

**MINUTES OF THE SPECIAL MEETING OF THE
MIDLAND CITY PLANNING COMMISSION
WHICH TOOK PLACE ON TUESDAY,
OCTOBER 11, 2016, 6:00 P.M.,
COUNCIL OVERFLOW CONFERENCE ROOM
CITY HALL, MIDLAND, MICHIGAN**

1. The meeting was called to order at 6:15 p.m. by Vice Chair Hanna.

2. **Roll Call**

PRESENT: Bain, Hanna, Heying, Koehlinger, Mayville, and Tanzini

ABSENT: McLaughlin, Pnacek, and Stamas

OTHERS PRESENT: Brad Kaye, Assistant City Manager for Development Services; and Grant Murschel, Community Development Planner; and no (0) others.

3. **New Business**

a. Planning Commission Meeting Process

Kaye provided an overview of the information presented in the staff memorandum. He mentioned that the current site plan review process of holding public hearings at the Planning Commission level and then giving the final authority to the City Council is a unique review process to the City of Midland.

Kaye also indicated that the current default process of waiting until the next meeting to act on a proposal can be changed at any time through revisions of the Planning Commission's bylaws. The Commission discussed the item at length and referenced the data that was provided by staff looking at decisions over the last three years.

Mayville and Tanzini voiced their support to change the bylaws to better support the way things have been handled over the last three years. Staff will take the feedback and bring forward amended documents for consideration and approval.

b. Planning Commission Orientation Packet

Kaye gave an overview of the information within the orientation packet. This packet had been updated since the last time feedback was provided by the Commission.

Bain commented that he would like to see a summary paragraph under the *Application Review* section on page 19 that describes the criteria in which site plans and conditional use permit proposals are reviewed. Murschel commented that a reference to the respective zoning ordinance articles would be appropriate. Mention of the objective criteria being found throughout the zoning ordinance would also be necessary.

It was suggested that a line be added to the *Freedom of Information* page regarding records retention requirements and various technology considerations including "Reply All" in email communication.

A reference to the capital improvement plan will be included within the *Purpose* section. Koehlinger commented that it would make more sense to change the flow of the document to have the *Application Review* follow the *Purpose* section. Staff will update the document as directed for final review and approval.

4. **Adjourn**

Adjourned at 7:51 p.m.

Respectfully submitted,

C. Bradley Kaye, AICP, CFM
Assistant City Manager for Development Services

MINUTES ARE NOT FINAL UNTIL APPROVED BY THE PLANNING COMMISSION