

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, MAY 10, 2022, BEGINNING AT 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance.
- IV. Public Hearing
- V. Additions to the Agenda
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Approval of Minutes from April 12, 2022
- VIII. Site Plan review
- IX. Sign Permit
- X. Unfinished Business
- XI. New Business
  - A. 6 year CIP review
- XII. Communications
- XIII. Reports and/or comments
  - A. Chairperson Report
  - B. Member reports
- XIV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- XV. Adjournment

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# Public Hearings

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# **Approval of Minutes**

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, APRIL 12, 2022.

Chairperson Cori Lucynski called the meeting to order at 6:03 p.m.

Present: Bob David, Yvonne DeRosio, Kara Fachting, Cori Lucynski, Mike Jackson, and Rusty Showalter

Absent: Josh Erickson

Others officers in attendance: John Dantzer

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All stood for the Pledge of Allegiance.

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**MOTION BY SHOWALTER, SECOND BY DAVID, TO APPROVE THE MINUTES FROM THE MEETING HELD MARCH 22, 2022 AS PRESENTED.**

**Yes — David, DeRosio, Fachting, Lucynski, Jackson, and Showalter**

**No – None**

**Absent – Erickson**

**Motion carried**

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The Commission reviewed site plan submitted by Mike Riegler to add a commercial warehouse type building to his existing business. Mr. Riegler noted the warehouse would house additional area for his steel roofing business, a textile business, and also have an area that he could rent to other commercial type businesses.

Manager Dantzer asked about the gas line that was noted as running under the new building. Mr. Riegler noted that was his private line and not a main gas line so there were no easements for that line.

Manager Dantzer also noted that if businesses rented his open suites of the warehouse then those businesses would also have to meet the zoning uses for the industrial district. Mr. Riegler noted that they would all be of a commercial type. He further noted he would have some updated plans that he could bring in because the floor plans have changed a little.

Member David noted concerns with fire safety requirements and Mr. Riegler noted he would do what is required by the building department.

**MOTION BY LUCYNSKI, SECOND BY FACHTING, TO APPROVE THE SITE PLAN FROM MIKE RIEGLER CONTINGENT UPON A FINAL UPDATED SITE PLAN BEING SUBMITTED TO CITY HALL WITH A SIDE SET BACK OF 15' FROM THE PROPERTY LINE AND A FRONT SETBACK OF 58' FROM THE CENTER OF THE ROAD.**

**Yes — David, DeRosio, Fachting, Lucynski, Jackson, and Showalter**

No – None

Absent – Erickson

Motion carried

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MOTION BY DEROSO, SECOND BY JACKSON, TO APPROVE THE FOLLOWING CHANGES TO THE MASTERPLAN FOR 2022.

- REMOVE CHRIS POWLEY AND TIFFANY SCHMIEDER-KUPS FROM THE CITY COUNCIL MEMBER LIST AND ADD CAROL ADAIR AND RUSTY SHOWALTER.
- REMOVE TIFFANY SCHMIEDER-KUPS FROM THE PLANNING COMMISSION MEMBER LIST AND ADD JOSH ERICKSON
- CHANGE ACTION ITEMS 2.4 AND 4.5 TO ONGOING
- CHANGE ACTION ITEMS 3.14, 3.15, 5.6, 5.10, AND 5.11 TO COMPLETE

Yes — David, DeRoso, Fachting, Lucynski, Jackson, and Showalter

No – None

Absent – Erickson

Motion carried

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Member David noted concern he has heard about the speed of cars throughout town and noted the recent DPW workers who have left will be missed.

Member DeRoso gave a real estate update

Member Showalter updated the Commission on the public hearing held by City Council on the zoning amendment changes for marijuana facilities noting no one was in attendance to speak on the subject and Council passed the introduction of the ordinance as recommended by the Commission.

Member Lucynski gave an update on the MyMichigan walk in clinic, gave an update on the EZ care office that will be part of Meijer, gave an update on upcoming dates for the Meijer opening, and noted how well the park looked.

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Meeting was adjourned at 6:55 pm



# **Site Plan Review**

# Sign Permit

# **Unfinished Business**

# **New Business**

## Update your community's Capital Improvement Program

Planning commissions should annually prepare a capital improvements program of public structures and improvements.

"To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements..." (MCL 125.3865(1)). And so the Michigan Planning Enabling Act (MPEA) Public Act 33 of 2008, as amended, sets forth the requirement that planning commissions annually prepare a capital improvements program (CIP) for an ensuing six years.

As is the case with any rule, there are exceptions to this one. First, the requirement of preparing an annual CIP does not apply to a township that does not independently, or jointly with one or more local units of government, own or operate a water supply or sewage disposal system (§65(2)). Although a rural township without water or sewer is exempt from preparing a CIP, it remains permissible for any township planning commission to do so.

The second exception to the rule is if the planning commission is exempted from the requirement to prepare a CIP by charter or resolution. In other words, the legislative body can shoulder this responsibility themselves and relieve the planning commission from the obligation of preparing a CIP.

If the planning commission is exempted, the legislative body either shall prepare and adopt a CIP separate from or as a part of the annual budget, or delegate the preparation of the CIP to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body (§65(1)). It is important to emphasize that exempting the planning commission from the responsibility to prepare a CIP does not exempt the local government from meeting this requirement of the MPEA.

Once the responsibility is sorted out, the responsible entity should establish a process of requesting from each department of the local government (that has

authority for public structures or improvements) an annual inventory of desired public improvements with lists, plans and estimates of the time and cost involved.

The responsible entity will then need to develop a system with formal criteria for organizing and prioritizing the public structures and improvement projects that will be needed in the ensuing six years. It is also recommended that the responsible entity review each project to determine the conformance of the projects with the community master plan; after all, this is the reason the planning commission was charged with the responsibility of the CIP in the first place.

As with any public policy document, public review should be part of the decision-making process, although a formal public hearing is not required by statute.

Finally, the responsible entity considers the CIP for approval. If it is the planning commission preparing the CIP, the action is to recommend the CIP to the legislative body for adoption. If it is the legislative body, or nonelected administrative official, preparing the CIP, the action is to adopt the CIP. The process is then done ... until it begins again next year!

**City of West Branch  
Capital Improvement Plan  
Fiscal Years 2020-2026**



## **City of West Branch Capital Improvements Plan**

In accordance with Michigan Planning Enabling (PA 33 of 2008), we are pleased to present the City of West Branch 2020-2026 Capital Improvement Plan (CIP).

Traditionally, the City of West Branch has included its capital improvements in the annual budget as required by City Charter. However, the Planning Enabling Act calls for a long-term capital improvement plan to be reviewed annually. This document will serve as a planning guide for the next six (6) years. The CIP continues to be an exceptional tool that benefits our community by identifying the City's future needs. The CIP project location maps help to visualize infrastructure projects, and the supporting documentation provides prioritized and coordinated work plans that also help to direct the City's future needs.

A CIP is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the City of West Branch's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs City of West Branch residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of the dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.



Plans and policies include:

- Master plan
- Downtown development plan
- Recreation plan
- Non-motorized transportation plan
- Goals and objectives of council
- Administrative policies

### **Mission Statement**

The goal of the CIP is to implement the master plan and to assist in the City of West Branch's financial planning. The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget. The CIP will continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information and individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

### **CIP and the Budget Process**

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the planning commission does not mean that they grant final approval of all projects contained with the plan. Rather by approving the CIP, the planning commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics.

The City of West Branch should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

### **Capital Improvement Projects Defined**

As used in the City of West Branch CIP, a capital improvements item/project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. The acquisition of land for a public purpose.
2. Any construction of a new facility including engineering design and other preconstruction

costs with an estimated cost in excess of \$10,000.

3. Any nonrecurring rehabilitation or major repair of all or part of a building, its grounds, a facility, or equipment, provided that such costs are more than \$10,000 and the improvement will have a useful life of three years or more.
4. Any purchase or replacement of major equipment valued in excess of \$10,000 with a useful life of three years or more.
5. Any major study requiring the employment of outside professional consultants in excess of \$10,000 related to a capital improvement project.

### **Prioritization of Projects**

The City analyzes many aspects of a project when determining priority including:

- Relationship to master plan, downtown development plans, and other community planning documents
- City Council goals and objectives
- Community needs
- Relationship to other projects
- Fulfilling federal, state, or county requirements
- Impact on annual operating and maintenance costs
- Funding availability and opportunities
- Critical or emergency needs

### **Capital Improvements Plan**

The following table identifies future project needs through 2026. This list is intended to be a very thorough documentation of the needs throughout the City; however it is not an exhaustive list. A project, need, or opportunity may arise that is not listed in the CIP. Exclusion from this list should not preclude the City from addressing this issue if necessary. The year and costs for each project is an estimate in most cases. In some cases, total costs have yet to be determined. However, this does not preclude planning for these projects.

The following table lists:

**Department** – The department or category of the project or purchase.

**Project Description** – A description of the capital project or equipment purchase.

**Projected Costs** – An estimate of the cost of the project and year in which the project will be undertaken.

**Long-term project** – A category for projects that do not have an estimated cost or timeframe. These projects could still be completed in the near future if funding becomes available. Many of these projects are currently being developed through discussions with boards or commissions, internally by staff, or through grant applications.

**Anticipated Source of Funding** – A listing of the projected sources of funding for each project.

2020-2026 Capital Improvement Plan  
Project Descriptions

**Parks:**

Gathering Place	Build a park area in the downtown with a covered area, seating and sidewalks. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$350,000</i> <i>Funding Method: DNR/MEDC/DDA/Arts &amp; Humanities Grant</i>
Pocket Park	Upgrades to existing bathrooms. <i>Expected Year: 2024-2025</i> <i>Total Capital Cost: \$15,000</i> <i>Funding Method: MEDC/DDA/Arts &amp; Humanities Grant</i>
Irons Park	Upgrades to existing park including the addition of a handicap area. <i>Expected Year: 2022-2023</i> <i>Total Capital Cost: \$20,000</i> <i>Funding Method: MEDC/general fund/ADA grants</i>

**Equipment:**

Backhoe	Replace the 1996 Ford backhoe with a new backhoe. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$125,000</i> <i>Funding Method: Equipment Fund</i>
Bucket Truck	Addition of a bucket truck to the fleet for lighting repair, tree trimming, and community promotions. <i>Expected Year: 2019-2020</i> <i>Total Capital Cost: \$50,000</i> <i>Funding Method: Equipment Fund</i>
Pickup Truck	Replace the 2007 truck and the 2010 truck with new trucks. <i>Expected Year: 2021-2022, 2025-2026</i> <i>Total Capital Cost: \$95,000</i> <i>Funding Method: USDA/Equipment Fund</i>
Generators	Install generators at City Hall and City Police Department. <i>Expected Year: 2021-2023,</i> <i>Total Capital Cost: \$30,000</i> <i>Funding Method: General Fund</i>
Police Vehicles	Replace police vehicles <i>Expected Year: 2021, 2023, 2025</i> <i>Total Capital Cost: \$150,000</i> <i>Funding Method: USDA/Equipment Fund</i>

**Streets:**

Safe Routes to School	Replace deteriorating sidewalks, new cross walks, and education for students. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$400,000</i> <i>Funding Method: Safe Routes to School Grant/ Major/Local Street Fund</i>
Wright St.	Replace Deteriorating road with new asphalt. <i>Expected Year: 2022-2023</i> <i>Total Capital Cost: \$115,000</i> <i>Funding Method: Major Street Fund</i>
State Street	Replace deteriorating road with new asphalt and widen road. <i>Expected Year: 2022-2023</i> <i>Total Capital Cost: \$335,000</i> <i>Funding Method: Rural Task Force (RTF)/ Major Street Fund</i>
Columbus Street	Replace deteriorating road with new asphalt. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$200,000</i> <i>Funding Method: Major Street Fund</i>
N. Fourth Street	Replace deteriorating road with new asphalt. <i>Expected Year: 2025-2026</i> <i>Total Capital Cost: \$200,000</i> <i>Funding Method: Major Street / Local Street Fund</i>
Business Loop	Connect 2 existing sidewalks along the I 75 business loop. <i>Expected Year: 2020-2021</i> <i>Total Capital Cost: \$50,000</i> <i>Funding Method: MDOT/Sidewalks/Business owners</i>

**Water:**

Houghton Ave.	Replace water main from Fairview Rd. to Court St. for new transmission main. <i>Expected Year: 2023-2024</i> <i>Total Capital Cost: \$900,000</i> <i>Funding Method: MEDC/USDA/Water Fund</i>
Iron Removal Plant	Construct an Iron Removal Plant and a new well for removal of arsenic. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$1,700,000</i> <i>Funding Method: MEDC/Water Fund</i>
M-30 Development	Construct a new road and water main for development. <i>Expected Year: 2020-2021</i> <i>Total Capital Cost: \$250,000</i>

*Funding Method: Major Street/Grants/Water Fund*

Tower Painting      Painting the 500,000 gallon water tower and necessary upgrades.  
*Expected Year: 2024-2025*  
*Total Capital Cost: \$200,000*  
*Funding Method: Grants/Bonds/Water Fund*

Well #5 Rehab      Rebuild Well # 5. Need new motor and cleaned.  
*Expected Year: 2021-2022*  
*Total Capital Cost: \$45,000*  
*Funding Method: Grants/Water Fund*

Wright St.      Replace water main from 1<sup>st</sup> St. to 4<sup>th</sup> St.  
*Expected Year: 2022-2023*  
*Total Capital Cost: \$55,000*  
*Funding Method: Grants/Bonds/Water Fund*

N. Fourth St.      Replace water main from Houghton Ave to Lindsay St.  
*Expected Year: 2025-2026*  
*Total Capital Cost: \$115,000*  
*Funding Method: Grants/Bonds/Water Fund*

Meter Change out      Replace all meters city wide due to failing reads.  
*Expected Year: 2020-2021-2022*  
*Funding Method: Water Fund*

**Sewer:**

N. Fourth St.      Replace sanitary sewer river crossing due to deteriorating pipe.  
*Expected Year: 2021-2022*  
*Total Capital Cost: \$90,000*  
*Funding Method: Sewer Fund*

**Buildings:**

State Police.      Repurpose State Police building once it is turned back over to the City.  
*Expected Year: 2021-2022*  
*Total Capital Cost: \$100,000*  
*Funding Method: General Fund/MEDC/USDA*

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# Communications

# **Reports**

## **Chairman**

## **Members**



# **Public Comment -Any Topic**

# Adjournment