



## PLANNING COMMISSION

City Hall, 222 South Maple Street, Fennville, MI 49408  
Monday, April 8, 2019  
6:30 p.m.

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### AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments
5. Approval of the following Planning Commission Minutes:
  - a. January 14, 2019 Regular Meeting Minutes
6. The Planning Commission will begin the process to update the 5-year Recreation Plan.
7. Chair Report
8. City Commission Report
9. Adjournment

### 2019 Meeting Schedule

6:30 p.m., City Hall - Quarterly – 2nd Monday  
January 14            July 8  
April 8                October 14

*DRAFT*



## PLANNING COMMISSION

City Hall, 222 South Maple Street, Fennville, MI 49408  
Monday, January 14, 2019  
6:30 p.m.

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### MINUTES

**1. Call to Order at 6:30 p.m.**

**2. Roll Call**

Present: Machan, Martin, Pappalardo  
Absent: Andry, Piantek

**3. Pledge of Allegiance**

Pledge of Allegiance was recited.

**4. Public Comments**

None at this time

**5. Approval of the following Planning Commission Minutes:**

- a. July 9, 2019 Regular Meeting Minutes
- b. August 13, 2019 Workshop Minutes

Moved by Martin, seconded by Pappalardo to approve the minutes of July 9, 2019 and August 13, 2019 as presented.

Voted Yes: Machan, Martin, Pappalardo.  
Voted No: None.

Motion carried.

**6. Chair Report**

None at this time

**7. City Commission Report**

City Commissioner Machan updated the Planning commission on the following items:

- Fire Department
- Spring Clean Up Trash Pick Up

**8. Discussion Items**

The Planning Commission had general discussion on the Chemical Bank building and the Interurban.

*DRAFT*

**9. Adjournment at 8:21 p.m.**

- a. Next meeting is April 8, 2019

I attest these minutes to be a true and accurate statement.

Shawn Machan

# Memo

DATE: April 3, 2019  
TO: Planning Commission  
FROM: Amanda Morgan  
City Administrator  
SUBJECT: Agenda Item 6: 5-year Recreation Plan

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The Planning Commission will begin the process to update the 5-year Recreation Plan.

## Background Information

In 2017 the Planning Commission worked to update the 5-year Recreation Plan and the updated plan was submitted to the DNR in early 2018. Shortly after the document was submitted, the City received notice from the DNR that unfortunately the plan was deficient in several items and was not approved.

The City Commission has indicated that they would like to make planning for park improvements a priority over the coming fiscal year. As those designs are completed, they will be looking into grant opportunities to aid in funding those improvements. However, to be eligible to receive grants from the DNR, the City needs to have a completed 5-year Recreation Plan on file. The Planning Commission is again being asked to work through updating the document and addressing the deficiencies identified by the DNR.

Staff will work to address the following deficiencies and update the document to include:

- Map with City parks labeled.
- ADA Assessment for all City Parks.
- Documentation of public hearings.
- Required Certification Checklist
- Post Completion Self-Inspection Reports
- New Transmittal letters to County and regional planning for updated document.

What I am asking the Planning Commission to focus on is providing the “Goals and Objectives” required within the plan and to hold the public hearing process. The new plan will be required to be available to the public for comment for a 30 day period before the final approval can occur. I would like the Commission to consider the following process:

April 8<sup>th</sup> Regular Meeting:

- Review items needed and set meeting schedule.
- Work with City Administrator to develop question for an internet based survey to gather input.
- Schedule a public input session for a date in June to develop goals and objectives.

June Workshop (date to be scheduled on April 8<sup>th</sup>)

- Hold a public input session and develop goals and objectives.

July 8<sup>th</sup> Regular Meeting:

- Review draft plan.
- Issue Notice of Availability – minimum 30 days.

October 14<sup>th</sup> Regular Meeting:

- Hold public hearing on draft plan.
- Make recommendation to the City Commission for approval.

Attachment(s)

- 2018-2022 Recreation Plan (as submitted) – will be distributed during meeting.

Recommended Action

1. Schedule a public input session for a date in June.
2. Develop questions for a community survey to be posted online.