

# Planning Commission Annual Report Template

City of Lake City, Michigan  
<https://cityoflakecity.com/>

\* Required

## 1. PLANNING COMMISSION ANNUAL REPORT TEMPLATE \*

Introduction:

This form is a mechanism to ensure the roles and responsibilities of the planning commission and further the zoning board of appeals related processes are documented.

In this workshop discussion, we are looking forward to discussing and documenting actual program results and any relevant trainings you've completed this past year.

In addition, we would like to thank the board members for their service, because you should be justifiably proud of the work you have performed for the community.

Enter your answer

## 2. Purpose of this Report \*

This form was developed to ensure we are collecting and compiling planning program information.

As outlined in the Michigan Planning Enabling Act, "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."

Enter your answer

### 3. Goals for this Report Template \*

1. Increase information collection and subsequent sharing between staff, boards, commission and the governing body.

2. If needed, this report can/will be used for budget purposes, especially in the context of anticipating upcoming issues and priorities.

Enter your answer

### 4. Membership \*

Names of the Planning Commission Members and their Term Expiration

Enter your answer

### 5. Meetings

(Of note, MPEA requires four meetings annually) \*

In accordance with MPEA requirements, the City of Lake City planning commission met (at least four times), and these were the actual meeting dates for the year, including:

Enter your answer

6. Annual Master Plan Review - To ensure compliance with standards, please review and outline the commission's actions, and you must minimally respond to the \*

ensuing areas:

1. Review goals and recommendations of the plan and indicate progress, include goals of the commission that may not be included in the master plan.
2. Include the action plan table from the plan and indicate progress, actions completed, and next year's priorities.
3. Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date.
4. Use master plan update review table (from the "Master Plan Update Guide") to decide whether the plan needs to be amended.

Enter your answer

## 7. Zoning Ordinance - Amendments Outline \*

1. Document the section numbers amended and indicate any work in progress.
2. Review rezoning requests; indicate location, request description, and status.
3. Identify any zoning ordinance updates to undertake in the upcoming year.

Enter your answer

## 8. Development Reviews - use this form or a separate spreadsheet to outline period data. \*

Program data for each location, must be documented and you should minimally include the following information:

Project Type;  
Location;  
Description;  
Status;  
Recommendation to legislative body;  
Date of action.

Enter your answer

9. Variances - Use this form or a separate spreadsheet to outline period data. \*

Program data for each location/variance, must be documented and you should minimally include the following information:

Variance Type;  
Location;  
Description;  
Status;  
Recommendation to legislative body;  
Date of action.

Enter your answer

10. Actions by legislative body  
(Review actions taken by the legislative body related to planning and development) \*

Please provide a written summary of findings from the legislative body.

Enter your answer

11. Zoning Map  
(Review with listed development and rezoning requests to analyze potential trends) \*

Please summarize zoning trends or any zoning map amendments.

Enter your answer

12. Training Attendance Log

(Use this form or a separate spreadsheet to outline period data) \*

Please include the topic, a description of the training, and the date the training was completed.

Enter your answer

13. Please evaluate and outline potential training topics for the upcoming year. \*

Please include the topic and a general description.

Enter your answer

14. Joint Meetings

(please outline any joint meetings that took place this past year and the key topics of discussion) \*

Enter your answer

15. Please outline any other joint meetings and key topics of discussion, including any feedback, concerns, pictures, data, or ideas that should be considered. \*

Enter your answer

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