

**CITY OF REED CITY
PLANNING COMMISSION
December 5, 2022**

Chairperson Dawn Montague called the meeting to order at 6:00 P.M. in Council Chambers, 227 East Lincoln Avenue, Reed City, Michigan.

Present Trevor Guiles, Allison Langworthy, Charles Lupo, Karen Lea McKinney, Roger Meinert, Dawn Montague, Rich Saladin and Sarah Spruit. Courtney Murphy was absent. The meeting was opened with the pledge to the flag. There were citizens in the audience.

Agenda Motion by Guiles, seconded by McKinney, **CARRIED**, to approve the agenda as presented with the following additions: After approval of the minutes, Audience Presentation: Donna Wheeler, regarding pocket park, under Unfinished Business: Site Plan Review of 419 N. Chestnut, Biggby Coffee, and under New Business: item d) Parks Department and item e) RRC progress. Affirmed by voice vote.

Minutes Motion by McKinney, seconded by Langworthy, **CARRIED**, to approve the minutes of the October 3, 2022 regular meeting as presented. Affirmed by voice vote.

Audience Donna Wheeler addressed the Planning Commission with a proposal to change the Pocket Park plan from a stage with the splash pad to a pavilion. The pavilion would also house a flat screen in the summer for business ads, upcoming events, and photos for and during the 150th anniversary. It would also have lights and house the ice rink in winter. Donna also brought information regarding the government "Charge-up-Michigan" program suggesting that also be in the parking lot of the Pocket Park.

Unfinished Business

Site Plan Sonya Bielecki, advised planning members the ordering speaker has been moved, a barrier fence and retaining wall are included and sidewalk on both Stimson and Chestnut Street are included in the new site plan. Unfortunately the architect sent the wrong site plan and it was agreed upon by members to have a special Planning Commission meeting on Tuesday, December 13, 2022 at 5:00 PM to review the correct site plan.

New Business

2023 Meetings Motion by McKinney, seconded by Lupo, **CARRIED**, to approve Resolution 2022-02, Planning Commission 2023 Meeting Schedule as presented. Affirmed by voice vote.

**CITY OF REED CITY
PLANNING COMMISSION
2023 MEETING SCHEDULE
Resolution 2022-02**

Meetings are held on the first Monday of each month
At 6:00 P.M. in Council Chambers unless other wise indicated.

January 3, 2023 (Tuesday)	July 3, 2023
February 6, 2023	August 7, 2023
March 6, 2023	September 5, 2023 (Tuesday)
April 3, 2023	October 2, 2023
May 1, 2023	November 6, 2023
June 5, 2023	December 4, 2023

- Zoning Forms Rich Saladin presented samples of updated zoning forms and a sample Guide to Development and requested members review them for changes, deletions and additions. Some changes discussed were to include a maximum LED sign lighting threshold for brightness, include change of use on Residential Permit form, update the fee amounts, change the appeal of Zoning Board of Appeals decision by applicant, to take before council. Members liked the revised forms and feel they are more informative for the public than what the city currently uses. Rich will refine the forms and bring them back at the January meeting.
- Property Motion by Guiles, seconded by Lupo, **CARRIED**, to reject the Purchase Agreement request from Nate Adams of Nate Buys Land, for 1.1 acre of city owned land. Affirmed by unanimous voice vote.
- Parks Dept. Trevor Guiles opened discussion on the idea of separating the Parks from the DPW. Trevor commented there is more going on at the parks and maybe it is time to consider making a change. A suggestion was made to hire a new DPW employee dedicated to the parks and can also be utilized in the DPW. Rich Saladin will talk with Rich Rehkopf. In the meantime, Rich made a request of members, if you see things not being done or something that needs to be done at the parks, to please contact him, DPW or City Hall.
- RRC Trevor Guiles inquired where does the City stand in the RRC process? Rich Saladin stated it has been on the back burner since he began with the City. In August the MEDC made a change of what the effect of RRC will have on how cities can access grants. MEDC had certain grant programs where you had to be RRC certified to be able to apply. That no longer exists. Rich had a zoom meeting with Julie in November and moved boxes around so we can do the essentials first and a lot of the essentials line up with certification. Trevor volunteered his help to complete any task where needed.

City Manager/Zoning Administrator's Report

Rich Saladin reported on the following:

- The ice rink is up thanks to Dan and the Boys Scouts for the heavy lifting, the Fire Dept fire truck for the water and the DPW crew. Ice rink was set up running east-west this year and so far there are no leaks.
- Rich has a meeting scheduled with Fishbeck who is doing the WWTP and a meeting scheduled with Fleis on the Drinking Water side and hoping to have it bid out in January.
- Muskegon River Water Shed Grant for trees has been submitted.
- Housing Development grants – Rich has had a couple of people call looking at property within the City where some development could occur.
- New Year's Eve ball drop - Roger is coordinating it. The social district will be open from 9:00 pm – 12:30 am. Upton will be blocked off all the way to Huntington and on Higbee to both alleys. Ball drop will be in the middle of Upton and Higbee intersection

Public Comment Dan Burchett gave a huge thanks to everyone who came out and helped put up the ice rink - Charles Lupo for putting up the lights on the tree, the scouts for stacking all of the donated wood, Rich Saladin and Trevor for helping with directions.

Adjourn Chairperson Montague adjourned the meeting at 7:21 P.M.

Jacalyn R. Beam
Recording Secretary