

Village of Ellsworth 2024 Planning Commission Annual Report



Approved: March 6, 2025

INTRODUCTION:

This 2024 Village of Ellsworth Planning Commission Annual Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act ("MPEA"), which 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.

This report is intended to serve as the Planning Commission's report to the Village Council in accordance with the MPEA as quoted above, and it will also outline a work plan of items for the Planning Commission to address in the coming year.

BOARDS AND COMMISSIONS:

The following boards and commissions work directly and/or indirectly with the Planning Commission to move the Village forward on economic development and land use planning matters:

- Ellsworth Village Council
- Village of Ellsworth Planning Commission
- Village of Ellsworth DDA
- Banks Township and Village of Ellsworth Recreation Committee (Ad-hoc)

ADMINISTRATION:

The Planning Commission receives administrative support from the Village President and Village Clerk, the Village Zoning Administrator, as well as a Planning Consultant. Development decisions and strategic planning documents are developed through community and stakeholder input, and planning commission meetings are conducted within the requirements of the OMA (Open Meetings Act). The Village of Ellsworth Zoning Administrator receives and processes land use permit applications, and seeks outside assistance in the case of more complex site plan review development applications.

PLANNING COMMISSION:

The Planning Commission meets the second Thursday of even months and is responsible for reviewing development applications, preparing plans, and making recommendations to the Village Council on development applications and zoning amendments. This schedule will continue throughout 2025.

MEMBERS:

The Village of Ellsworth Planning Commission consists of five (5) members in compliance with Section 15(2) of the MPEA which provides in relevant part: "*Planning Commissions shall consist of five (5), seven (7), or nine (9) members*" (MCL 125.3815).

The 2024 Village Planning Commissioners were:

Larry Essenberg, Chairperson

Al Drenth

Jerry Klooster

Lynn Spearing, Village Council Representative

Mary Neer

MEETINGS:

The Planning Commission held five (5) meetings in 2024, meeting the requirement in Section 21 (1) of the MPEA which provides in relevant part: "Planning Commissions shall hold not less than 4 regular meetings each year" (MCL 125.3821). Each meeting held a quorum.

- January 17
- March 21
- May 16
- August 15
- October 10

PLANNING ACTIVITY AND STATUS:

The Planning Commission continued work on the components of the Michigan Redevelopment Ready Community program.

The Planning Commission initiated its 5-year review of the Village Master Plan and determined that an update to the plan was in order. The Planning Commission will work on the update in 2025.

PLANNING COMMISSION PRIORITIES AND WORK LIST FOR 2025:

- Complete the Michigan Redevelopment Ready Community certification process.
- Update the Village Master Plan.
- Update the Village Capital Improvement Plan.

RECOMMENDED ACTIONS BY VILLAGE COUNCIL RELATED TO PLANNING:

- Establish annual joint meeting of Village Council and Planning Commission.