan, with amendments to the 2020 Census data as noted, to the City Council for distribution of the plan to the appropriate entities as required in the Michigan Planning Enabling Act.**

**PLANNING COMMISSION MEMBER COMMENTS:**

Administrator Coss gave updates on the downtown district. The DDA will be hosting a “round table” style open house as an opportunity for the DDA business community to gather input from business owners and business community in the downtown district.

**ADJOURNMENT:**

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:50 pm.**

Respectfully submitted,



Sarah Stoltzfus,  
Recording Secretary



MAY 25, 2023

PLANNING COMMISSION  
MEETING

**\*CANCELLED\***

**JUNE 22, 2023**  
**PLANNING COMMISSION**  
**MEETING**

**CALL TO ORDER:**

Chairman Ware called the meeting to order at 7:00p.m. and Commissioner Patterson led the pledge of allegiance.

**ROLL CALL**

Members Present: Ware, VanDyke, Haas, Patterson, Clement, Lee

Members Excused: Cook

**STAFF:**

City Administrator Daniel Coss, Administrative Specialist Sarah Stoltzfus and Planner Liz Gunden off Beckett & Raeder.

**AUDIENCE:**

Loretta Spinrad, 113 N. Bridge St, DeWitt, MI 48820  
Kelli Furgason, 1201 E. Geneva, DeWitt, MI 48820  
Tim Covert, 4328 Lariat Ln., Lansing MI  
DarLynn Covert, 4328 Lariat Ln., Lansing, MI  
Jeff Murphy, 9385 Williams Rd, DeWitt, MI 48820

**APPROVE AGENDA:**

Motion by Commissioner Patterson, seconded by Commissioner Haas and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for June 22, 2023, be approved as presented. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

Motion by Commissioner VanDyke, seconded by Commissioner Patterson and carried by unanimous vote of the Planning Commission that **the minutes of the April 27, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

**PUBLIC HEARING:** Special Land Use Application 210 West Washington

Open: 7:02pm

Close: 7:03pm

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

**1. Review Application for Special Land Use at 210 West Washington**

The Planning Commission reviewed the Special Land Use application, which is requesting that the building's primary use be converted from Community Building to Religious Worship Services. Of the general conditions, the setback requirement is not met, but the applicant can request a variance from the Zoning Board of Appeals. The Planning Commission also had a discussion

about the church being located in the commercial district within a radius of 500 feet and current and future businesses that may apply for a liquor license.

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission **to recommend approval to the City Council and contingent upon approval of the non-use variance from the ZBA for the SLU at 210 West Washington.**

**PLANNING COMMISSION MEMBER COMMENTS:**

Administrator Coss announced that there will be a ribbon cutting ceremony on June 26<sup>th</sup> at 6pm at the DeWitt Sports Park to celebrate the installation of its new playground equipment.

**ADJOURNMENT:**

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:28 pm.**

Respectfully submitted,



Sarah Stoltzfus,  
Recording Secretary

JULY 27, 2023

PLANNING COMMISSION  
MEETING

**\*CANCELLED\***

**AUGUST 24, 2023**  
**PLANNING COMMISSION**  
**MEETING**

**CALL TO ORDER:**

Chairman Ware called the meeting to order at 7:00p.m. and Commissioner Lee led the pledge of allegiance.

**ROLL CALL**

Members Present: Ware, Haas, Patterson, Clement, Lee

Members Excused: Cook, VanDyke

**STAFF:**

City Administrator Daniel Coss, Administrative Specialist Sarah Stoltzfus and Planner Liz Gunden of Beckett & Raeder.

**AUDIENCE:**

**APPROVE AGENDA:**

Motion by Commissioner Patterson, seconded by Commissioner Haas and carried by unanimous vote of the Planning Commission that **the Planning Commission's agenda for August 24, 2023, be approved as presented. MOTION CARRIED.**

**APPROVAL OF MINUTES:**

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission that **the minutes of the June 22, 2023, Regular Planning Commission Meeting be approved as presented. MOTION CARRIED.**

**PUBLIC HEARING:** Master Plan Presentation

Open: 7:01pm

Close: 7:19pm

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

1. **Approval of the 2023 City of DeWitt Master Plan**

Planning Commission has final approval of the City of DeWitt Master Plan.

Motion by Commissioner Patterson, seconded by Commissioner Lee and carried by unanimous vote of the Planning Commission to **approve the City of DeWitt 2023 Master Plan as presented on August 24, 2023.**

**PLANNING COMMISSION MEMBER COMMENTS:**

Administrator Coss reported on downtown updates. The Ox Roast had a great turnout. Construction is moving right along with the Lofts at 110 S. Bridge.

**ADJOURNMENT:**

Motion by Commissioner Lee, seconded by Commissioner Haas and carried by unanimous vote of the Planning Commission that **this meeting be adjourned at 7:28 pm.**

Respectfully submitted,



Sarah Stoltzfus,  
Recording Secretary



CITY OF DEWITT  
CLINTON COUNTY, MICHIGAN

CITY OF DEWITT PLANNING COMMISSION  
RESOLUTION RECOMMENDING THE ADOPTION OF THE  
CITY OF DEWITT COMMUNITY MASTER PLAN

WHEREAS, the Michigan Planning Enabling Act ("MPEA," PA 33 of 2008) authorizes municipal planning commissions to prepare a "master plan" pertinent to the future development of the municipality; and

WHEREAS, the City of DeWitt Planning Commission has prepared a draft master plan for the municipality, to update and replace its previous community master plan, meeting all statutory requirements set forth in the MPEA; and

WHEREAS, the City of DeWitt City Council authorized the distribution of the draft City of DeWitt Community Master Plan to the general public and the various entities listed in the MPEA, for review and comment purposes; and

WHEREAS, the proposed Community Master Plan was made available to the various entities and the general public as required by the MPEA, and a public hearing thereon was held by the Planning Commission on August 24, 2023 pursuant to notice as required by the MPEA; and

WHEREAS, the Planning Commission finds the proposed Master Plan as submitted for the public hearing is desirable and proper, and furthers the land use and development goals and strategies of the City;

NOW, THEREFORE, the City of DeWitt Planning Commission hereby resolves to adopt the updated City of DeWitt Community Master Plan as submitted for the public hearing, including all the text, charts, tables, maps, and descriptive and other matter therein intended by the Planning Commission to form the complete Master Plan, including the Future Land Classification Map.

CERTIFICATE

I hereby certify the foregoing resolution was approved by a majority of the members of the City of DeWitt Planning Commission at a regular meeting held on August 24, 2023 in compliance with the Open Meetings Act.

Motion by: Commissioner Patterson

Seconded by: Commissioner Lee

Absent: Commissioner VanDyke

**Motion Passed Unanimously**

SEPTEMBER 28, 2023  
PLANNING COMMISSION  
MEETING

**\*CANCELLED\***

OCTOBER 26, 2023  
PLANNING COMMISSION  
MEETING

**\*CANCELLED\***

NOVEMBER 16, 2023  
PLANNING COMMISSION  
MEETING

**\*CANCELLED\***

DECEMBER 28, 2023  
PLANNING COMMISSION  
MEETING

**\*CANCELLED\***

**Staff Report  
Planning Commission**

Agenda Item: NB #3  
Meeting Date: April 25, 2024

TO: Planning Commission Members  
FROM: Dan Coss, City Administrator  
DATE: April 19, 2024  
RE: Six Year Capital Improvement Plan (CIP) FY23-29

**FACTS:** The Planning Enabling Act requires the Planning Commission to review and approve a Capital Improvement Plan (CIP), which includes anything that may have an impact on local development/land use.

Attached for your review is the 6-Year CIP and this will be discussed in detail during the meeting.

**RECOMMENDED ACTION:** To approve the Six-Year Capital Improvement Plan and forward the approval of the plan to the City of DeWitt Mayor and City Council.

CITY OF DEWITT  
CAPITAL IMPROVEMENT PROGRAM

Department	All Areas - Synopsis					
	FY 23-2	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY28-29
Public Services	\$68					
Police	\$55					
Parks and Recreation	\$621					
Building and Grounds	\$135					
Public Improvement / Building	\$995					
<b>Total:</b>	<b>\$1,874</b>					
Public Services		\$230				
Police		\$0				
Parks and Recreation		\$175				
Building and Grounds		\$135				
Public Improvement / Building		\$1,090				
<b>Total:</b>	<b>\$1,630</b>					
Public Services			\$610			
Police			\$55			
Parks and Recreation			\$75			
Building and Grounds			\$135			
Public Improvement/Building			\$300			
<b>Total:</b>	<b>\$1,175</b>					
Public Services				\$57		
Police				\$0		
Parks and Recreation				\$75		
Building and Grounds				\$135		
Public Improvement/Building				\$615		
<b>Total</b>	<b>\$882</b>					
Public Services					\$180	
Police					\$55	
Parks and Recreation					\$75	
Building and Grounds					\$135	
Public Improvement/Building					\$300	
<b>Total</b>	<b>\$745</b>					
Public Services						\$50
Police						\$0
Parks and Recreation						\$75
Building and Grounds						\$135
Public Improvement/Building						\$300
<b>Total</b>	<b>\$560</b>					

**Department: Public Improvement/Public Building**

**Funding**

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY28-29	Source
<b>Project:</b>							
Local Road Resurfacing	\$180						LS
E. Dill Sewer Extension	\$790						MS
Sidewalk Replacement	\$25						PI/PB
<b>Total:</b>	<b>\$995</b>						
E. Dill Sewer Extension		\$790					
Local Road Resurfacing		\$275					LS
Sidewalk Replacement		\$25					PI/PB
<b>Total:</b>		<b>\$1,090</b>					
Local Road Resurfacing			\$275				LS
Sidewalk Replacement			\$25				PI/PB
<b>Total:</b>			<b>\$300</b>				
Local Road Resurfacing				\$275			LS
E. Main Street Resurfacing				\$315			MS
Sidewalk Replacement				\$25			PI/PB
<b>Total:</b>				<b>\$615</b>			
Local Road Resurfacing					\$275		LS
Sidewalk Replacement					\$25		PI/PB
<b>Total:</b>					<b>\$300</b>		
Local Road Resurfacing						\$275	LS
Sidewalk Replacement						\$25	PI/PB
<b>Total:</b>						<b>\$300</b>	

PI/PB - Public Improvement Public Building    LS - Local Streets    MS - Major Streets    WS - Water/Sewer

Refer to the Transportation Improvement Plan (TIP) for road resurfacing projects.

The sewer extension cost estimate (FY on E. Dill includes watermain installation, paved shoulder and re-routing of a force main currently under the Looking



**Department: Building and Grounds**

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY28-29	Funding Source
<b>Project:</b>							
City Hall Bond	\$135						GF
<b>Total</b>	<b>\$135</b>						
City Hall Bond		\$135					GF
<b>Total</b>		<b>\$135</b>					
City Hall Bond			\$135				GF
<b>Total</b>			<b>\$135</b>				
City Hall Bond				\$135			GF
<b>Total</b>				<b>\$135</b>			
City Hall Bond					\$135		GF
<b>Total</b>					<b>\$135</b>		
City Hall Bond						\$135	GF
<b>Total:</b>						<b>\$135</b>	

GF= General Fund - The General Fund is the main account for all City operating expenses.

The Building/Grounds Account is the main operating account within the General Fund. The B/G account covers utility expenses, legal fees, office supplies, and many other related expenses for the General Government Services the City of DeWitt performs.

The City Hall Bond was issued in 2020 at an interest rate of approximately 3%. The City was rated AA- and the bond is a 25-Year Bond.

**Department: Parks and Rec**

**Funding Source**

Project:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY28-29	Funding Source
McGuire Park - Play Equip/LWCF Grant	\$621						GF/Grant
<b>Total</b>	<b>\$621</b>						
Play Equip Replacement		\$175					GF/Grant
<b>Total</b>		<b>\$175</b>					
Play Equip Replacement			\$75				GF
<b>Total</b>			<b>\$75</b>				
Master Plan Impvts				\$75			Grant/GF
<b>Total</b>				<b>\$75</b>			
Master Plan Impvts					\$75		Grant/GF
<b>Total</b>					<b>\$75</b>		
Master Plan Impvts						\$75	Grant/GF
<b>Total:</b>						<b>\$75</b>	

GF= General Fund

The improvements/projects will be prioritized based on the Master Concept Plan that was developed in 2021 by the Parks, Recreation, Cemetery and Tree Commission. Several of the improvements/projects will require an additional funding source, i.e. MDNR Trust Fund Grant, Land and Water Conservation Fund, Recreational Passport Grant, etc...

**Department: Police**

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY28-29	Funding Source
<b>Project:</b>							
Patrol Vehicle	\$55						MP
<b>Total</b>	<b>\$55</b>						
Nothing Anticipated		\$0					MP
<b>Total</b>		<b>\$0</b>					
Patrol Vehicle			\$55				MP
<b>Total</b>			<b>\$55</b>				
Nothing Anticipated				\$0			MP
<b>Total</b>				<b>\$0</b>			
Patrol Vehicle					\$55		MP
<b>Total</b>					<b>\$55</b>		
Nothing Anticipated						\$0	
<b>Total:</b>						<b>\$0</b>	

**MP=Motor Pool Account**

The Motor Pool account is an internal service account that the City operates to purchase all equipment. Each department "rents" the equipment from Motor Pool. An internal service account is an account that receives very little outside revenue. The majority of the revenue comes from other City Accounts, i.e. Police Department, DPW, Streets, etc...

The Police Department operates with 8 FTE's (7 Officers, 1 Administrative Assistant) and 6 PTE's. They have three patrol vehicles and one vehicle for officers to use to take to training, court appearances, etc...

**Department: Public Services**

**Funding Source**

Project:	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY28-29	Funding Source
Zero Turn Mower	\$17						MP
4X4 Truck w/plow	\$40						MP
Gator	\$11						
<b>Total:</b>	<b>\$68</b>						
Dump Truck		\$180					MP
Architect - Building Impvts		\$50					
<b>Total:</b>		<b>\$230</b>					
Building Impvts			\$450				MP
Backhoe			\$160				
<b>Total:</b>			<b>\$610</b>				
Zero Turn Mower				\$17			MP
4x4 Truck & plow				\$40			MP
<b>Total</b>				<b>\$57</b>			
Street Sweeper					\$180		MP
<b>Total</b>					<b>\$180</b>		
4x4 Truck & plow						\$50	
<b>Total:</b>						<b>\$50</b>	

The DPW operates with 5 FTE's (1 Supervisor, 4 Utility Staff) and is responsible for all the operations regarding grounds maintenance at all City owned properties, streets maintenance (winter and routine), Miss Dig requests, etc...

There is a Certified Mechanic on staff that performs routine maintenance and minor repairs for DPW and Police vehicles.

## Planning Report

Serving & Planning Communities Throughout Michigan

April 2024

Top  
Story

### Short Term Rental House Bill 5438

*“Local control was our guiding light... Through these bills, we aim to empower local communities to manage the impact of short-term rentals within their borders, ensuring a balance between economic benefits and neighborhood stability.” Rep. Joey Andrews (co-author of House Bill)*

The first short-term rental bill was introduced in April 2017 as an amendment to the Michigan Zoning Enabling Act. With over six years of back and forth (and some communities opting to ban STRs during this time), Michigan [House Bill 5438](#) features some key changes than previously proposed legislation:

1. This is not a preemption amendment to the Michigan Zoning Enabling Act.
2. Local units of government maintain authority to regulate short-term rentals.
3. An opt-in statewide excise tax is created (6% of the STR occupancy rate) and proceeds will be distributed to the local unit of government in which the STR is located.

Supporters believe HB 5438 protects neighborhoods from a concentration of STRs, provides an avenue to file complaints, allows communities to balance housing needs for residents and businesses at the local level, and generates some revenue to pay for costs associated with being a tourist destination. The bill also prescribes penalties to owners who violate the law and enables the department of licensing and affairs to manage the database of STRs, issue annual certificates to owners, and to share the owner’s number of complaints received against this act with the host municipality. The bill has been referred to the House Committee on Local Government and Municipal Finance with an upcoming hearing likely.

[Michigan Municipal League](https://mml.org/inside208/2024/02/28/short-term-rental-str-regulation-act-introduced/) <https://mml.org/inside208/2024/02/28/short-term-rental-str-regulation-act-introduced/>

Award

### EGLE’s Renewable Ready Communities Award

The Department of Environment, Great Lakes, and Energy (EGLE) is establishing a new funding opportunity to award Michigan communities that host renewable energy projects. The Renewables Ready Communities Award (RRCA) awards \$5,000 per megawatt to municipalities that physically host and perform local permitting for any portion of an eligible renewable energy project on or after October 1, 2023. An eligible project is a grid-connected wind, solar, energy storage, or hybrid project in Michigan. Up to \$30 million is available with a maximum of \$3 million available per project.

[EGLE](https://www.michigan.gov/egle/about/organization/materials-management/energy/rfps-loans/renewables-ready-communities-award) <https://www.michigan.gov/egle/about/organization/materials-management/energy/rfps-loans/renewables-ready-communities-award>

## News

### Michigan's Mild Winter

*"We don't realize how much it defines us until it suddenly vanishes."* Nancy Langston, an environmental historian at Michigan Technological University.

This year's light snow fall has come with economic and cultural concern. Activities that have formed a part of Michigan's wintry heritage - snowmobiling, ice fishing, skiing, dog sledding, ice skating on a pond - were shortened due to the state's warmest winter on record. Ski resorts that were historically open into the spring had to close their doors early this year. Luckily, there is some economic relief. The Small Business Administration is providing loans to small businesses to help offset financial losses. Eligible businesses can apply for up to \$2 million to meet their financial needs. Many Michigan ski areas can benefit from disaster relief funding and are encouraged to apply. Yet, concerns continue to grow with acceptance that Michigan winters will slowly fade and that the jobs based on snow and ice will also face elimination. Typically, tourists spend around \$180 million each winter in the U.P. This year, the region may only see 20% of that, according to Tom Nemacheck, Executive Director of the Upper Peninsula Travel & Recreation Association. If winter is what a region is known for, how does it adapt over time to a new climate and a new economy?

*Bridge Magazine.* <https://www.bridgemi.com/michigan-environment-watch/climate-change-erasing-michigan-winters-taking-our-heritage-them> *Bridge Magazine.* <https://www.bridgemi.com/michigan-environment-watch/mild-temps-lack-snow-force-michigan-ski-resorts-close-season>

## Training

### What's Coming Up?

Take a look at the events and training opportunities below and mark your calendar!

#### American Planning Association National Conference

*April 13-16 Minneapolis*

*More information:* <https://www.planning.org/conference/>

#### CEDAM

*April 16 Michigan Affordable Housing Summit*

*April 29-May 1 Small Town & Rural Development Conference*

*More information:* [https://app.glueup.com/event/michigan-affordable-housing-summit-102240/?pk\\_campaign=widget-event-list](https://app.glueup.com/event/michigan-affordable-housing-summit-102240/?pk_campaign=widget-event-list)

*More information:* <https://cedamichigan.org/rpm/conference-rpm/>

#### MAP - Spring Institute

*May 8 Lansing*

*More information:* <https://www.planningmi.org/aws/MAP/pt/sp/events>

#### MI Healthy Climate Conference

*May 16-17, Lansing*

*More information:* <https://egle.idloom.events/MI-Climate-Conference-2024#:~:text=May%2016%2D17%2C%202024%20%7C,May%2016%2D17%2C%202024.>