

## 2015 Annual Planning & Zoning Report



### **Planning Commission**

Brad Mantela, Chairperson  
John Noreus, Vice Chairperson/Secretary  
Dave Woodworth  
Judy Granger  
Alger Strom  
Naomi Hult  
Jack Sepic  
Dave Nemacheck

Prepared by:  
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Community Development Director

February 2016

# Planning Commission Annual Report 2015

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## **Purpose of the Annual Report**

In accordance with Michigan Planning Enabling Act, Public Act 33 of 2008, the City of Gladstone's Planning Commission provides a written report to the legislative body on an annual basis. This report reflects the Planning Commission operations and the status of planning activities and includes recommendations regarding actions needed by the legislative body related to planning and development. The Planning Commission serves to promote orderly development within the city. The purpose of this annual report is to communicate to the governing body and the citizens of the City of Gladstone the activities of the Planning Commission, the Community Development Department and the status of planning within the city.

## **2016 Meeting Schedule**

Meetings are held  
at 5:00 p.m. in  
Chambers at City  
Hall on the first  
Tuesday of the  
month.

- **January 5**
- **February 2**
- **March 2**
- **April 5**
- **May 3**
- **June 7**
- **July 12**
- **August 9**
- **September 6**
- **October 4**
- **November 1**
- **December 6**

## **What is Zoning**

Zoning is the public regulation of land use; it is the division of a community into districts or zones and the establishment of regulations governing the use, placement, spacing and size of land and buildings. The regulations are found in the text of the zoning ordinance and the accompanying zoning map. The City of Gladstone adopts local zoning codes to enforce regulations to protect the public health, safety and general welfare of its citizens. The authority to adopt zoning is granted to local units of government through the state legislature. Zoning is adopted and enforced to ensure that natural resources are protected, to prevent nuisances, to ensure land use compatibility, to prevent overcrowding and to prevent the overuse of land. Zoning codes adopted must also conserve property values and natural resources.

## **The Duties of the Planning Commissioner**

The Planning Commission is responsible for the development and maintenance of the comprehensive plan (Master Plan). The Master Plan identifies the current zoning districts and the future zoning districts as well as the goals and vision for the community. In addition the Planning Commission is the authority for approving special land uses, site plans, all land developments and provides recommendations to the legislative body on planning and zoning amendments and re-zoning requests. The Planning Commission meets the first Tuesday of each month when there is business to conduct. Regular meetings are held in chambers at City Hall and begin at 5:00 PM. Special meetings are held at various times to accommodate the requests before the Commission. All meetings are open to the public and are posted regularly on our city website at [www.gladstonemi.org](http://www.gladstonemi.org).

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## **PLANNING COMMISSION MEMBERS**

The Planning Commission is made up of seven members, serving three year terms. The membership has adopted By-Laws and Rules of Procedure which outline their operations. The membership of the board has remained very consistent for the past ten years. We are sad to report that two of our long standing members; Naomi Hult and Jack Sepic passed away this year leaving two openings on our team. Combined Naomi and Jack served over 60 years on the Planning Commission. Their experience, level of dedication to the city and their unique personalities will be greatly missed by the commission, staff and the community. Dave Nemacheck, former City Commissioner is our newest Planning Commissioner and was seated to the Commission on November 9<sup>th</sup>, 2015. Residents wishing to serve as Planning Commission Members may submit application to the City Clerk and they will be considered as terms expire and/or when an opening has occurred. In addition to fulfilling the roles of Planning Commission most of our members serve on various sub-committees. These sub-committees enable members, residents and staff to tackle specific issues, concerns and ordinances through workshop sessions. Sub-Committee members report back final decisions or recommendations to the full Planning Commission for action. Members of the Planning Commission are as follows:

Name	Office	Phone	Term
Judy Granger	Member	399-5839	2016
Dave Woodworth	Member	428-2699	2016
Dave Nemacheck	Member	428-9129	2017
John Noreus	ViceChair/Secretary	428-1764	2017
Brad Mantela	Chairperson	428-2457	2018
Alger Strom	Member	428-2262	2018
Vacancy	Member		2018

## **ZONING BOARD OF APPEALS MEMBERS**

The City Commission members serve as the Zoning Board of Appeals. The code allows for the City Commission to appoint a separate Board of Appeals but to date they have chosen to serve in that capacity. The Appeals Board is responsible for hearing appeals on administrative planning and zoning decisions and/or Planning Commission decisions. They are the final board of appeal within the city. All meetings are public and are scheduled as needed. There were no Board of Appeals meetings in 2015. Members of the Zoning Board of Appeals include:

Name	Office	Phone	Term
Jay Bostwick	Mayor	235-2169	2017
Joseph Thompson	Pro-Tem	420-1338	2017
Steve Viau	Member	428-2388	2017
Mike O'Connor	Member	420-8613	2018
Dave Phalen	Member	241-4625	2019

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## **2015 Year in Review Summary**

Over the past calendar year the Planning Commission met four times for regular meetings and conducted several sub-committee meetings.

2015 saw the completion of the Master Plan revision, with the process beginning in 2014. The Master Plan is a long-range vision for the built environment of the community. It guides the appropriate use of lands today and well into the future. The Master Plan is reviewed minimally every five years. The Planning Commission also participated in the Trail Town Assessment. This assessment provides tools to organize, design, promote and restructure our city to create vibrant, friendly places that will encourage trail users to visit. The assessment reviewed all our local trail systems and provided us with guidance to achieve a trail town status. The City of Gladstone also took part in the completion of the Redevelopment Ready Communities (RRC) assessment. The RRC is a statewide program that certifies Michigan communities who are actively engaging stakeholders and planning for the future. An RRC certification signals to business owners, developers and investors that the community has removed development barriers by building deliberate, fair and consistent processes. It consists of six modules that look at every aspect of build and design in a community. A final report details the areas a community needs to address to be considered for RRC certification. The planning and zoning codes were reviewed to determine if they meet RRC principals. The Master Plan goals and vision are included in this report as well as the RRC report which outlines areas of our code and other guiding principles for development that need to be addressed. These documents are included later in the report.

In 2014 a controversial ordinance amendment was adopted regarding the parking and storage of recreational vehicles and recreational equipment in the city limits. In the first year of its adoption 48 warnings of non compliance for the parking and storage of RV's were issued and 2 civil infractions issued for non compliance. Overall the majority of comments continue to be positive regarding this new code and residents and staff report that the streets are less congested with boats and campers. 38 warnings were issued in 2015 with no citations issued.

Previous changes made to Section 30-509 Site Plan Review streamlined a process for businesses coming into an existing site. Changes made to this section of the code allow for an administrative review if the business coming in meets the defined uses in that zoning district and doesn't change the footprint of the property. This speeds up the process of businesses coming into our city and reduces the fees required during the site plan review process. It also greatly reduces the number of times the Planning Commission is required to meet. We have had fewer meetings since the adoption of this code. Changes to this section of the code were utilized eleven times during 2014 and eight times in 2015..

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Below is a summary of Planning Commission activities for the 2015 calendar year.

- Master Plan Revision completed.
- Redevelopment Ready Assessment completed.
- Trail Town Assessment completed.
- Four regular meetings held.
- One Site plan was reviewed and approved:
  - 1226 N. Lakeshore Drive-Shorewood Hotel Garage Addition
- Land for sale along Lakeshore Drive was reviewed for a recommendation to the City Commission.
- Selected Officers including Chairperson and Vice-Chairperson/Secretary position.
- Reappointed three members for three year terms.
- Administrative Site Plan Reviews
  - Maryanne McLeod, LMSW Counseling, LLC: 1010 Delta Avenue
  - Spiritual Medium, Dana VanEnKevort: 1010 Delta Avenue
  - Penny Miron, Adult Foster Care Home: 302 Dakota
  - Single File: 7 South 10<sup>th</sup> Street
  - China Lily: 902 Delta
  - Millers Carvings: 709 Delta Avenue
  - Final Touches Designs: 13 North 9<sup>th</sup> Street
  - Gilbert Associates, Inc.: 1223 Delta Avenue
- Administrative Land Division
  - Besse Forest Product- North Shore
  - Wendy Feathers-756 N. 15<sup>th</sup> Street

## **TRAININGS/EDUCATION**

Training and education are key components of being a Planning Commissioner and working with the Planning Commission. Workshops and trainings provide valuable resources for staying up to date on Michigan laws, regulations, trends and upcoming issues.

Trainings attended in 2015 by the Planning Commission and staff includes:

- Trail Town Assessment

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- Master Planning Sessions
- MSUE Extension Leadership Training
- Effective Communication Training
- Election Training
- DEQ-Wetland Preservation Training

The Planning Commission maintains membership with the Michigan Association of Planning (MAP) and is a subscriber to the Planning Commissioners Journal. MAP is the only organization in Michigan devoted solely to representing elected and appointed local officials, and professional planners, who share a commitment to making informed land use and planning decisions. They provide regional and online workshops, the MI Planner monthly magazine, publications, guidebooks and offer CEU to maintain certifications. The Planning Commissioners Journal (PCJ) is a yearly subscription that is the nation's principal publication designed for citizen planners, including (but certainly not limited to) members of local planning commissions and zoning boards. The PCJ covers a wide range of planning issues, focusing on how citizen planners can work most effectively. We are also members of the Northern Michigan Code Officials Association (NMCOA), they provide trainings and credit hours for our code official and provide us access to an online resource library required for all local units of government who host building inspectors.

## **Master Plan-2015**

The Planning Commission began the process of our Master Plan review in 2014. Clear Zoning Consultants was hired to work with the Planning Commission and City Staff to review the existing Master Plan and propose changes to it. A thorough review of the plan was conducted meetings with Department Heads and various Commissions, Committees and groups were facilitated. We completed the public review process and a revision was finally adopted on April 7<sup>th</sup>, 2015. One of the main focuses during this review was the development of a flex zoning area along the North Lakeshore. Mixed use development area will be encouraged in this area. It is currently zoned Multi-Family Residential and Industrial. The revised Master Plan shows this area moving towards a mixed use development which will allow for businesses and residential homes to co-exist. The planning helped to identify the community visions & goals and strategies for the City of Gladstone which were identified through the Master Plan revision process. The Master Plan vision, goals and strategies are highlighted below:

### **COMMUNITY VISION**

Over the next 20 years, the City of Gladstone will expand its assets, offering a better quality of life and maintaining its hometown atmosphere. Gladstone will continue to be a desirable residential community, offer a range of housing options, support a mix of small businesses that serve resident and visitor alike, and work to expand employment opportunities for all residents. Parks and cultural facilities will be expanded, and the city will continue to work with neighboring communities to provide more efficient services

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and improved facilities. The city will work to maximize the potential of the waterfront.

## **GOAL 1: REDEVELOP THE WATERFRONT IN A WAY THAT STRENGTHENS THE CITY'S CONNECTION TO THE LAKE AND MAINTAINS PUBLIC ACCESS TO THE WATER.**

- a. Establish a 100-foot walkway/greenbelt along all city-owned lakefront
- b. Develop zoning regulations and consider development incentives that support the creation of walkways and greenbelts along the shore for all future private developments
- c. Develop vacant land on the waterfront
  - i. Identify targeted locations for redevelopment
  - ii. Create a plan for development of a district on the large vacant waterfront area that supports connections to downtown and access to the waterfront
  - iii. Support the development plan with revisions to the Zoning Ordinance
- d. Develop screening standards for legacy industrial uses on the waterfront
- e. Promote mixed-use development along North Lake Shore Drive that will not compete with the downtown district
  - i. Amend the Zoning Ordinance and map to support this style of development

## **GOAL 2: DEVELOP DOWNTOWN GLADSTONE INTO A REGIONAL SHOPPING DESTINATION.**

- a. Support specialty retailing
- b. Improve wayfinding signage on US 2/41 and M-35 directing people to downtown
- c. Support Downtown Development Authority
  - i. Continue DDA façade improvement program
  - ii. Streetscape improvements, including greening and crosswalks
- d. Promote residential and office uses on upper stories of downtown buildings
- e. Continue to push for a left turn signal on southbound US 2/41 at 4th Avenue
- f. Consider ways to promote Gladstone outside of Delta County
- g. Create a link between the waterfront and downtown
  - i. Further develop non-motorized corridor on 10<sup>th</sup> Street

## **GOAL 3: DEVELOP GLADSTONE'S BUSINESS ENVIRONMENT TO ENCOURAGE INDUSTRY, EXPAND THE JOB MARKET, DIVERSIFY THE LOCAL ECONOMY, AND FOSTER COMMERCE.**

- a. Attract new industry
- b. Retain and expand existing industry
- c. Develop tourism industry
  - i. Emphasize recreation opportunities (local and regional) and natural assets
- d. Improve off-street parking facilities regulations
- e. Improve access to businesses along US-2/41
- f. Develop a zoning map and districts that create distinct yet complementary

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commercial districts in the downtown and along US-2/41

**GOAL 4: PLAN FOR FUTURE RESIDENTIAL DEVELOPMENT IN A WAY THAT MAKES GLADSTONE ATTRACTIVE TO POTENTIAL NEW RESIDENTS FROM ALL WALKS OF LIFE.**

- a. Expand the range of housing options
  - i. Amend the Zoning Ordinance to allow for a variety of single and multi-family residential uses, as well as mixed-use structures in appropriate areas
- b. Maintain and rehabilitate existing housing stock
  - i. Continue seeking funding through state and federal agencies such as MSHDA (Michigan State Housing Development Authority) to continue Homeowner & Rental Rehabilitation Programs
- c. Plan for open space in future subdivisions
  - i. Develop a Conservation Subdivision section for the Zoning Ordinance

**GOAL 5: DEVELOP THE CITY'S RECREATION OPTIONS FOR LOCALS AND VISITORS.**

- a. Continue implementation of the city's 2013 Recreation Plan
- b. Create a system of neighborhood recreation facilities, and link it together to the extent possible
- c. Continue to improve the waterfront
- d. Develop a year-round recreation environment
- e. Promote Gladstone's "Walleye Capital of the World" status

**GOAL 6: IMPROVE NON-MOTORIZED TRANSPORTATION OPTIONS, CONNECTIVITY, AND STREETSCAPES ACROSS THE CITY.**

- a. Develop a comprehensive Complete Streets plan
- b. Improve connectivity between the bluff and the rest of the city
  - i. Address the rail crossing on Blackwell

**GOAL 7: PLAN FOR LONG-TERM SUSTAINABILITY AND PROVISION OF CITY SERVICES.**

- a. Plan for the managed extension of public water and sanitary sewer
- b. Develop a street maintenance plan
- c. Create alternative energy production opportunities
  - i. Develop zoning regulations for solar and wind energy systems
- d. Adopt best practices for stormwater management
- e. Develop a comprehensive Capital Improvement Plan
  - i. Include the existing Water Department CIP

## **Implementation Program**

Implementation approaches to the goals and recommendations of the master plan are outlined on the following pages. These strategies constitute actions or series of actions that can be taken to reach a stated objective, after which the work will typically change to achieve a follow-up objective.

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Objective	Strategy	Priority	Timeframe
<b>Goal 1: Waterfront Redevelopment.</b> Strengthen the city's connection to the lake.			
Preserve public access to the water.	Establish a 100-foot walkway/greenbelt along all city-owned waterfront.		Mid-term
	Consider incentives to opening access to the privately owned lakefront.		Mid-term
	Develop regulations to preserve water access in future development.		Mid-term
Plan for development of vacant waterfront property.	Identify targeted locations for redevelopment.		Near-term
	Create a plan for development of a district on the large vacant waterfront area that supports connections to downtown and access to the waterfront, including a regulatory framework.		Mid-term
	Support the development plan with revisions to the Zoning Ordinance.		Mid-term
Promote harmony between industrial and non-industrial uses on the lakefront.	Develop screening standards for industrial uses.		Near-term
Understand potential challenges to development of the waterfront.	Inventory property disposition, site history, and public attitudes toward potential projects on the site .		Near-term

Objective	Strategy	Priority	Timeframe
<b>Goal 2: Downtown Gladstone.</b> Develop downtown into a regional shopping destination.			
Nurture a mix of specialty and anchor businesses that serve both residents and visitors.	Develop a business recruitment strategy and action plan, including a business recruitment package.		Mid-term
	Allow innovative uses such as shared kitchens, pop-ups, and entrepreneurship incubators.		Near-term
	Explore property owner/business owner interest in establishing a Business Improvement District.		Near-term

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	Develop online and print tools to promote awareness of downtown businesses.		
Promote upper floor residential.	Seek capital to fund matching loans for life safety and other upper floor improvements that enable residential conversions.		Mid-term
	Promote upper floor redevelopment to downtown property owners, highlighting financial benefits.		Mid-term
Improve gateways to downtown.	Consider a similar project to the 10th Street improvements on Delta Avenue.		Long-term
	Pursue the wayfinding plan found later in this chapter.		Near-term
<b>Goal 3: Economic Base.</b> Encourage industry, expand the job market, diversify , and foster commerce.			
Expand job opportunities industry through attraction, retention, and expansion.	Develop a schedule of retention visits to all industrial tenants in the city.		Near-term
	Consider acquiring additional vacant industrial sites.		Near-term
	Streamline approval processes for upgrades and expansions to existing facilities.		Mid-term
	Actively market industrial properties via the MEDC and to trade groups.		Near-term
Promote harmonious relationships between land uses.	Improve off-street parking regulations.		Mid-term
	Develop screening and lighting standards for non-residential sites.		Mid-term

Objective	Strategy	Priority	Timeframe
<b>Goal 4: Residential Development.</b> Make Gladstone attractive to new residents.			
Shore up future population levels.	Market the city as a family-friendly place with excellent schools.		Near-term

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Accommodate the city's growing senior population.	Enable residential retrofits for accessibility and plan for a diversity of housing styles. Adopt standards for adult foster care.		Near-term
Expand the range of housing options.	Amend the Zoning Ordinance to allow for a variety of single and multi-family residential uses, as well as mixed-use structures in appropriate areas, as determined by the Planning Commission.		Mid-term
Maintain and rehabilitate existing housing stock.	Re-establish the city's Homeowner & Rental Rehabilitation programs.		Mid-term
	Enhance code enforcement for residential properties, emphasizing vacant homes.		Near-term
	Develop a set of neighborhood beautification awards.		Near-term
Plan for open space in future subdivisions.	Adopt fuller standards for open space subdivisions.		Mid-term
<b>Goal 5: Environment &amp; Recreation.</b> Develop recreation for locals and visitors, consider natural spaces.			
Develop a year-round recreation environment.	Pursue grants to execute the city's adopted recreation plan.		Near-term
Plan for the future of undeveloped land in the city.	Establish a public input process for developing a vision regarding whether and how to develop remaining natural spaces within the city.		Mid-term
Protect the city's water assets.	Adopt stormwater management best practices, as outlined by the EPA.		Long-term
<b>Goal 6: Complete Streets.</b> See the Complete Streets plan later in this chapter.			
<b>Goal 7: Sustainability and Services.</b>			
Plan for the managed extension of city services and maintenance of existing assets.	Develop a comprehensive Capital Improvement Plan for the city.		Near-term

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## Marketing & Wayfinding Strategies

Marketing the city is a key to expanding the tourism industry, and can also support expansion of retail options and the commercial and industrial job base. Improving wayfinding and directional signage in the city strongly complements a good marketing plan by making the city easy to navigate for visitors.

Objective	Strategy	Priority	Timeframe
<b>Marketing</b>			
Promote Gladstone outside of Delta County.	Build on the city’s “Walleye Capital of the World” status to attract sportsmen.		
	Develop the city’s complementary “Year-Round Playground” message to highlight the wide range of other recreation opportunities the city offers.		
Attract families to live in the city.	Promote the city’s recreation options and strong school system.		
	Position Gladstone as a community that promotes healthy outdoor living.		
Bring higher-income jobs to the city.	Leverage the fact that Gladstone residents are on average more highly educated than other residents of the region.		
<b>Wayfinding</b>			
Highlight the location of downtown Gladstone and the city’s many recreation facilities to travelers on M-53 and US-2/41.	Work with MDOT and other relevant agencies to determine the best locations for directional signage; develop a style acceptable to the road agencies that will stand out to drivers passing through the area.		Near-term
Develop a system of in-town wayfinding and directional signage.	Inventory the important sites and districts in the city that might benefit from signage guiding visitors to them.		Near-term
	Identify locations where wayfinding signs are appropriate and determine the destinations to place on each sign. As a first step, consider using a free service such as <a href="http://walkyourcity.org">walkyourcity.org</a> to gauge the effectiveness of signage locations.		

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	Place a map with walking distances in an appropriate location downtown.	
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### **Complete Streets Strategy**

Gladstone’s goal is to provide safe, efficient and well-maintained roadways that accommodate all modes of transportation throughout the city. These Complete Streets implementation strategies offer several methods for working toward this goal.

Objective	Strategy	Priority	Timeframe
Determine how best to apply Complete Streets principles in different areas of the city.	Identify road types and develop a set of standards for non-motorized accommodations on each type.		Near-term
Ensure equal access for all users in new developments.	Develop Complete Streets guidelines for new developments, including those that may occur in areas designated FLEX.		Near-term
Plan for the long-term accommodation of all road users.	Develop guidelines for the rebuilding of existing roadways in a manner that accommodates all users and modes.		Mid-term
	Set traffic volume thresholds for the addition of paved shoulders, shared lane markings, bike lanes, off-street paths, lighted crossings, and other non-motorized accommodations.		Long-term
Educate drivers, bicyclists, and pedestrians about road users’ duty to share.	Produce small handouts to distribute at City Hall and to driver’s education students in the city.		Near-term
Publicize the city’s non-motorized network	Combine the snowmobile and parks & trails maps with other information to make a comprehensive online & print brochure.		Mid-term
Increase safety on city roads for bicyclists.	Establish bike routes marked with signs to focus bicycle travel onto the most appropriate roads; include a Downtown-Van Cleve connector.		Mid-term
	Continue developing the off-street path network.		
	Maintain shoulders on higher-speed roads.		

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Establish or improve connections to regional trails and neighboring communities.	Study the most feasible routes for future pathways, considering connections to other non-motorized facilities.		Mid-term
	Establish a public engagement process to study routes and secure buy-in from owners whose property falls along potential routes.		Mid-term

Objective	Strategy	Priority	Timeframe
Improve secure bicycle parking options.	Work with businesses and Parks & Rec to determine the best locations and funding partnerships.		Near-term
Enhance pedestrian safety.	Stripe intersections with high-visibility crosswalks; use a distinctive style downtown to distinguish the district.		Near-term
Improve accessibility.	Identify those few curbs not yet compliant with ADA regulations; schedule installation of ramps as part of a Capital Improvement Plan.		Mid-term

### **FUTURE ACTIVITY:**

The text below outlines and prioritizes Zoning Ordinance amendments as taken from our Master Plan revision process.

#### Establishing New Districts

Many of the districts in the city’s current Zoning Ordinance contain the seeds of the new zoning classifications envisioned in the Master Plan. However, the Future Land Use Plan outlined zoning classifications that would, when implemented, guide the development of much more distinct districts within the city. Implementation of the Future Land Use Map proceeds in five steps:

1. Identifying the desired standards for each district.
2. Drafting standards for each district, including any needed graphics.
3. Holding a public hearing on the draft standards.
4. Adoption of the standards.
5. Changing the zoning map.

Step 5 is crucial to conveying to developers what the city hopes to be in the future. The individual Future Land Use Plan pages of the Master Plan outline some specific recommendations for future district standards.

#### New Provisions

Gladstone’s electrical utility has some progressive capabilities, including metering

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capabilities for numerous types of renewable energy systems. Certain of these systems, such as wind energy conversion and solar collectors, require the construction of on-site infrastructure. The city should consider adopting standards for these uses.

If the city decides that certain of its woodland and wetland areas should be maintained in their natural state rather than developed, conservation or natural resource protection overlays can be a useful tool to accomplish this.

Screening standards for industrial uses can dramatically improve the aesthetic environment of the city, especially along the waters edge. Some existing industrial uses will be non-conforming after adoption of such standards, and the city can work with these property owners to determine a course of action for improved screening. This may include pursuing funding for plantings.

The establishment of the CBD Central Business District zoning classification is intended to provide the city with an opportunity to differentiate the commercial uses and intent of this area from the more general uses currently provided for in the B-2 classification; the B-1 classification is not used on the city's current zoning map.

### Broader Changes to the Zoning Ordinance

Generally, the current Zoning Ordinance lacks strong site standards for landscaping, screening, lighting, flexibility for off-street parking, and building materials. The city may decide that in some of these areas additional standards are not appropriate, but in many cases even a few simple provisions to give stronger guidance to developers could go very far in improving the city's overall appearance. Additional regulation needn't be anti-development, and in fact a well-crafted regulation can help promote development by ensuring predictability and giving a developer confidence that the quality of subsequent development will match the quality of his or her project.

The ordinance also does not provide standards for the majority of uses permitted in the city, either as principal uses or as conditional uses. Special land uses in particular should be governed by clear standards.

In general, incorporating more visual aids and performing some minor reorganization, such as collecting use standards in one section and site standards in another, or relocating all definitions to one section where currently some appear in other parts of the ordinance, could help make the ordinance easier for potential developers to navigate and use. Design standards and provisions for publicly accessible space may be appropriate for the FLEX districts.

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### Redevelopment Ready Community (RRC) Strategy/Plan

During the RRC assessment the following strategies were cited as “not complete” and need to be addressed to be considered an RRC community. These strategies will be focused on over the next year. Many other RRC strategies are completed and are not listed here. The items listed below were identified as not completed during the assessment process.

Expectation – Redevelopment Strategy	Steps to Completion	Deadline
Has the governing body adopted a master plan in the past five years?	CC to Adopt by Resolution	4/15/16
Is progress on redevelopment strategy/plan implementation, barriers and accomplishments annually reported to the governing body? How?	Quarterly and annual reports	4/15/16
Has the governing body adopted a CIP that details a minimum of 6 years of projects and improvements?	CIP will be updated to include additional years and organized for prioritized	4/15/16
Is CIP accessible online?	CIP added to website	4/15/16
Does the DDA plan identify projects; include estimates project costs and a timeline for completion?	Timelines and priorities will be elaborated upon	5/30/16
Does the community have a public participation plan (PPP) for engaging a diverse set of community stakeholders?	Draft and pass PPP. MEDC staff will provide PPP guide and examples. Will incorporate proactive approaches.	5/30/16
Does the PPP identify key stakeholders, including those not normally at the visioning table?	Will be included in the PPP	5/30/16
Does the PPP describe public participation methods and the appropriate venue to use each method?	Will be included in the PPP	5/30/16
If third parties are consulted, do they adhere to the PPP?	Will be included in the PPP	5/30/16
How does the community demonstrate that public participation efforts go beyond the basic methods?	Will be included in the PPP	5/30/16
How does the community track success of the various methods?	Will be included in the PPP	5/30/16
How does the community share outcomes of public participation processes?	Will be included in the PPP	5/30/16
How are community participation results communicated in a consistent and transparent manner?	Will be included in the PPP	5/30/16

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Has the governing body adopted a zoning ordinance that aligns with the goals of the current master plan?	Work with ClearZoning and the Planning Commission to develop a flex zone district and re-zone areas along North Shoreline	Spring 2016
Has the community reviewed the master plan's zoning plan to determine if changes to the zoning map or ordinance text are necessary to implement master plan vision?	Update zoning map to reflect changes and re-zoning changes already in effect.	Summer 2016
Has the community reviewed the zoning district intent statements to ensure they reflect master plan land use recommendations?	Make sure all future changes match the land use recommendations	Fall 2016
Does the community understand form-based code (FBC) zoning and has it reviewed the zoning ordinance to consider how it might help them achieve their community goals?	Beginning to use FBC elements in mixed-use waterfront zone, will look into it for business district.	Fall 2016
How does the community zone for areas of concentrated development, include the place making elements as listed in the Best Practices?	Complete Streets resolution requirements or something similar should be adopted into the zoning code to ensure this is enforced.	Fall 2016
How does the zoning ordinance include standards to improve non-motorized transportation?	Pedestrian friendly codes should be adopted into the zoning code.	Fall 2016
How does the community encourage the provision of bicycle parking through ordinance or guidelines?	These along with pedestrian friendly codes need to be addressed in new zoning code.	Fall 2016
How does the ordinance provide for pedestrian lighting, traffic calming and streetscape elements?	These need to be formalized into the code, present in master plan and other grant projects but not currently required.	Fall 2016
How does the ordinance consider green infrastructure standards listed in Best Practices?	Start discussion with ClearZoning about including green infrastructure standards in Mixed use waterfront district that encourage incorporating some green standards.	Fall 2016
Does the community define and offer conceptual site plan review meetings for applicants?	This is provided but we need to add a point of contact on the website	2/30/16
Does the community have clearly defined expectations posted online, and an internal requirements checklist to be reviewed at conceptual meetings?	Build out website to include detailed expectations.	2/30/16
Does the development review process	Build out details, add timelines	5/30/16

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articulate clear roles, responsibilities and timelines	to checklist, create flow chart for website	
Are administrative review standards clearly articulated?	Post checklist online, hyperlink appropriate section of ordinance	5/30/16
Does the community have easy to follow flowcharts of development requests that include timelines?	Add flowcharts where needed and timelines on flowcharts	5/30/16
How does the community assist the developer in soliciting input on a proposal before site plan approval?	Provide preplanning meetings with department heads and outline that option on flowchart	5/30/16
<p><b>Site Plan Review:</b></p> <p>Does the community annually review the successes and challenges with the site plan review and approval procedures?</p> <p>Does the team reviewing site plans meet to capture lessons learned and amend the process accordingly?</p> <p>Does the community's permitting and inspections staff meet with the development team to capture lessons learned and amend the process accordingly?</p> <p>Does the community obtain customer feedback on the site plan approval and permitting and inspections process and integrate changes where applicable?</p> <p>Does the community maintain an online guide to development that explains policies, procedures, and steps to obtain approvals?</p> <p>Does the online guide to development include the items listed on page 14 of the Best Practices?</p>	<p>Survey those who recently complete site plan review.</p> <p>Create online guide to include practices.</p> <p>Create online guide to include practices.</p>	<p>Fall 2016</p>
Does the community provide orientation packets to all appointed and elected members of development related boards and commissions?	Formalize orientation packet, create checklist of required materials for each committee	Summer 2016
How does the community identify training needs and track attendance of the governing	Create a tracking mechanism for required training to hold	Summer 2016

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body, boards, commissions and staff?	members accountable for attending and receiving training	
How does the community identify training that assist in accomplishing stated goals and objectives?	Create tracking mechanism to identify gaps in knowledge and opportunities for additional training that may not have been covered in recent years	Summer 2016
Do training participants share information with those not in attendance?	Formalize it, require attendees to report back to appropriate group after attending	Summer 2016
Does the community hold collaborative work sessions?	Hold at least one joint meeting per year with City Commission and all the boards and committees.	Budget Time 2016
Does the community conduct joint trainings on development topics?	Hold at least one joint meeting per year with City Commission and all the boards and committees.	Budget Time 2016
Does the community meet annually to review planning, zoning, economic and redevelopment benchmarks?	Hold at least one joint meeting per year with City Commission and all the boards and committees.	Budget Time 2016
<b>Redevelopment Ready Sites:</b>		
Does the community maintain an updated list of high priority sites to be redeveloped?	Nail down top 3 sites	Spring 2016
Does the community gather preliminary background information for prioritized redevelopment sites, as found in the best practices?	Complete this for two sites	
Has the community developed a vision for the priority redevelopment sites that include outcomes and specific development criteria?	Public Input sessions. City will reach out to MSUE or USDA RD for TA related to leading visioning sessions	
Has the community identified champions for the redevelopment site?	Develop for two sites	
Has the community deemed their priority redevelopment sites controversial? If so, how has the community required additional public engagement?	Proactive elements of the PPP will be incorporated into visioning for future use of priority sites	
Does the community identify available resources and incentives for prioritized	Loop in banks, local orgs, MEDC CATeam and other	

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<p>redevelopment sites?</p> <p>Has the community determined the level of support it will give to a project, based on the project meeting the community's vision and desired development outcomes?</p> <p>Has the community gathered financial support from other partners for projects including the institutions listed in the Best Practices?</p> <p>Has the community assembled a "Property Information Package" that includes or identifies the criteria listed in the Best Practices?</p> <p>Are the prioritized redevelopment sites actively marketed?</p> <p>Is the "Property Information Package(s) accessible online?</p>	<p>entities to ID prospective resources</p> <p>Will be completed as part of process above</p> <p>Will be completed as part of process above</p> <p>RRC team will provide package sample, City will compile background, visioning, and resources for 1 site minimum</p>	<p>Summer 2016</p>
<p>Does the Economic Development strategy incorporate recommendations for implementation, including goals, actions, timelines and responsible parties?</p>	<p>Review to ensure strategies include timelines</p>	<p>Spring 2016</p>
<p>How does the economic development strategy coordinate with a regional economic development strategy?</p>	<p>Work with Vicki S. to ensure that common strategies are achieved.</p>	<p>Summer 2016</p>
<p>Has the community developed a marketing strategy?</p>	<p>Build out Gladstone-specific marketing strategy</p>	<p>Spring 2016</p>
<p>What marketing opportunities and specific strategies to attract businesses, consumers and real estate development to the community have been identified?</p>	<p>Note this in marketing strategy</p>	<p>Spring 2016</p>
<p>What approaches have been identified to market priority development sites?</p>	<p>Add specific ways to ID priority development sites in marketing strategy</p>	<p>Spring 2016</p>
<p>How does the community coordinate marketing efforts with local, regional, and state partners?</p>	<p>Note in marketing strategy</p>	<p>2016</p>
<p>Does the community's website contain or link to information listed in the Best Practices?</p>	<p>Add RRC link, EDA link and other partner organization links. Once created add Guide to Development link and ED strategies</p>	<p>Fall 2016</p>

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## **COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development department is directed by Renée Barron who is full time and serves as the Zoning Administrator, Community Development Director and Grant Coordinator for special programs.

Jason Lippens and Russell (RJ) Beaver are part-time Code Enforcement Officials and assist in property maintenance issues but are largely responsible for conducting rental inspections. Together they serve approximately 6 hours a week. The City of Gladstone currently has 376 active rentals. Both Jason and RJ work one day a week and completed 132 rental inspections in 2015.

Mike Lindahl is our official building inspector serves approximately four hours a week. This past calendar year we issued 25 building permits in the city, which is lower than last year where we completed 35 building permits. The estimated value of construction added to the city is down from around 2.1 million from last year to just under \$500,000. Value of constructed added to the community are more similar to 2013 where we had construction values report at \$549,250.

Del Johnson, our Property Maintenance Official works closely with Public Safety and various departments to handle property maintenance issues. He handled 354 property maintenance complaints in 2015 which is down from 455 in 2014. Del's position averages 15 hours a week.

Fence permits, sign permits, zoning compliance permits, home occupation permits and some land divisions are also issued through this department.

### **Community Development Staff:**

**Renée Barron, Community Development Director/Zoning Administrator**

**Mike Lindahl, Building Inspector**

**Jason Lippens, Code Enforcement Official**

**Russell Beaver, Code Enforcement Official**

**Del Johnson, Property Maintenance Code Official**

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## BUILDING PERMITS ISSUED-2015

Type of Permit	Fee Collected	Value of Construction
2015—25 Building Permits	\$1,752.00	\$441,350.00
Types of Permits Issued		
• Remodel/Addition	10	
• Garage/Shed/Carport	10	
• Demolition	4	
• Commercial/Storage	1	
3 Sign Permits	\$90.00	
26 Fence Permits	\$480.00	

2014—35 Building Permits                      \$2,894.00                      \$2,159,496.00

Types of Building Permits Issued

- Remodel/additions                      7
- Garage/Shed/Carport                      12
- Decks                                              2
- Houses                                              0
- Demolition                                      7
- Office Building/Commercial              7

6 Sign Permits                      \$150.00  
18 Fence Permits                      \$540.00

2013—34 Building Permits                      \$ 2,202.40                      \$ 549,250.00  
2 Sign Permits                                      \$ 55.00                      N/A  
21 Fence Permits                                      \$ 410.00                      N/A

2012—49 Building Permits                      \$ 2,527.50                      \$ 617,116.00  
4 Sign Permits                                      \$ 87.50                      N/A  
21 Fence Permits                                      \$ 525.00                      N/A

2011—33 Building Permits                      \$6,257.35                      \$2,638,521.00  
1 Sign Permit Issued                              \$ 25.00  
24 Fence Permits                                      \$ 550.00

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2010—28 Building Permits	\$ 2,607.00	\$ 774,292.00
7 Sign Permits	\$ 175.00	
18 Fence Permits	\$ 450.00	

## City of Gladstone Planning Commission Priorities & Budget Recommendations 2016-2017

### **PRIORITIES**

The Planning Commission suggests the following areas receive priority for the upcoming fiscal year.

- Trainings
- Continued GIS Mapping
- Continued Codification
- Professional Planning to address Flex Zoning and other zoning deficiencies identified through the Master Plan

**Trainings** are a key component of a functioning Planning Commission. Commissioners and/or ZBA members will attend and seek training as needed. Two new commissioners are on board this year but they bring a wealth of talent and experience. Local trainings will be utilized whenever possible to minimize expenses.

**GIS Mapping** is critical to enabling the Zoning Administrator to carry out job functions. The City has made great strides in the development of its GIS capabilities. The Planning Commission continues to support further development of GIS to enable all departments and residents access to these services

**Codification/Professional Planning:** When new ordinances are adopted they need to get into the code (called codification). An accurate and up-to-date code is a key component to ensure the Planning Commission, the Zoning Administrator and others make accurate decisions regarding any zoning/planning issue. Each time an ordinance is created or updated the Municode system will track them and keep an up to date version available to the public and staff. Professional Planning is a valuable resource to the Planning Commission and assists us on occasion when expert planners are needed to help guide and direct activities.

The Planning Commission will need to address some areas within the zoning code to adopt the Flex Zoning district. We will work with planners and other experts to work through these requirements. Funding will be sought from outside resources to accommodate this process but some local funds will have to be expended.

### **BUDGET RECOMMENDATIONS**

Below are budget recommendations to support the activities and priorities of the Planning Commission for the upcoming 2016-2017 fiscal year.

