



225 S Camburn St  
Stanton, MI, 48888  
Phone (989) 831.4440  
Fax (989) 831.5756  
www.StantonOnline.com

To: Planning Commission/City Commission  
From: Rachael Coffey, City Manager/Zoning Administrator  
Date: February 8, 2024  
Subject: 2023 Annual Planning Commission Report

---

The Planning Commission is pleased to offer its 2023 Annual Report to the residents and City Commission of Stanton, Michigan pursuant to the requirements of the Michigan Planning Enabling Act.

The Michigan Planning Enabling Act states:

*A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development. MCL 125.3819 Sec. 19 (2)*

The following information is presented as a summary of the Planning Commission's actions for the 2023 calendar year.

## **MEMBERSHIP**

In 2023, membership on the Planning Commission included: Mayor Bill Ferguson, Don Smucker, Kris Thwaites, Chuck Miel, Claire Gage, Gary Hardison, Tammy Ferguson and Scott Giddings. There are a total of seven (7) seats on the Planning Commission. With the exception of the ex-officio members, each seat has a three-year term length.

Changes to membership included Tammy Ferguson being appointed in May, Kris Thwaites resigning in September, and Scott Giddings being appointed in October.

At the end of 2023 seven (7) out of the seven (7) commission seats were filled.

## PLANNING / ZONING STAFF

Rachael Coffey was the appointed City Manager/Zoning Administrator for the City of Stanton. Police Chief Matthew Pumford and staff serve as the code enforcement officials for the City.

## PLANNING COMMISSION MEETING ATTENDANCE

In 2023, thirteen (13) Planning Commission meetings were scheduled, eleven (11) were actually held. Agendas and meeting minutes are posted online at [www.stantononline.com](http://www.stantononline.com).

COMMISSIONER	MEETINGS ATTENDED
Chuck Miel	11 of 11
Don Smucker	8 of 11
Kris Thwaites (resigned 9/7/23)	8 of 11
Claire Gage	7 of 11
Gary Hardison	9 of 11
Bill Ferguson	11 of 11
Tammy Ferguson (appointed 5/11/23)	9 of 11
Scott Giddings (appointed 10/3/23)	3 of 11

## ZONING REQUESTS

#	TYPE OF REQUEST	RECOMMEND APPROVAL	RECOMMEND DENIAL
1	<b>Special Use</b> Request by Montcalm County Road Commission to replace the sign at 619 W Main St.	10/03/2023	
2	<b>Special Use</b> Request by Geneva Pacific Development NAP4 LLC to operate a retail store at 697 S State St.	12/05/2023	

## Master Plan

The City Manager/Zoning Administrator applied for and received preliminary approval for RRC Technical Assistance funding through the MEDC to update the City's Master Plan, originally adopted in 2016. The City continues to pursue the RRC Essentials designation. An RFP for the Master Plan Update was created to be released in the beginning of 2024.

## 2024 MEETING SCHEDULE

<b>January 2, 2024</b>	<b>May 7, 2024</b>	<b>September 3, 2024</b>
<b>February 6, 2024</b>	<b>June 4, 2024</b>	<b>October 1, 2024</b>
<b>March 5, 2024</b>	<b>July 2, 2024</b>	<b>November 5, 2024</b>
<b>April 2, 2024</b>	<b>August 6, 2024</b>	<b>December 3, 2024</b>

## RENTAL HOUSING ACTIVITY

The City of Stanton Rental Housing Program was enacted to provide safe, sanitary and maintained rental dwellings throughout the city. Over the past year the Clerk's office has registered sixty (60) rental properties and collected \$4,735 in registration fees. Public Works staff has also effectively inspected each registered rental dwelling for compliance with basic property maintenance measures.

Our hope is that through rigid, yet flexible enforcement the number of neglected rental properties will steadily reduce from prior years. Observance with rental housing codes protects the health, safety, and welfare of the tenants/occupants as well as the owner's investment in the Stanton community.

## CODE ENFORCEMENT

Stanton like many other communities struggles with vacant buildings, trash, tall grass/weeds, and inoperable vehicles, which lead to unsightly properties. Code enforcement for the City of Stanton is a team effort, but the responsibility primarily rests with the City Manager/Zoning Administrator and Stanton Police Department. The City takes a proactive approach to minimize code violations.

## **OTHER ACTIVITIES**

Other activities of the Planning Commission included a planning/zoning training session with Montcalm County, a city training session on Open Meetings Act and Robert's Rule of Order. The Planning Commission also amended the Marihuana Zoning Ordinance to allow for curbside pickup, conducted a Master Plan Survey, began reviewing their by-laws and explored the option of a potential tree ordinance.

## **PLANNING COMMISSION PRIORITIES FOR 2024**

The Planning Commission has a short list of priorities:

- Carry out Planning Commission duties.
- Update the Master plan with a professional consultant and secure RRC Technical Assistance for such.
- Update Planning Commission By-Laws
- Capital Improvement Plan