

City of Perry - Planning Commission

Meeting Minutes – November 1, 2021

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CITY OF PERRY

Members present: Cottrell, Lambert, Lewis, Wallace, Jones, Muller, Ottke

Member(s) absent: N/A

Guests: Mindy Galbavi

Call to order: by Chairperson Ottke at 7:04 pm

Approval of the agenda: Moved by Lambert that the agenda be approved as presented. Seconded by Cottrell. Approved unanimously.

Approval of October Meeting Minutes: Motion by Chairperson Ottke to approve October 04, 2021 Meeting Minutes. Moved by Cottrell. Seconded by Lewis. Approved unanimously.

New Business:

- Two New Members of the Perry Planning Commission:

Chairperson Ottke confirms Nick Jones has decided to join the Planning Commission. Ottke also introduces present member of City Council and former Mayor of Perry, Steve Wallace, as a new member of the Planning Commission.

- Item #2 for New Business: Approval of 2022 Meeting Schedule

Chairperson Ottke seeks approval of the 2022 Meeting Schedule and asks if there are any questions or comments regarding the agenda. Lewis asks for details surrounding the Special Election on May 2nd. Details are unknown as the Commission is unsure of what it entails.

Cottrell moves the approval of the 2022 Meeting Schedule. Seconded by Lewis. Approved unanimously. Motion carried by Chairperson Ottke.

- Item #3 for New Business: Further Discussion on Updating the Master Plan:

Ottke opens discussion about the next steps in the revision of the Master Plan.

Cottrell adds that she and Devin Miller have again pursued obtaining the updated census information and the full data is still not yet available at the Shiawassee county level.

Lambert mentions that Muller will work on obtaining the flash drive from Devin Miller that contains the electronic updates to the Master Plan.

Muller confirms that he will make an electronic copy of all updates that have been completed to the Master Plan so all members will have copies of the suggested changes from a couple years ago and can incorporate those updates into the new Master Plan as seen fit.

Cottrell asks if we have Microsoft Teams so that we can utilize it to collaborate. Lambert mentions they have not used that method for council with updating of ordinances. Jones and Wallace mentions Microsoft Teams would be a good way to update the Master Plan. Cottrell will ask Devin Miller about the utilization of Microsoft Teams.

Wallace mentions that State Law may have some criteria that has to be a part of the Master Plan - Lambert and the Planning Commission will look into such laws/requirements.

Cottrell suggests forming big goals for what we want the new Master Plan to look like and how it should function based on which individuals/groups use the Master Plan and how they use it.

The Planning Commission then discusses its goals for the new Master Plan.

Goals discussed and devised for the new Master Plan:

1. Concise - Not redundant, to the point, and effective as an efficient reference.
2. Accessible (one document, no floating revisions, a living document, meets ADA requirements).
3. Legal - Complies with all local and state laws.
4. Measurable - "How do we know when we have achieved what we wanted to achieve?"
5. Relevant to the appropriate parties. The Planning Commission has determined the audience of the Master Plan to include the following groups: Grant Writer, Schools, Community Activities group, DPW, Transportation, Zoning, Mayor, organizations such as the Food Bank and Senior Center, local businesses, Law Enforcement, Fire Department, City Council, Parks and Recreation group, Library, Historical Society, and Ourselves as part of the Planning Commission.
6. SMART Goals objective in mind with creation of the Master Plan- Smart Goals are defined as "Specific, Measurable, Achievable, Relevant, and Time-Bound".

Discussion ensues regarding how we can achieve the above goals and the next steps for working on the update of the Master Plan.

Jones proposes that short-term and long-term goals should be outlined in the Master Plan so we have a timeline. Furthermore, it is suggested that we implement a timetable into the Plan for reviewing goals and objectives and monitoring the progress towards each goal/objective. This will also aid in making updates and amendments to the Master Plan.

The Planning Commission collectively formulates the following course of action for updating the new Plan:

- Ask all parties (outlined above) questions regarding how they use the Master Plan and what information within it is or would be beneficial/relevant to them if it was included.
- Ask our grant writer if the Master Plan is relevant to us obtaining grants- presumably yes. Lambert will reach out to the grant writer to inquire how he utilizes information/data within the Master Plan.
- We will have one public hearing held by our City Government to incorporate all of the changes to the Master Plan once the new Plan is written.
- Determining what the City's businesses need within the Master Plan for obtaining approval of grants.

Cottrell suggests that we should form questions for all potential audiences of the Master Plan so that we can get quick answers and efficient ones from them.

Chairperson Ottke agrees with Cottrell that we should have the Grant Writer be our first person to ask questions of.

Cottrell proposes we create a form to provide to businesses to obtain their input so that we can incorporate their feedback into the formation of the new Master Plan. Wallace then mentions we could get greater feedback from the community by also putting a form on the City's website for people to fill out. The Commission as a whole agrees with these ideas.

The Commission also determines it would be effective to send emails to businesses and audiences of the Master Plan with a link to a survey they can fill out so we can gather feedback.

Chairperson Ottke directs each member to come up with at least 2 questions to ask the Master Plan audience groups between now and our next meeting, on December 6, so that we can come up with 5-6 questions to ask our audiences. All agree with this idea.

Old Business: I-1 and I-2 zoning ordinance tabled.

Next meeting: December 6, 2021 @ 7pm in City Hall's Council Chambers.

Other Comments: Chairperson Ottke mentions that we need to think of having an election for Chairperson and that if anyone on the Planning Commission is interested in being the new Chairperson, to let him know.

Adjournment: Meeting Adjourned at 8:04 pm by Chairperson Ottke.