

CITY OF MONTROSE

PLANNING BOARD PACKET

JULY 10, 2025



CITY OF MONTROSE



**PLANNING BOARD
MEETING
July 10, 2025
7:00PM**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALEGIANCE TO THE FLAG

APPROVAL OF MINUTES

1. Consider Approval of Meeting Minutes April 23, 2025

CITIZEN COMMENT ON AGENDA ITEMS

COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

1. Consider Approval of Master Plan Amendment – Montrose Housing Study

EXTENDED CITIZEN COMMENT

EXTENDED MEMBER COMMENTS

ADJOURNMENT

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HOME OF THE ANNUAL BLUEBERRY FESTIVAL

139 S. SAGINAW ST. MONTROSE, MI 48457 / PHONE (810) 639-6168

MONTROSE PLANNING BOARD MEETING MINUTES
April 23rd, 2025

CALL TO ORDER: Chairman Ray Foust called the Planning Board meeting to order at 7:01 p.m. The meeting was held at the Montrose City Office at 139 S. Saginaw Street, Montrose, MI

ROLL CALL: Present Members were Ray Foust, Anthony Brown, Paul Wixson and Warren Edwards. Also present were Council Representative Lori Machuk and City Manager Barbara Valentine. Member Ashley Putnam, Todd Baryo, and Connor Pangle were recorded as absent.

PLEDGE OF ALLEGIANCE TO THE FLAG: Chairman Ray Foust led the Pledge of the Allegiance.

APPROVAL OF MINUTES

1. APRIL 10, 2025 PLANNING BOARD MEETING MINUTES:

- **MOTION** by Brown **SECOND** Wixson to approve the meeting minutes. All Ayes. Motion Passed.

CITIZEN COMMENT ON AGENDA ITEMS: Dalston Atwell and Harry Powell came in to discuss their future development on Erean St.

COMMUNICATIONS: NONE

PUBLIC HEARING: NONE

UNFINISHED BUSINESS:

1. SET MAY MEETINGS

MOTION by Foust **SECOND** by Edwards to set the May Planning Board Meeting Date to the 3rd Wednesday, May 21st. All Ayes. Motion Passed.

2. TRADITIONAL DOWNTOWN ZONING

Discussion of Zoning in the Traditional Downtown District, to be known as "Olde Towne Montrose", consisting of the architecturally historic buildings on the North and South sides of M-57 (State Street), from Saginaw to Genesee Streets. Further discussion at the May 21st Meeting.

NEW BUSINESS:

1. SPICER ENGINEERING PROPOSAL

MOTION by Edwards **SECOND** by Wixson to recommend the Spicer Structural Engineering Proposal for Traditional Downtown District. All Ayes. Motion Passed.

2. Add Residential lot sizes and minimum square footage Ordinance to the Agenda for May.
3. Discussion of maintaining a once per month meeting schedule for Summer on the 3rd Wednesdays.

EXTENDED CITIZEN COMMENTS: NONE

EXTENDED MEMBER COMMENTS: NONE

MONTROSE PLANNING BOARD MEETING MINUTES
April 23rd, 2025

ADJOURNMENT

- **MOTION** by Brown **SECOND** by Wixson to adjourn the meeting. All Ayes. Motion Carried.

Chairman Ray Foust adjourned the meeting at 8:20 p.m.

Prepared by City Manager, Barbara Valentine

CITY OF MONTROSE MEMORANDUM

Date: July 1, 2025

To: Chairman Foust and Planning Commission Members

From: Joe Karlichek, Interim City Manager 

Subject: Consider Housing Readiness Grant / Master Plan Amendment

Background: Attached to this memorandum is a memorandum sent to City Council for their review at the June 24, 2025, City Council meeting describing a Grant the City of Montrose engaged in and subsequent communication(s) with MSHDA and Wade Trim.

In this memorandum from city administration is a memorandum from Wade Trim, identifying the planned procedure to amend the Master Plan, timeline and for the Planning Commission to adopt the Housing Study.

Recommendation: **It is recommended the Planning Commission move to forward the draft Housing Study to City Council and request the Council to authorize the distribution of the study for review in accordance with State Law.**



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MEMORANDUM

To: City of Montrose Planning Commission

From: Adam Young, AICP, Professional Planner, Wade Trim

Date: June 30, 2025

Subject: Master Plan Amendment – Montrose Housing Study

As you may be aware, Montrose City Administration secured a Housing Readiness grant from the Michigan State Housing Development Authority (MSHDA). The purpose of the grant is to fund a Housing Study for the City. Additionally, the City invited Montrose Township to be a participant in the Housing Study. The Housing Study examines current housing statistics, trends, and future needs within the Montrose Community. The Housing Study outlines a strategy to support increased housing supply, diversity, and affordability and is to be used as a guide for future policy decisions related to housing, including potential zoning ordinance amendments. The project is being funded 100% through the State grant with no local match requirement.

Wade Trim has been working with the City to develop the study. A working group including the City Manager, City officials, Township Supervisor, and Township officials met on numerous occasions to develop the Housing Study. The planning process also included an online citizen survey to collect feedback on housing-related issues. Through this process, a complete draft of the Housing Study, dated June 27, 2025, has been prepared and is enclosed.

MSHDA has indicated that the Housing Study must be adopted by the City of Montrose as an amendment to its Master Plan. To this end, we have outlined the necessary steps – in accordance with the Michigan Planning Enabling Act, Public Act 33 of 2008 – to adopt this Housing Study as an amendment to the City of Montrose Master Plan. These steps are outlined in the table below. As you will see, the Planning Commission has responsibility for completing several of these steps, including adoption of the Housing Study.

Step No.	Description	Planning Enabling Act Section Reference	Action to be Taken	Tentative Timeline
1	Planning Commission reviews the draft Housing Study and passes it on to the City Council for review in accordance with State Law	Sec. 41.(1)	The Planning Commission must pass a motion requesting that the City Council authorize the distribution of the draft Housing Study for review in accordance with State Law	July 10 PC Meeting
2	City Council reviews the draft Housing Study and authorizes its distribution for review in accordance with State law	Sec. 41.(2)	The City Council must pass a motion authorizing the distribution of the draft Housing Study for review in accordance with State Law	July 22 Council Meeting
3	Selected entities (Montrose Twp., Genesee Co., etc.) are provided with a copy of the draft Housing Study for review	Sec. 41.(2)	The city must send out letters to selected entities giving notice that the draft Housing Study is available for review	Week of July 28
4	State required minimum 42-day review period for an amendment to a master plan	Sec. 45.(1)(b)	n/a	Between July 28 and Sept 17
5	Public hearing notice	Sec. 43.(1)	A public hearing notice must be published in the local newspaper	At least 15 days in advance of Sept 17
6	Planning Commission holds a public hearing	Sec. 43.(1)	The Planning Commission holds a public hearing on the draft Housing Study	Sept 17 PC Meeting
7	Planning Commission adoption of the Housing Study	Sec. 43.(2)	Wade Trim will prepare a sample resolution of adoption. The Planning Commission must adopt the housing Study by resolution.	Sept 17 PC Meeting
8	Selected entities (Montrose Twp., Genesee Co., etc.) are given notice that the Housing Study has been adopted	Sec. 43.(5)	City must send out letters to selected entities giving notice that the Housing Study has been adopted	Week of Sept 22

As noted in Step 1, at your July 10, 2025 regular Planning Commission meeting, we are asking you to review the draft Housing Study. If you have any comments or suggested revisions to the Housing Study, please pass them along and we will incorporate them into an updated draft. (*Please note: changes to the Housing Study can be made up to the time of adoption.*) A motion would then need to be passed by the Planning Commission to the effect of:

"I move to forward the draft Housing Study to City Council and request the Council to authorize the distribution of the study for review in accordance with State Law"

If you have any questions, please do not hesitate to contact me at 313.961.3651 or ayoung@wadetrim.com.

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Enclosure: Montrose Housing Study DRAFT, dated June 27, 2025

CITY OF MONTROSE MEMORANDUM

Date: June 19, 2025

To: Mayor Banks and Montrose City Council Members

From: Joe Karlichek, Interim City Manager

Subject: Report to city council on MSHDA GRANT update (Housing Study) and City's Position, and Plan for Compliance

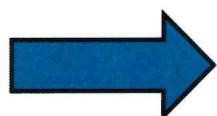
Background:

The city of Montrose engaged MSHDA and was awarded a Grant in February 2024 with a period ending the Grant two (2) years later, effectively February 2026 to conduct a “Housing Study.” (Housing Study is included in your packet).

The Grant was solely for the city to authorize a “Housing Study” and that Housing Study shall be included in the city’s approved Master Plan. The city engaged for nearly two years in updating its Master Plan. City records show the Master Plan was approved by City Council September 12, 2024, by way of Resolution and apparently and simultaneously approved on September 12th, 2024, and via the Planning Commission.

At some point a committee was formed by the City (*City is the assigned fiduciary*) to involve both the Township of Montrose and City. While I cannot locate any record of how or who from the city authorized the committee it is an important reminder for administration and council the rules outlining the formation Boards, Commissions and Committees. The **City Charter, Article V: Sections 5-101, 5-102, 5-103. Specifically, 5-103 APPOINTMENTS OF BOARD MEMBERS** (2) Mayor shall appoint persons to all such boards, commissions and committees with the advice and consent of the Council. No such appointment shall be effective until it has been confirmed by the Council.

The Grant requires caveats to ensure the city is compliant and that it fulfills its obligations to avoid financial harm. For edification and to simplify for city council. One, the city administrator/Grant administrator is required to file quarterly updates in a protected on-line system, identified as “IGX” with MSHDA. Two, because the Grant was authorized (\$40,000.00) for a Housing Study, that study must be an approved study and shall be included in the Approved City of Montrose Master Plan. The published Housing Study, on record, indicates a “DRAFT March 2025” and that there has been no Approval process identified. Draft Housing Plan is included in the memorandum.



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Shortly after my arrival as your interim city manager I received an email Tuesday June 10, 2025, from Marcel Jackson Community Development Analyst | Office of Housing Strategies | Housing Solutions Division Michigan State Housing Development Authority (MSHDA) stating the following:

Good afternoon, Barbara,

You are receiving this email because you still have one or Quarterly Update (QU) past due for your HRI Grant. To remain in compliance, please login to IGX and submit the QU immediately. Failure to do so could result in cancellation of the grant. When completing the QU, make sure to select the correct reporting period and then select submit under status options in the purple navigation pane on the left.

If you need technical assistance, I can be reached at 517-335-3437.

Upon receipt of that email, I immediately contacted Mr. Marcel Jackson via phone. I provided Marcel the status of the city and its leadership change and learned about the city Grant from conception to birth. In that conversation it was discovered the city had failed to update the Grant in the IGX secured system in all of 2025 and was close to default. In addition, it was discovered the Housing Plan was not included in the Master Plan and no formal adoption of that plan had occurred, the city is in jeopardy of awarded Grant and the city could be financially harmed as a consequence.

After having additional discussions with Marcel, Marcel and I came to a solution to bring the city in compliance.

After discussing the solution with Marcel, I contacted Mr. Adam Young of Wade Trim (Wade Trim performed the Housing Study work and the city's adopted Master Plan). While Mr. Young believed the Housing Study was not to be included in the Master Plan, my information to him was that belief was inaccurate. MSHDA unequivocally stated it (Housing Study) must be in the City Master Plan. I will be working with Adam to assist in the amended Master Plan and process.

If those hurdles are cleared, as outlined in the proposed timeline from Wade Trim, the city can then proceed closing out the Grant and the city receive reimbursement of \$40,000.00 for the monies it has expended to the Wade Trim in the production of the Housing Study by September 2025.

(PROPOSED TIMELINE FROM WADE TRIM accompanies this memorandum)

According to our records, Wade Trim has billed the city \$38,732.74 for the project to date. The city has paid all of the invoicing – nothing is outstanding. So, there is only \$1,267.26 in future invoicing Wade Trim will be sending in the close out process of the MSHDA Grant.

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As of June 18, 2025, the IGX portal was accessed, and the city has updated MSHDA, so the city is now in Compliance with the required reporting.

**Review of the Approved Master Plan does not indicate a Housing Study. The Housing Study (Draft March 2025) does indicate page 43, Chapter 4: Planning Recommendations the Housing Study be included to (in part) “to further the overarching goals established by the City of Montrose in its 2024 Master Plan and Montrose Township in its 2023 Master Plan.”*

Recommendation: It is recommended the city council authorize city administration to follow the guideline/timeline provided by Wade Trim.