



PLANNING COMMISSION

Thursday, December 17, 2015

1. Roll Call – 7:00 P.M. – City Community Room
2. Approval of Minutes – November 19 Regular Meeting
3. New Business
 - (a) Adopt 2016 Meeting Schedule
4. Old Business
 - (a) Redevelopment Ready Communities Process
5. Updates
6. Adjournment



City of Petoskey

PLANNING COMMISSION

November 19, 2015

A regular meeting of the City of Petoskey Planning Commission was held in the City Hall Community Room, Petoskey, Michigan, on Thursday, November 19, 2015. Roll was called at 7:00 P.M. and the following were:

Present: Gary Greenwell, Chairperson
Dana Andrews
James Holmes
Emily Meyerson
Rick Neumann
Cynthia Linn Robson
Eric Yetter

Absent: Dean D. Burns
Elizabeth Looze

Staff: Amy Tweeten, City Planner

Upon motion and support, the minutes of the August 20, 2015 regular meeting were approved.

Election of Officers

Upon a motion and support, the current slate of officers was re-elected: Gary Greenwell, Chair and Emily Meyerson, Vice-Chair/ Secretary.

Non-Motorized Facilities Plan

Staff reviewed the updates from the November 12 meeting, pointing out the printed version still had an incorrect Figure 2 and showed the corrected map that indicated the Little Traverse Wheelway on West Lake Street. Discussion occurred on the recommendation to extend the Downtown Greenway Corridor two blocks and that this should be shown on both Figures 2 and 3. A motion was made and supported to adopt the Non-Motorized Facilities Plan with the changes to Figures 2 and 3 and to recommend that Council also adopt the plan; motion carried 7-0.

Updates

Staff confirmed with the Commission that the 2016 meeting schedule will only have the regular meeting dates of the third Thursday of the month. Staff has yet to speak with the hospital about the idea of an institutional campus district for their facilities.

The meeting then adjourned at 7:47 p.m.

Minutes reviewed by Emily Meyerson, Secretary

PLANNING COMMISSION
2016 MEETING SCHEDULE

Thurs., Jan. 21

Thurs., Feb. 18

Thurs., March 17

Thurs., April 21

Thurs., May 19

Thurs., June 9
(to avoid conflict with the Gallery Walk)

Thurs., July 21

Thurs., Aug. 18

Thurs., Sept. 15

Thurs., Oct. 20

Thurs., Nov. 17

Thurs., Dec. 15



BOARD: Planning Commission

MEETING DATE: December 17, 2015

DATE PREPARED: December 9, 2015

AGENDA SUBJECT: RRC Evaluation Checklists

RECOMMENDATION: Review/ Discussion

At a recent meeting, staff informed the Commission that the City had submitted its Redevelopment Ready Communities Program evaluation checklists to MEDC. Staff will review what was submitted and what actions are anticipated in 2016 (document enclosed). As you will see, most of the planning and zoning criteria have been completed.



Best Practices

Self-Evaluation Tool

Best Practice One

Community Plans and Public Outreach

1.1: The Plans

Best practice 1.1 evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, downtown development plan and corridor plan. Comprehensive planning documents are a community's guiding framework for growth and investment. The information and strategies outlined in the plans are intended to serve as policy guide-lines for local decisions about the physical, social, economic and environmental development of the community. The master plan is updated, at a minimum, every five years to provide a community with a current and relevant decision making tool. The plan sets expectations for those involved in development, giving the public some degree of certainty about their vision for the future, while assisting the community achieving its stated goals. An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. Coordination between the master plan and redevelopment strategies, capital improvements plan, downtown plan and corridor plan is essential. It is also important that planning documents are actionable for implementation and have bench-marks for monitoring progress.

1.2: Public Participation

Best practice 1.2 assesses how well a community identifies its stakeholders and engages them, not only during the master planning process, but on a continual basis. A public participation plan is essential to formalize those efforts and outline how the public will be engaged throughout the planning and development process. Public participation is the process by which a community consults with interested or affected stakeholders before making a decision. It is two-way communication and collaborative problem solving with the objective of being intentionally inclusive, and the goal of achieving better and more acceptable decisions. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. The best plans and proposals have the support of many stakeholders from businesses, residents, community groups and elected and appointed community officials. Public engagement should be more frequent and interactive than only soliciting input during the master plan update and public hearings.

Best Practice One: Community Plans and Public Outreach

BP 1.1, 1.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Documentation/Links
Master Plan	The governing body has adopted a master plan in the past five years.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Five-year update completed and approved by Council January 8, 2015 http://www.petoskey.us/documents/documents28/planning-zoning-1/city-master-plan-blueprint-petoskey-1)
	The master plan reflects community's desired direction for the future.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	See above
	The master plan is accessible online.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	http://www.petoskey.us/documents/documents28/planning-zoning-1/city-master-plan-blueprint-petoskey-1
Redevelopment Strategy / Plan	The master plan identifies a strategy for redevelopment or the governing body has adopted a redevelopment plan.	<input type="checkbox"/>	See below under Economic Development Strategy as this will truly be a redevelopment plan	City Planner	Click here to enter a date.	There is no specific redevelopment plan, but the economic development and housing and neighborhoods chapters discuss redevelopment
	The redevelopment strategy/plan identifies priority redevelopment sites, neighborhoods, and/or districts.	<input checked="" type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Perhaps not in a consistent way, but downtown, industrial corridor and neighborhoods are mentioned.
	The redevelopment strategy/plan contains goals/actions, implementation steps and tools for the identified priority redevelopment sites, neighborhoods and/or districts.	<input type="checkbox"/>	See Above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The redevelopment strategy/plan includes a timeline that identifies responsible parties and benchmarks.	<input type="checkbox"/>	See Above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	Progress on the redevelopment strategy/plan implementation, barriers, and accomplishments is annually reported to the governing body.	<input type="checkbox"/>	See Above	Click here to enter text.	Click here to enter a date.	Click here to enter text.

Best Practice One: Community Plans and Public Outreach

BP 1.1, 1.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Documentation/Links
Capital Improvements Plan	The governing body has adopted a capital improvements plan.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	http://www.petoskey.us/documents/documents28/finance-1/cip-budgets-1
	The capital improvements plan details a minimum of six years of projects and improvements and is reviewed annually.	<input checked="" type="checkbox"/>		Department Heads	Click here to enter a date.	Click here to enter text.
	The capital improvements plan coordinates projects to minimize construction costs and impacts.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The capital improvements plan coordinates with the master plan, redevelopment strategy/plan and budget.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The capital improvements plan is accessible online.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Downtown Plan	The governing body has adopted a downtown plan, if applicable.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Council has adopted a TIF plan, but there is also a downtown strategic plan that was not adopted by Council
	The downtown plan identifies development area boundaries.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The downtown plan identifies projects, and includes estimated project costs and a timeline for completion.	<input type="checkbox"/>	Update parking structure information	Downtown Director, City Manager	2/1/2016	TIF Plan has costs for previously proposed parking structure. The CIP also has a placeholder for a parking structure
	The downtown plan contains mixed-use and pedestrian oriented development elements.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	The downtown plan and B2 Zoning Ordinance address the importance of pedestrian orientation
	The downtown plan addresses transit oriented development if applicable.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Not applicable as we don't have public transit in Emmet County, unless the proposed trolley is considered transit
	The downtown plan coordinates with the master plan, redevelopment strategy/plan and capital improvements plan.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Master plan references the downtown plan as the specific plan.
	The downtown plan is accessible online.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	http://www.petoskey.us/documents/documents28/planning-zoning-1

Best Practice One: Community Plans and Public Outreach

BP 1.1, 1.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Documentation/Links
Corridor Plan	The governing body has adopted a corridor plan, if applicable.	<input type="checkbox"/>	Unless something changes, there is not an interest in a corridor plan that incorporates a TIF	Click here to enter text.	Click here to enter a date.	The City has discussed the subject of a Corridor Plan with Resort Township, but communities decided against. The City has worked jointly with MDOT and Bear Creek Township on an access management plan for US 31 that is in the process of implementation with highway upgrades. A regional land use plan for the US 131 corridor was created with Emmet County, Resort and Bear Creek Townships in 2007.
	The corridor plan identifies development area boundaries.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The corridor plan identifies projects, and includes estimated project costs and a timeline for completion.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The corridor plan contains mixed-use and pedestrian oriented development elements.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The corridor plan addresses transit oriented development, if applicable.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The corridor plan coordinates with the master plan, redevelopment strategy/plan and capital improvement plan.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.

Best Practice One: Community Plans and Public Outreach

BP 1.1, 1.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Documentation/Links
	The corridor plan is accessible online.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Public Participation	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input checked="" type="checkbox"/>	City Council Adoptions	City Planner	12/31/2015	Document approved by Planning Commission 11/12/15
	The plan identifies key stakeholders, including those not normally at the visioning table.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The plan describes public participation methods and the appropriate venue to use each method.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	If a third party is consulted, they adhere to the public participation plan.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Recently hired consultant for public participation to develop a neighborhood streetscape design project for Emmet Street
	The community demonstrates that public participation efforts go beyond the basic methods. (See lists below for examples)	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	See examples in the PPP
	The community tracks success of various methods.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community shares outcomes of public participation processes.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.

Best Practice One: Community Plans and Public Outreach

BP 1.1, 1.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Documentation/Links
	Community participation results are communicated in a consistent and transparent manner.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Either through summary of process or in meeting minutes

Best Practice Two: Zoning Regulations

BP 2.1	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Accessibility	The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	https://www.municode.com/library/mi/pet-oskey/codes/code_of_ordinances?nodeId=PTIICOOR_APXAZOOR The Planning Commission continually reviews and provides suggested updates
	The community has 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.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community has reviewed zoning district intent statement to reflect master plan land use recommendations.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The zoning ordinance is user friendly and accessible online.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	It is on-line, but not that user friendly
	The zoning ordinance portrays clear definitions and requirements.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The zoning ordinance is available in an electronic format at no cost. Hard copies are available for review at convenient locations.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Mixed Use	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community allows mixed use in areas of concentrated development by right.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community understands form-based zoning and has reviewed their zoning ordinance to consider how form based zoning might help them achieve community goals.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	Zoning for areas of concentrated development include the following place making elements, where appropriate: built-to lines, open store fronts, outdoor dining, ground floor signage standards, public realm standards and other pedestrian friendly elements.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.

Best Practice Two: Zoning Regulations

BP 2.1	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Flexible Development	The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The ordinance provides standards for flexible development and preserves sensitive historic and environmental features.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	Special land use and conditional zoning approval procedures and requirements are clearly defined.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	Industrial districts permit related non-industrial uses that serve new economy-type businesses.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Housing	The zoning ordinance allows for a variety of housing options.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The zoning ordinance allows for one or more forms of traditional housing (see page 9 of Best Practices document).	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Non-motorized Transportation	The zoning ordinance includes standards to improve non-motorized transportation.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	See Sidewalk Plan, in process of being updated to a Non-motorized facilities plan http://www.petoskey.us/documents/documents28/planning-zoning-1
	The community understands the benefits of walkable and transit oriented development and has included related zoning standards where appropriate.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community understands the benefits of connectivity and has ordinance requirements that accommodate pedestrian activity within and around development.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community encourages the provision of bicycle parking through ordinance or guidelines.	<input type="checkbox"/>	Adopt revisions to parking standards	City Planner	2/1/2016	Click here to enter text.

Best Practice Two: Zoning Regulations

BP 2.1	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
	The ordinance provides for pedestrian lighting, traffic calming and streetscape elements.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	These are generally handled through street projects
Parking	The zoning ordinance includes flexible parking standards.	<input checked="" type="checkbox"/>	Click here to enter text.	City Planner	Click here to enter a date.	More flexibility could be added
	The ordinance considers guidelines listed in the Best Practices (see page 10 of document).	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Some of these are addressed in current ordinance; others have been considered
Green Infrastructure	The zoning ordinance includes standards for green infrastructure.	<input type="checkbox"/>	Green infrastructure standards could be added to the site plan standards	City Planner	5/1/2016	Click here to enter text.
	The ordinance considers green infrastructure listed in Best Practices (see page 10 of document).	<input type="checkbox"/>	See above	City Planner; Director of Public Works	Click here to enter a date.	Click here to enter text.
	The community recognizes the benefits of street trees and parking lot landscaping to mitigate the impacts of heat island effects.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	The city has an annual budget for street tree planting and replacement

Best Practice Three

Development Review Process

3.1: Development Review Policy and Procedures

This best practice evaluates the community’s site plan review policies and procedures, project tracking and internal/external communication. The purpose of the site plan review process is to assure plans for specific types of development comply with local ordinances and are consistent with the master plan. Streamlined, well-documented site plan policies and procedures ensure a smooth and predictable experience when working with a community. It is essential for a community’s site plan review team to also coordinate with permitting and inspections staff. Unnecessary steps and layers or unclear instructions increase time and expenses associated with development. Community leaders should look to simplify and clarify policies, operate in a transparent manner and increase efficiency to create an inviting development climate that is vital to attracting investment. To do this sound internal procedures need to be in place and followed. Tracking projects internally across multiple departments can alleviate potential delays. Offering conceptual site plan review meetings is one more step a community can take to show investors they are working to remove development barriers and cut down on unexpected time delays.

3.2: Guide to Development

This best practice evaluates the accessibility of a community’s planning and development information. Development information and applications must be assembled to help citizens, developers and public officials gain a better understanding of how the development process in the community works. Documents should be updated regularly and provide a general overview of development processes and steps necessary to obtain approvals and should be readily available online.

BP 3.1, 3.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
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Best Practice Three: Development Review Process

BP 3.1, 3.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Site Plan Review	The zoning ordinance articulates a thorough site plan review process.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The responsibilities of the governing body, staff, zoning board of appeals, planning commission, and other reviewing bodies are clearly documented.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Staff Qualifications	The community has a qualified intake professional.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community identifies a project point person and trains staff to perform intake responsibilities (see page 11 of Best Practices for full list).	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	Staff understands the importance of excellent customer service.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Meetings	The community defines and offers conceptual site plan review meetings for applicants.	<input checked="" type="checkbox"/>	Need to spell out process	City Planner	1/31/2016	It is actually a pre-application meeting that city staff (DPS, DPW and Planning) hold with applicants to review potential issues before going to the PC.
	The community has clearly defined expectations posted online, and an internal requirements checklist to be reviewed at conceptual meetings.	<input type="checkbox"/>	Need to create summary and checklist	City Planner, DPS, DPW	2/28/2016	Information is not on-line
Review Process	The community has a clearly documented internal staff review policy.	<input type="checkbox"/>	Document process	City Planner	2/28/2016	There is a process of review, but it is not clearly documented
	The review process articulates clear roles, responsibilities, and timelines.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	Administrative review standards are clearly articulated.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.

Best Practice Three: Development Review Process

BP 3.1, 3.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Joint Site Plan Review	The appropriate departments engage in joint site plan reviews.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The joint site plan review team consists of the representatives listed on page 12 of the Best Practices.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	The county building department is included on large projects
Tracking and Review	The community has a method to track development projects.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community demonstrates they have and use a tracking mechanism for development projects during the site plan review process.	<input type="checkbox"/>	Develop tracking mechanism	City Planner	3/31/2016	Click here to enter text.
	The community demonstrates they have and use a tracking mechanism for permitting and inspections.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Timely Response	The community promptly acts on development requests.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community does not require governing body approval for permitted uses.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community follows its documented procedures and timelines.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community has easy to follow flowcharts of development requests that include timelines.	<input type="checkbox"/>	Create flow charts and post online	A. City Planner	1/31/2016	Click here to enter text.
	Community development staff coordinates with permitting and inspections staff to ensure a smooth and timely development process.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.

Best Practice Three: Development Review Process

BP 3.1, 3.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Input	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	We do not do this and don't see as necessary for most site plans. We could do it on large, potentially controversial projects
	The community assists the developer in soliciting input on a proposal before site plan approval.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Successes and Challenges	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/>	Establish a post-review review process	City Planner	5/31/2016	We are a small staff and our experience isn't that the review process is problematic, but that developers say what we want to hear but then say they can't comply during construction.
	The site plan review team meets to capture lessons learned and amend the process accordingly.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community's permitting and inspections staff meets with the development team to capture lessons learned and amend process accordingly.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community obtains customer feedback on the site plan approval and permitting and inspections process and integrates changes where applicable.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Guide to Development	The community maintains an online guide to development that explains policies, procedures, and steps to obtain approvals.	<input type="checkbox"/>	To be developed	City Planner	6/30/2016	Click here to enter text.
	The guide includes the items listed on page 14 of the Best Practices.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.

Best Practice Three: Development Review Process

BP 3.1, 3.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Fee Schedule	The community annually reviews the fee schedule.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The fee schedule is updated to cover the community's true cost to provide services.	☒	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.



Best Practice Four

Recruitment and Education

4.1: Recruitment and Orientation

This best practice evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members. Diversity on boards and commissions can ensure a wide range of perspectives are considered when making decisions on development and financial incentives. Communities should seek applicants with desired skill sets and establish expectations prior to new officials and board members becoming active.

4.2: Education and Training

This best practice assesses how a community encourages ongoing education and training and tracks training needs for appointed or elected officials, board members and staff. Planning commissioners, zoning board of appeals members, the governing body and staff make more informed development decisions when they receive adequate training on land use and development issues. Turnover in officials and staff can create gaps in knowledge, which makes ongoing training essential to the efficient functioning of a community's development processes.

Best Practice Four: Recruitment and Orientation

BP 4.1, 4.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Expectations	The community sets expectations for board and commission positions.	<input checked="" type="checkbox"/>	Make sure all boards have bylaws with responsibilities and expected attendance spelled out if necessary.	City Manager	Click here to enter a date.	Enhance the existing document respohttp://www.petoskey.us/government/boards-a-commissions
	Board and commission applications outline expectations and desired skill sets for open seats.	<input type="checkbox"/>	Click here to enter text.	City Manager	Click here to enter a date.	The Planning Enabling Act spells out requirements for Planning Commissions. Make sure the “Boards and Commissions” list (document above) is included when applications are sent out.
	The applications are accessible online.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Orientation	The community provides orientation packets to all appointed and elected members of development related boards and commissions.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	The Planning Commission and ZBA receive. May need something compiled for other bodies
	The orientation packet includes all relevant planning, zoning, and development information.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Funding for Training	The community has a dedicated source of funding for training.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community has a training budget allocated for elected and appointed officials and staff.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Training Needs	The community identifies training needs and tracks attendance of the governing body, boards, commissions, and staff.	<input checked="" type="checkbox"/>		Department Heads	Click here to enter a date.	This is done for Planning Commission and ZBA
	The community manages a simple tracking mechanism for logging individual training needs and attendance.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	This is done for Planning Commission and Zoning Board of Appeals

Best Practice Four: Recruitment and Orientation

BP 4.1, 4.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
	The community identifies trainings that assist in accomplishing their stated goals and objectives.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Training Opportunities	The community encourages the governing body, boards, commissions, and staff to attend trainings.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community consistently notifies its elected/appointed officials and staff about training opportunities.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community shares information between the governing body, boards, commissions and staff.	<input checked="" type="checkbox"/>		Click here to enter text.	Click here to enter a date.	Planning Commission and ZBA packets shared with each other and City Council
Collaborative Efforts	Training participants share information with those not in attendance.	<input type="checkbox"/>	Create requirement	City Manager, City Planner	1/31/2016	This is not done on a regular basis, but sometimes
	The community holds collaborative work sessions.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	The Planning Commission and City Council often hold joint meetings for items such as the master plan or major ordinance revisions.
	The community conducts joint trainings on redevelopment topics.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	The City Council, Planning Commission and DDA were all included in a recent training on MEDC programs
	The community annually meets to review planning, zoning, economic, and redevelopment benchmarks.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	Not sure we have enough redevelopment activity to make this necessary

Best Practice Five: Redevelopment Ready Sites®

BP 5.1	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Priority Sites	The community identifies and prioritizes redevelopment sites.	<input checked="" type="checkbox"/>	Confirm sites	City Planner	2/28/2016	See Downtown Strategic Plan and discussion in Master Plan. Sites include 200 E Lake, Grulers, Poquette
	The community maintains an updated list of high priority sites to be redeveloped.	<input type="checkbox"/>	Develop a list that includes sites and existing buildings	City Planner	2/28/2016	There is not a list, but potential redevelopment sites are known.
Information on Sites	The community gathers preliminary background information for prioritized redevelopment sites.	<input type="checkbox"/>	Most information known but needs to be in readily accessible format	City Planner	2/1/2016	Some of this has already been compiled
	Information to consider for sites found on page 17 of the Best Practices.	<input type="checkbox"/>	Include information	City Planner	Click here to enter a date.	Click here to enter text.
Vision for Sites	The community has developed a vision for the priority redevelopment sites.	<input type="checkbox"/>	Once sites are determined, priority uses are identified. Property rezoned if necessary	City Planner	3/31/2016	
	The vision includes desired development outcomes and specific development criteria.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	Community champions for the redevelopment site are identified.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	High controversy redevelopment sites may require additional public engagement.	<input type="checkbox"/>	Site charrettes or public workshops may be held	City Planner	As needed	Click here to enter text.

Best Practice Five: Redevelopment Ready Sites®

BP 5.1	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Funding for Sites	The community identifies available resources and incentives for prioritized redevelopment sites.	<input type="checkbox"/>	Create a matrix of resources and incentives that are acceptable to City Council	City Manager; City Planner	2/1/2016	Click here to enter text.
	The community determines the level of support it will give to a project, based on the project meeting the community's vision and desired development outcomes.	<input type="checkbox"/>	Provide information to City Council and develop policies regarding development incentives such as TIF, abatements, grant administration	City Manager	12/31/2015	Click here to enter text.
	The community gathers financial support from other partners for projects including the institutions listed on page 18 in the Best Practices.	<input checked="" type="checkbox"/>	Click here to enter text.	City Manager	Click here to enter a date.	The City works cooperatively with many agencies.
Property Information Package	A "Property Information Package" for the prioritized redevelopment site(s) is assembled.	<input type="checkbox"/>	Click here to enter text.	City Planner	4/30/2016	Click here to enter text.
	The "Property Information Package" includes or identifies the criteria listed on page 18 of the Best Practices.	<input type="checkbox"/>	Click here to enter text.	City Planner	4/30/2016	Click here to enter text.
Accessibility of Information	Prioritized redevelopment sites are actively marketed.	<input type="checkbox"/>	Click here to enter text.	Click here to enter text.	Ongoing	Click here to enter text.
	The "Property Information Package(s)" are accessible online.	<input type="checkbox"/>	Click here to enter text.	City Manager	5/1/2016	Click here to enter text.



Best Practice Six

Community Prosperity

6.1: Economic Development Strategy

This best practice assesses what goals and actions a community has identified to assist in strengthening its overall economic health. Today, economic development means more than business attraction and retention. While business development is a core value, a community needs to include community development and talent in the overall equation for economic success. The goal of the economic development strategy is to provide initiatives and methods that will encourage diversity of the region's economic base, tap into opportunities for economic expansion and help to create a sustainable, vibrant community.

6.2: Marketing and Promotion

This best practice assesses how a community promotes and markets itself to create community pride and increase investor confidence. It also evaluates the ease of locating pertinent planning, zoning and economic development documents on the community's website. Community marketing and promotion can take many forms, but the goal is to create a positive image that rekindles community pride and improves consumer and investor confidence. Communities must develop a positive, promotional strategy through marketing campaigns, advertising and special events to encourage investment. Marketing campaigns can assist with sharing the established community vision, values and goals. Developing a brand to promote a consistent identity can position a community for future success. A community's website is an important marketing tool and must be well-designed to provide information to the public and build a positive image.

Best Practice Six: Community Prosperity

BP 6.1, 6.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Economic Development Strategy	The community has an approved economic development strategy.	<input type="checkbox"/>	Create a steering committee and develop the strategy	City Planner	5/1/2016	Click here to enter text.
	The economic development strategy is part of the master plan, annual budget, or a separate document.	<input type="checkbox"/>	Develop a separate document	City Planner	5/1/2016	Click here to enter text.
	The economic development strategy connects to the master plan and capital improvements plan.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The economic development strategy identifies the unique economic opportunities and challenges of the community.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The economic development strategy contains goals/actions, implementation steps and tools for the identified opportunities and challenges.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The economic development strategy identifies responsible parties and includes benchmarks.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The economic development strategy coordinates with a regional economic development strategy, if applicable.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The economic development strategy is accessible online.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.

Best Practice Six: Community Prosperity

BP 6.1, 6.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
Review	The community annually reviews the economic development strategy.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community annually reports on the stated benchmarks and amends the strategy as needed.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Marketing Strategy	The community has developed a marketing strategy.	<input checked="" type="checkbox"/>	Click here to enter text.	Click here to enter text.	Click here to enter a date.	The City maintains a quality public realm and relies on the Chamber of Commerce, Convention and Visitors Bureau, Downtown Management Board and the real estate community for marketing efforts.
	The marketing strategy identifies marketing opportunities and specific strategies to attract businesses, consumers, and real estate development to the community.	<input checked="" type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The marketing strategy objectives strive to create or strengthen an image for the community, heighten awareness about the community, and attract and retain businesses.	<input checked="" type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
	The community is coordinating marketing efforts with local, regional, and state partners.	<input checked="" type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	See above
	The marketing strategy includes specific approaches to market the community's prioritized redevelopment sites.	<input type="checkbox"/>	See above	Click here to enter text.	Click here to enter a date.	Click here to enter text.
Municipal Website	The community has an updated, user friendly municipal website.	<input type="checkbox"/>	Click here to enter text.	City Manager	Click here to enter a date.	Website could use improvement.
	The community's website is easy to navigate and find information.	<input type="checkbox"/>	Click here to enter text.	City Manager	Click here to enter a date.	Click here to enter text.
	The community's development information is grouped together.	<input type="checkbox"/>	Click here to enter text.	City Manager	Click here to enter a date.	Click here to enter text.

Best Practice Six: Community Prosperity

BP 6.1, 6.2	Criteria	Complete?	Step(s) to Completion	Person(s) Accountable	Deadline	Comments/Evidence/Links
	The community's website contains or links to the information listed on page 20 of the Best Practices.	<input type="checkbox"/>	Click here to enter text.	City Manager	Click here to enter a date.	Click here to enter text.