

Agenda St Ignace Planning Commission 03/08/22 7 pm City Hall and on Zoom

Zoom ID: 857 5628 7282

- (1) Call to Order
- (2) Roll Call
- (3) Approval of Minutes
- (4) Approval of Agenda
- (5) Public Comments and Communications Concerning Items Not on the Agenda
- (6) Scheduled Public Hearings
- (7) Unfinished Business

**Redevelopment Ready Community Progress-** Zoning code changes were adopted at the Council meeting 2/21/22. Joint meeting was held with ZBA at our last PC meeting 2/8/22; Stephanie has created packets for new members of Council, boards and commissions. Stephanie continues to encourage ZBA and DDA to adopt Bylaws. Jim Drazo, Scott Marshall (DDA) Stephanie and Betsy met virtually with Christopher Germain for a quarterly MEDC update. Christopher suggested that we continue to look for matching funds (1/4) for our zoning code update or rewrite. He suggested contacting Beckett and Raeder for an initial estimate. (Betsy called; awaiting return call) Christopher also said that St. Ignace should encourage training for our officials, including some recommendations for each board and commission for # of hours of training expected on a yearly basis. Training does not have to be limited to seminars, webinars, lectures or other didactic forms- it can include group reviews of pertinent documents, workshops, town halls or other interactions that help to add input to our knowledge of how the City works for its residents and business owners, what needs have gone unrecognized, what solutions might be suggested or other topics.

A suggested workshop- meet with the building committee to review the recently passed zoning code amendments and discuss their implementation and impact. Ask for additional suggestions related to setbacks, porches/decks/other “appendages”, or other topics of interest to the building committee members.

**CIP review** and addition/correction/deletion process

**Jim’s suggestions for an update of the peddler’s ordinance.** Do we need a field trip to see how food trucks are operating in a nearby community? If soon- meet with officials and business people; if delayed until Spring when trucks are operating, visit food trucks.

**Trailer/RV/Tent/other “temporary shelter” ordinance recommendations-**

From our current and past code- see attached.

**(8) New Business** - see Fiscally Ready Communities information below. Jim has commented in 2 recent meetings that our city budget is the way that St. Ignace reveals its priorities and goals. A periodic review of the Master Plan, DDA Plan, Recreation Plan, non-motorized Transportation Plan and other plans should help to frame the strategic development plan that the budget represents. Participation by the public, elected and appointed officials, and city employees exemplifies best practice.

**(9) Other Matters to be Reviewed by the Commission**

**(10) Administrative Items**

**training attended see notes attached:** Fiscally Ready Communities: Budgeting for Fiscal sustainability, MI Dept. Treasury and MSUe,

(Eric Wolcott, speakers were Roxanne Foster, Eric Cline and Jerry Nelson). 2/24/22 1 1/2 hr. Betsy

**(11) Next meeting 04/12/22**

**(12) Adjournment**

attachment re: living in RVs, trailers, tents, or other temporary shelters

current:

*Dwelling unit means a building, or separate and distinct part thereof, designed for permanent occupancy as a house or residence, with complete cooking and bathroom facilities for the exclusive use of the occupants."*

In an **older** version of our code (I'm not sure when this definition was replaced. but I can see why) it says

*"Dwelling means any building or part thereof, except automobile trailer coaches, cabins, and tents occupied as a home, residence or sleeping place of one or more persons either permanently or transiently."*

current:

*"Transient occupancy means occupancy for a time period of fewer than 30 days."*

current:

*Travel trailer means a non-self-propelled vehicle which is or can be licensed for travel on state highways in normal traffic without special permit; and is designed for human occupancy on a temporary basis. It is designed to be readily mobile and conveniently relocated on a frequent basis" (note "temporary")*

**Here's what we call sheds, barns, etc.:**

*Accessory building means a subordinate or supplemental building or portion of a main building on the same lot or land as the main building or buildings, the use of which is incidental or secondary to that of the main building.*

*Accessory use means a use naturally and normally incidental to subordinate and devoted ordinarily to the main use of the land or building*

Here's the definition of Modular HOME

Modular home means a prefabricated structure either in one piece or interconnecting sections, which is designed for transporting on a trailer bed or railway one time from the manufacturer to a dealer to a permanent site. A modular home requires additional assembly or construction after it arrives on the site; it is permanently connected to a foundation; and it is not designed or intended to be relocated once it is placed on a foundation.( underline is mine)

Here's one problem- there is information about residential dwellings in both chapter 6 (building) and in chapter 38 zoning code. If you look at the totality of the definitions that already exist, you understand that you can not make a travel trailer, RV, camper, tent or other temporary shelter into a residence or a dwelling.

**Do we need to add to the definition of Travel trailer?, do we need to re-institute a portion of the old definition of Dwelling, and if we do, should the word "cabin" remain? should the phrase "either permanently or transiently" remain?**

**Would it be better to use the current definition of dwelling and add "on a foundation, and not designed or intended to be relocated once it is placed on a foundation"?**

**Changing the definitions may be necessary but not sufficient, and we should stay away from putting regulations into the definition section.**

**Temporary vs. Transient structures- define Temporary relates to structure, transient refers to time?**

**Recommend? : define "temporary shelter" as something that does not have a foundation, may or may not have utility connections, could be on wheels (RV, Trailer, Camper) or upon the ground (Tents and other soft structures, accessory buildings) Add to supplementary regulations that a temporary shelter can not be used as a dwelling, whether it is on wheels or not, and whether it is on property with a principal dwelling or not. If we keep the current definition of dwelling, this should be sufficient. (dwelling is designed for permanent occupancy, permanent being longer than 30 days- we did not say 30 consecutive days)**

## Attachment - New Business

Notes from Webinar

MI Dept. of Treasury and MSU-e presentation: Fiscally Ready Communities 2/24/  
Budgeting for Fiscal Sustainability, Roxanne Foster, Eric Cline and Jerry Nelson

Useful documents include MI Treasury Budget Manual.

Take-home lessons include

A City's budget reflects its priorities, and its strategic plan for reaching the goals of the community. For this and other reasons, the community, the elected leaders, and government officials, department heads and employees should all engage in the formulation of the strategic plan, and in some aspects of the budget. The budget should reflect the basic needs of the city to serve the people of St. Ignace, and also to help implement the various plans- Master Plan, DDA Plan, Recreation Plan, Non-motorized Transportation Plan, Streets Plan, or others. The CIP informs the budget in part, but there is a lot of financial activity in the budget that is not capital improvement and maintenance.

From some of the slide pack from the Webinar:

With respect to [community engagement](#)-

Getting the public to engage in the budget process can be HARD

Be clear about purpose- why are you seeking input? How will the information collected be used?

Provide various methods for engagement- surveys, focus groups, comment cards, Town Halls, etc. Consider how process impacts participation.

Follow-up (report publicly)

### [Preparing for your Budget](#)

When to start and what is the timeline? Create a checklist.

Who to include internally

Why and how to include the public. Citizen engagement is critical.

How to get feedback. Surveys, open hours, workshops, newsletters, budget summaries, using social media.

How to plan for future needs.

Tie to capital improvement plan (CIP), other plans and board organizational goals.

### [Preparing: Questions to ask yourself](#)

How do you make decisions?

Who is making the decisions? (Elected officials, department heads, committees, citizen input, combination, or all of these)

How often do you review your process We recommend reviewing your process before

Each cycle starts.

How often do you review your budget? At a minimum, quarterly.

### [Common Budgeting Pitfalls](#)

Starting with no goals or strategy of what to accomplish

Failing to forecast your revenue during the budgeting process

Failing to include information from other sources (CIP, Tax Increment Finance, Recreation Plan, etc.)

Failing to account for changes such as new Collective Bargaining Agreements, debt payments, grants or one-time revenue

Not reviewing/updating your fee schedule annually

**Other Budgeting Pitfalls**

Rushing or having no time line at all

Having poor or no data on how past budgets performed

Not educating or including elected officials in the budget process or in what is included in the draft budget

Not involving staff in the development phase

**Even More Budgeting Pitfalls**

Not providing a draft copy for public inspection

Not holding a public hearing and/or failing to follow a proper adoption process

Not adopting a. Budget resolution and an appropriations resolution

Budgeting alone, without reaching out/reviewing to your neighboring communities

**Minimum Requirements for a Budget Document**

**For prior Fiscal years**

The amount of accumulated surplus or deficit (ending fund balance)

**From the Prior fiscal Year:**

Actual expenditures and revenue data

**For the Current Fiscal Year:**

Estimated expenditures and revenues

Estimate of expected surplus or deficit

**For the next Fiscal Year:**

Estimate of required expenditures

Estimate of revenues (by revenue source)

Estimate of amounts needed for deficiency

Estimate for contingent or emergency purposes

Estimate of expected surplus

The presentation also included a sample budget and a Sample Budget Timeline to Prepare to Pass your Budget.

Recording

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ording

## A Sample Budget Timeline to Prepare to Pass Your Budget

Please review all charter requirements and state laws prior to passing your budget

| Minimum time before your fiscal year end (FYE) | Step  |
|--|---|
| 4 months before your FYE                       | Chief administrative officer or fiscal officer asks department heads to compile budget requests for the coming fiscal year  |
| 3 months before your FYE                       | Department heads submit budget requests for the coming fiscal year  |
| 2 month before your FYE                        | Chief administrative officer presents the proposed budget to the legislative body   |
| 1 months before your FYE                       | Council review completed; revisions made; union negotiations completed, etc.  |
| 3 weeks before your FYE                        | If necessary, council adopts a resolution on the proposed additional millage rate for the coming fiscal year  |
| 2 weeks before your FYE                        | Publish notice of public hearing on proposed budget (6 days prior to hearing), including time, place, and where a copy of the budget is available for public inspection. The notice shall also include the following statement printed in 11-point bold font: "The property tax millage rate proposed to be levied to support the proposed budget will be a subject of a public hearing." |
| 1 week before your FYE                         | Public hearing on budget; budget adopted  |