



**PLANNING BOARD MEETING AGENDA
February 12, 2026 – 7:00 P.M.**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALEGIANCE TO THE FLAG

APPROVAL OF MINUTES

1. Approval of Meeting Minutes September 11, 2025

PRESENTATION

Adam Young, AICP, Senior Project Manager – Wade Trim

- A. Memorandum
- B. Zoning Audit Findings

CITIZEN COMMENT (Agenda Items Only)

COMMUNICATIONS

UNINFISHED BUSINESS

PUBLIC HEARING

NEW BUSINESS

1. Consider Selection of Officers (Chairperson, Vice-Chairperson, and Secretary).
2. Consider Review of By-Laws

STAFF REPORTS

1. City Manager to provide verbal report to Planning Board on Capital Improvement Plan (CIP), upcoming Budget FY26/27 planning and Planning Board next meeting in March 2026.

EXETENDED CITIZEN COMMENT

PLANNING COMMISSION MEMBER COMMENTS

ADJOURNMENT

NEXT MEETING – March 12, 2026.



PLANNING BOARD MEETING MINUTES
September 11, 2025 – 7:00 P.M.

CALL TO ORDER – Meeting called to Order by Chairman Ray Foust – 7:00 p.m.

ROLL CALL – Present: Chairman Ray Foust, Mr. Baryo, Mr. Edwards, Mr. Brown, Mr. Wixson, Councilwoman Machuk. Absent: Mr. Pangle, Ms. Putnam.

PLEDGE OF ALEGIANCE TO THE FLAG – Chairman Foust led with the Pledge of Allegiance.

APPROVAL OF MINUTES

1. Approval of Meeting Minutes August 14, 2025

Action:

- Motion to approve minutes by Mr. Edwards.
- Second by Mr. Wixson.
- ALL – YES, Motion Carried

CITIZEN COMMENT ON AGENDA ITEMS

1. Citizen Marsha Stanfield commented on communication relative to PUD & development and cited issues with past administration not being honest with development in the city.

PUBLIC HEARING – CITY MASTER PLAN AMENDMENT

Notice is hereby given that, pursuant to state Public Act 33 of 2008, as amended, the City of Montrose Planning Commission will hold a public hearing on Wednesday, September 11, 2025 at 7:00 P.M. at the Montrose City Offices, located at 139 S. Saginaw Street, Montrose, MI, 48457. The public hearing is intended to provide an opportunity for interested citizens to express their opinions regarding all aspects a proposed amendment to the City’s Master Plan to incorporate a new Housing Study into the Master Plan.

1. Action:

- Public Hearing Opened 7:20 p.m. – Closed 7:21 p.m. NO comments were made. Adam Young from Wade Trim gave presentation on amendment.

PUBLIC HEARING – PLANNED UNIT DEVELOPMENT DISTRICT

The City of Montrose Planning Commission will conduct a public hearing on Thursday, September 11, 2025, at 7:00 p.m., within the Montrose City Offices, located at 139 South Saginaw Street, Montrose, Michigan, 48457. The purpose of this hearing is to provide opportunity for public comment on a proposed amendment to the City of Montrose Zoning Ordinance to add a new Article 14, Planned Unit Development (PUD) District. A PUD is a development option which permits regulatory flexibility to achieve innovation in land use and variety in design, layout, and type of structures constructed.

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

www.cityofmontrose.us

1. Action:

- Public Hearing Opened 7:30 p.m. – Closed 7:34 p.m. NO comments were made. Adam Young from Wade Trim gave presentation on amendment.

COMMUNICATIONS – City Manager discussed the progress on 106 West State Street and thanked the Planning Board for their continued input to improve the city.

UNFINISHED BUSINESS – NONE

NEW BUSINESS

1. Consider Approving Housing Study Master Plan Amendment Adoption – Resolution

Action:

- Motion by Mr. Brown to approve Housing Study Master Plan Amendment Adoption – Resolution
- Second by Mr. Edwards
- ALL – YES, Motion Carried

2. Consider Zoning Ordinance Planned Unit Development District

Action:

- Motion by Mr. Edwards to approve Zoning Ordinance Planned Unit Development District
- Second by Mr. Wixson
- ALL – YES, Motion Carried

CITIZEN COMMENT

1. No additional comments

PLANNING COMMISSION MEMBER COMMENTS

1. Chairman Foust discussed removing board members for non-attendance. City Manager requested the Chairman, and he communicate to make proper notifications. Chairman Foust made a point of how important it is to have board members engaged in the meetings and discussions.

ADJOURNMENT –

Action:

- Mr. Edwards called for motion to adjourn.
- Second by Mr. Brown.
- ALL YES – Meeting adjourned at: 7: 57 p.m.



A handwritten signature in black ink, appearing to be 'A.' with a long horizontal stroke underneath.

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MEMORANDUM

To: City of Montrose Township Planning Commission

From: Adam Young, AICP, Professional Planner

Date: February 4, 2026

Subject: Zoning Ordinance Audit

As requested by the City of Montrose, Wade Trim has conducted a detailed review (“audit”) of the City of Montrose Zoning Ordinance (Ord. No. 255, adopted June 13, 1995). As the City recently prepared a new Master Plan (adopted September 2024) and a Community Housing Study (adopted September 2025), this zoning ordinance audit sets the stage for the development and adoption of zoning ordinance amendments that are necessary to implement the key recommendations of each plan. Additionally, the zoning ordinance audit identifies changes needed to bring Montrose’s Zoning Ordinance into compliance with legal requirements and contemporary practice.

The findings of our zoning ordinance audit are detailed in the enclosed report, dated February 4, 2026. This report outlines and explains our various findings and recommendations, grouped by topic, including format and organization, definitions, zoning districts, general provisions, administration and enforcement, special situations or use types, and master plan/housing strategy recommendations.

We will be presenting this information during your February 12, 2026, Planning Commission meeting. We recommend that you familiarize yourself with the materials in advance of the meeting and be prepared to ask questions and share your thoughts.

If you have any questions, please do not hesitate to contact me at 313.961.3650 or ayoung@wadetrim.com.

ACY:lkf
MTR 6100-25D, Task 100
20260204_Planning Commission Zoning Audit-Memo.docx

Enclosures: Zoning Ordinance Audit, dated February 4, 2026

B.

City of Montrose Zoning Ordinance Audit

February 4, 2026

Prepared By:  WADE
TRIM

As requested by the City of Montrose, Wade Trim conducted a detailed review of the City of Montrose Zoning Ordinance, Ord. No. 255, adopted June 13, 1995, as accessed from the Municode website on December 17, 2025. Our findings are outlined below.

A – Zoning Ordinance Format and Organization

1. **Formatting.** The City’s zoning ordinance is currently maintained on Municode. As part of this review, the city may consider alternative formats, such as a stand-alone Word document, which can be maintained on the city website as an Adobe PDF document. Adobe PDF files can be built to offer ease of use and navigational enhancements such as bookmarks and hyperlinks.
2. **Title, Purposes, and Miscellaneous Provisions.** Several existing articles and/or sections can be merged into a single article at the beginning of the zoning ordinance named “Title, Purposes, and Miscellaneous Provisions.” These articles/sections include:
 - Article 0.1 (Title)
 - Article 0.2 (Authority)
 - Section 1.1 (Purpose)
 - Section 1.2 (Scope)
 - Section 1.3 (Repeal of prior ordinance)
 - Section 19.9 (Interpretation)
 - Section 19.10 (Vested right)
 - Section 19.12 (Validity and severability clause)
 - Section 19.13 (Savings)
 - Section 19.14 (Effective date)
3. **Schedule of Regulations.** Sections 3.6 through 3.9 (Schedule of regulations; Footnotes to the schedule of regulations; Lot size averaging; and, Single-family cluster housing option) are all included within Article 3 (Zoning Districts and Zoning Map). Typically, the schedule of regulations is a stand-alone article which follows the zoning district articles.
4. **Use Requirements.** We recommend the creation of a new article titled “Use Requirements,” which would be a holding place for all use-specific standards. This article could be further divided into sections such as residential use requirements, institutional use requirements, commercial use requirements, etc.
5. **Special Land Use Review.** Existing Article 11 (Special Land Uses) should be broken up. Use specific requirements should be moved to the new Use Requirements article. The special land use review procedures should be moved within or after Article 19 (Enforcement and

Administration). By doing this, all “administrative procedures” articles and sections would be grouped in one location, toward the back of the zoning ordinance.

6. **Site Plan Review.** Existing Article 12 (Review and Approval Procedures for Site Plans and Condominium Development) should be moved within or after Article 19 (Enforcement and Administration). Additionally, the site plan review procedures should be separated from the condominium development review procedures. By doing this, all “administrative procedures” articles and sections would be grouped in one location, toward the back of the zoning ordinance.
7. **Parking Lot Landscaping.** Section 13.8 (Parking lot landscaping) should be moved to Article 16 (Landscaping Standards).
8. **General Provisions Sections to be Moved.** In our option, there are numerous sections within Article 15 (General Provisions) that a typical reader of the ordinance would expect to find in other locations. These include:
 - Section 15.5 (Regulations applicable to single-family dwellings) – Should be moved to the new Use Requirements article
 - Section 15.17 (Use variances) – Should be moved to Article 18 (Zoning Board of Appeals)
 - Section 15.28 (Timely completion of construction required) – Should be moved to Article 12 (Review and Approval Procedures for Site Plans and Condominium Development)
 - Section 15.29 (Withholding of approval) – Should be moved to Article 12 (Review and Approval Procedures for Site Plans and Condominium Development)
 - Section 15.30 (Change of tenancy or ownership [of nonconforming uses]) – Should be moved to Article 17 (Nonconforming Lots, Structures, and Uses of Land and Structures)
9. **Keeping of Animals / Chickens.** Presently, there is a separate section for the keeping of animals (Section 15.14) and a separate section for the keeping of chickens (Section 15.32). We suggest these two sections are merged.
10. **General Exceptions.** Several individual sections within Article 15 (General Provisions) could be grouped into a single section called “General Exceptions.” These include:
 - Section 15.2 (Projections into yards)
 - Section 15.3 (Building height exceptions)
 - Section 15.23 (Essential services and buildings)
 - Section 15.26 (Porches)
 - Section 15.31 (Voting place)
11. **Requirements Hidden within a Definition.** Definitions should not contain “hidden” requirements. They should only define a term. Presently, the following definitions within Article 2 include hidden requirements – these requirements should be relocated to the new “Use Requirements” article:
 - Automobile service station
 - Temporary building and use

- Travel trailer
12. **Former Article 14 (Signs).** Article 14 is currently reserved. However, numerous other articles/sections make reference to sign standards that are included within Article 14. These references should either be deleted or updated to point to Chapter 52 of the Code of Ordinances, where the city’s sign requirements are currently located.
 13. **Lighting Requirements.** Lighting requirements are scattered in several locations in the zoning ordinance, including within Section 13.6 (Off-street parking space design standards) and Section 12.4 (Site plan review standards). We recommend the creation of a new section within Article 15 (General Provisions) containing all “Exterior Lighting” standards.
 14. **Required Road Frontage.** Section 15.7 (Frontage on a public street) and Section 15.20 (Street access) address the same topic and should be merged into one section.
 15. **Lot Area.** Section 15.1 (Required area or space) and Section 15.25 (Lot area) address the same topic and should be merged into one section.

B – Definitions

1. **Complete Review for Inconsistencies and Identify New Definitions.** Definitions are found in Article 2 of the zoning ordinance. It is not essential to provide a definition for all terms used within the zoning ordinance, but it is important that key terms are defined. This review should consist of the following:
 - Revising terms that are outdated and/or do not align with State laws. Examples include:
 - Adult foster care facility
 - Adult foster care family home
 - Adult foster care large group home
 - Adult foster care small group home
 - Child care facility
 - Congregate housing
 - Convalescent or nursing home
 - Family day care home
 - Family foster care home
 - Group day care home
 - Health care facility (separate from hospital)
 - Hospital (separate from health care facility)
 - Kennel
 - State licensed residential facilities
 - The various sign definitions are no longer necessary within the zoning ordinance, as sign definitions and requirements are now found within the Code of Ordinances, Chapter 52.

- Fixing terms that are inconsistently used within the zoning ordinance. Examples include:
 - Automobile service station vs. gasoline service station (both defined and used)
 - Automobile repair shop vs. automobile body and repair shops vs. service garage (all are used, one is defined)
 - Miniwarehouse vs. ministorage (both are used, one is defined)
 - Health care facility vs. medical clinic (both are used, one is defined)
 - Quarry excavation vs. excavation vs. extractive operations (all are used, two are defined)
 - Bed and breakfast inns vs. bed and breakfast facilities (both are used, one is defined)
 - Comprehensive plan vs. master plan (both are used, neither are defined)
- Adding new terms to better clarify meaning. Most importantly, certain uses are presently not defined but should be. Examples include:
 - Accessory dwelling units
 - Assisted living facility
 - Child care center
 - Child foster family group home
 - Clinic, veterinary
 - Commercial recreation, indoor
 - Commercial recreation, outdoor
 - Dwelling, three-family
 - Dwelling, townhouse
 - Front yard, corner lot
 - Front yard, interior lot
 - Housing for the elderly
 - Lodging facilities (hotels and motels)
 - Nonconforming lot
 - Place of worship
 - Recycling centers
 - Salvage or junkyards
 - Sidewalk cafes
 - Wireless communication facility (and related definitions)

2. **New Illustrations.** There are several existing black and white illustrations provided to help explain key terms. These existing illustrations could be re-created (better quality and resolution) and new illustrations could be added, as appropriate, to help explain complex terms.

C – Zoning Districts

1. **Zoning Map in Municode.** The “official zoning map” that is found within the Introduction section (Article 0.3) of the zoning ordinance on Municode is not the most recent version of the Zoning Map that we are familiar with. It is our understanding that the latest version of the City’s Zoning Map was prepared by Genesee County GIS and is dated March 2021. The outdated version on Municode should be replaced with the newer version.
2. **Reference to the R-1 District.** Section 3.5,(2) makes reference to a R-1 District, which does not exist. We presume this is intended to refer to the SF1, Single-Family Residential District.
3. **Home Occupations.** The city’s residential zoning districts require special land use review and approval for home occupations. To encourage home occupations within the city (home occupations provide essential employment and income for many residents), we recommend that the city establish an administrative review process for home occupations which does not require Planning Commission approval after a public hearing. Additionally, the city zoning ordinance contains no specific standards or requirements for home occupations. We suggest the city establish these requirements to ensure that home occupations are appropriately integrated within residential areas.
4. **Institutional Uses and Parks.** The city’s residential zoning districts require special land use review and approval for “public and semipublic institutional buildings, structures and uses, and public parks.” We suggest the city consider amendments to allow institutional uses and parks as a principal permitted use within the city’s residential districts.
5. **Churches/Places of Worship.** For religious uses, the terminology used within the zoning ordinance should be inclusive of all faiths. The term “church” should be replaced with “place of worship.” Please also note that the Federal Religious Land Use and Institutionalized Persons Act (RLUIPA) indicates that religious assembly must be allowed in any district where secular assembly is allowed (i.e., clubs, assembly halls, theaters). Additionally, RLUIPA generally restricts a local municipality’s ability to prohibit or attach discretionary standards for places of worship. Given this, we recommend that places of worship are changed from a special land use within the city’s zoning districts to a principal permitted use.
6. **Schools.** School buildings are identified as special land uses within the city’s residential zoning districts. In a recent court case (Northville v. Northville Public Schools, 2001), it was concluded that the State superintendent of schools (not local zoning) has complete control over the review and approval of site plans for school buildings. For consistency with this court determination, we would suggest that the zoning ordinance is amended to allow schools as a principal permitted use within the residential zoning districts.
7. **Review and Revisions to Allow Contemporary Use Types.** We recommend that the city conduct a review of the uses allowed across the city’s zoning districts to ensure that the zoning ordinance allows contemporary use types, particularly for the non-residential zoning districts. Examples include mixed-use buildings, “maker-spaces” for artists/craftspersons, pubs/brewpubs, business incubators, and alcohol manufacturing facilities (breweries, wineries, distilleries).

D – General Provisions

1. **Off-Street Parking – Reduction for Multiple Uses.** Section 13.2,(6) allows for a 10% reduction in total parking for parking lots which serve multiple uses and where operating hours of the uses do not overlap. We recommend that additional flexibility is provided to the Planning Commission to allow an even greater reduction based on the unique characteristics of the uses in question.
2. **Off-Street Parking – Reduction Based on Availability of Public Parking.** Per Section 13.4, uses within the downtown district (bordered by Hickory Street to the north, Maple Street to the south, State Street between the east side of Saginaw Street and extending to the west side of Genesee Street) are exempt from the need to provide parking. The city may also consider allowing for reductions in required parking for areas outside of the downtown where public parking is readily available (including on-street parking).
3. **Off-Street Parking – Contemporary Standards and Flexibility.** Off-street parking standards are outlined in Section 13.4. Based on our review of this section, it is our opinion that some of the parking formulas are overly restrictive and not in line with contemporary standards. An example is the parking requirement for multiple-family dwellings, where 2 parking spaces per dwelling unit are required, in addition to 0.25 spaces per unit for visitor parking. (Many communities require 1 or 1.5 spaces per dwelling unit; for smaller complexes, visitor parking may not be needed.) We recommend a full review of the off-street parking formulas and implementation of changes, as necessary. Finally, we recommend that flexibility is added to the off-street parking and loading requirements, allowing the Planning Commission to modify requirements based on evidence provided by the applicant and/or other considerations.
4. **Off-Street Parking – Surface Materials.** Section 13.7 does not explicitly state that parking lots must feature hard surfacing (asphalt or concrete). The city should consider adding a new provision requiring hard surfacing for parking lots. However, the city should also allow for alternative hard surface types such as pervious pavers.
5. **Electric Vehicle Parking.** We suggest that Article 13 (Parking and Loading) is amended to ensure that property owners are not penalized for providing electric vehicle (EV) parking spaces. Language should be added indicating that EV parking may count toward the required number of parking spaces for that use.
6. **Keeping of Animals.** Section 15.14 (Keeping of animals) allows no more than a total of six cats or dogs over six months of age. This contradicts the current definition of “kennel” which indicates that the keeping of more than 3 cats or dogs is considered a kennel. (Kennels are only allowed in the IND District.) This discrepancy should be corrected.
7. **Private Swimming Pool Requirements.** Section 15.16,(1) indicates that any swimming pool must comply with Appendix G of the Michigan Residential Building Code. The section then includes the entirety of this code (Appendix G). With the reference already indicated, there is no need to include the Michigan Residential Building Code language in this section. Also, this causes an issue if the Michigan Residential Building Code is amended, which would require the city zoning ordinance to be amended.
8. **Sidewalk Sales – Expand to Include Sidewalk Cafes.** Section 15.19 allows sidewalk sales in the CBD after obtaining a permit. The city may consider expanding this allowance to other business districts. Additionally, we recommend that this section is expanded to also allow sidewalk cafes within the CBD. Presently sidewalk cafes are not addressed in the zoning ordinance.

9. **Flexibility in the Application of Landscaping Requirements.** Landscaping requirements are outlined in Article 16. We suggest that a new section is added which gives the authority to the Planning Commission to waive or modify landscaping requirements based on specific standards. Flexibility is particularly important where an existing site is proposed to be redeveloped; often, existing site conditions make it difficult to achieve full compliance with the landscaping requirements.
10. **Additional Landscaping Standards.** Article 16 could be improved by outlining new standards that are not currently addressed. These include:
 - Required front yard landscaping
 - Required plantings along buildings/foundations
 - Installation and maintenance standards
11. **Abandonment of a Nonconforming Use.** Section 17.4,(3) indicates that a nonconforming use is no longer valid and cannot be reestablished if it ceases for a period of more than 1 year. This provision is no longer appropriate, as courts have utilized a higher standard of “abandonment” which must be proven with greater evidence through a formal procedure. We recommend this section is expanded to outline various factors that the city can cite as proof of abandonment. Examples include disconnected utilities, for sale signs, and similar actions by the owner. Similar amendments should occur within Section 17.5,(4).
12. **Nonconforming Improvements.** Article 17 (Nonconforming Lots, Structures, and Uses of Land and Structures) does not presently address nonconforming improvements, such as parking lots and landscaping. We recommend a new section that outlines standards for how nonconforming improvements will be brought into compliance with ordinance standards over time.
13. **Building Design Standards.** The zoning ordinance does not presently contain any requirements pertaining to the design of buildings. As a means to improve the overall appearance of buildings, we recommend the creation of a new section that outlines basic/modest design standards. The following topics may be addressed:
 - Allowed building material types
 - Not-allowed building material types
 - Colors/compatibility
 - Mechanical equipment screening (roof mounted and ground mounted)

E – Administration and Enforcement

1. **Application Deadlines.** Section 11.3,(1), Section 12.2, and Section 12.8,(4) specify a 30-day deadline to submit special land use, site plan, and/or condominium project applications before they can be placed on the next Planning Commission agenda. The zoning ordinance does not need to specify the deadlines – the deadlines can be established by the city as policy, and the deadlines can vary by type of application.
2. **Special Land Use – Amendments.** We recommend that the city revise Article 11 (Special Land Uses) to clarify what changes might constitute (“trigger”) an amendment to a previously approved special land use. This is important, as an amendment to a special land use would require re-review and approval by the Planning Commission.

3. **Site Plan Approval Validity – Time Limit / Extensions.** Section 12.6 indicates that site plans are only valid for 6 months and further that the Planning Commission may grant no more than one extension for a 6 month period. We believe these time limitations are very stringent. We suggest that site plan approval should be valid for 1 year and extensions (including multiple extensions) may be granted for up to 1 year.
4. **Planning Commission Approval.** Section 19.8 (Planning commission approval) contains language that is redundant with other sections (for example, Section 12.5, Required site plan review). It is unnecessary and should be deleted.
5. **Site Plans – Expanded Administrative Review Authority.** We are glad to see that Section 12.1 establishes an administrative site plan review process for certain projects. Presently, the zoning administrator may administratively review minor building additions and re-occupancy of existing buildings. We suggest that the administrative review eligibility is expanded to include minor projects such as: new accessory buildings on existing sites; minor expansions or reconfiguration of off-street parking lots; and, the construction of new site improvements on existing sites such as landscaping, lighting, etc.
6. **Rezoning Criteria.** Presently, no criteria are outlined in the zoning ordinance which can be used as a guide by the Planning Commission and City Council when evaluating a rezoning request. We recommend that rezoning criteria are crafted and included within Section 19.5 (Zoning ordinance amendments).
7. **Zoning Board of Appeals – Deadline to Meet.** Section 18.3,(1) and Section 18.6,(5) outlines a deadline for when the ZBA must meet after receiving an application. These deadlines are not mandated by State law and may cause hardship for the city based on scheduling and/or lack of a quorum. We suggest that they are deleted.
8. **Zoning Board of Appeals – Approval Criteria.** Section 18.6,(6) outlines approval criteria for the ZBA to use when reviewing variance requests. Because State law establishes unique standards for the approval of use variances (unnecessary hardship) and dimensional variances (practical difficulty), we recommend that two unique sets of review criteria are established.

F – Special Situations or Use Types

1. **Planning Commission vs. Planning Board.** Throughout the zoning ordinance, the term Planning Commission is always followed by a reference to “Planning Board” established by City Charter section 5-201. However, City Charter Chapter 103, Article II, which was adopted in 2008, establishes a Planning Commission. We believe all references to Planning Board within the zoning ordinance should be deleted and only the term Planning Commission should be used.
2. **Wireless Communication Facilities.** The zoning ordinance does not presently address wireless communication facilities. A new section should be added pertaining to wireless communication facilities that is consistent with recent changes to the Zoning Enabling Act. The Act stipulates which type of wireless communication projects can and cannot be subject to special land use approval. Generally, new towers can be subject to special land use approval, while certain tower modifications and most antenna co-location projects cannot be subject to special land use approval. Additionally, the Act stipulates “shot-clock” provisions for the timeframe that the city has to make a decision on wireless communication requests.

G – Master Plan / Housing Strategy Recommendations

The City of Montrose adopted a new Master Plan in 2024 and a Community Housing Study in 2025. Both plans outlined specific zoning ordinance amendments that were deemed necessary to implement the recommendations of each plan. We have reviewed these two documents and note the following that should be considered as part of this zoning ordinance update process.

1. **Mixed Residential District.** The city should examine the possibility of revising certain provisions of the SF2 District or creating a new Mixed Residential District to conform with the proposed Mixed Residential future land use classification within the Master Plan.
2. **Missing-Middle Housing Types / Senior Care Facilities.** The city should conduct a review of all residential zoning districts to ensure that “missing-middle” housing types are defined, allowed, and regulated, as appropriate. A similar review should occur to ensure that residential care facilities (senior housing, assisted living, etc.) are defined, allowed, and regulated, as appropriate.
3. **Mixed Use District.** The city should examine the possibility creating a new Mixed Use District to conform with the proposed Mixed Use future land use classification within the Master Plan.
4. **Natural Features Buffers.** The zoning ordinance does not presently contain any requirements related to the preservation of natural features, such as setbacks from water bodies and wetlands, or tree preservation requirements. The city should consider creating a new section to guide the design of new developments on sites with significant natural features.
5. **Accessory Dwelling Units.** The city should consider defining, allowing, and regulating accessory dwelling units in the single-family residential districts.
6. **Minimum Dwelling Unit Size.** Currently, the minimum floor area per dwelling unit in the SF1 and SF2 Districts is 1,050 square feet. In the context of a historic and urban community like Montrose, this minimum dwelling unit size is excessive and does not support the development of smaller, more affordable housing types. The city should also examine the current minimum sizes for multiple-family dwelling units found in Section 3.7,(G) and consider potential reductions in line with contemporary standards and to support housing affordability.
7. **Zoning Map Review.** The city should compare the Future Land Use Map from the Master Plan with the currently adopted Zoning Map and consider whether any changes are necessary to bring the Zoning Map into better alignment with the Master Plan. (However, the Planning Commission is not obligated to amend the Zoning Map and may instead choose to allow private property owners, over time, to petition the city for zoning district changes which the Planning Commission may approve if such changes are consistent with the Master Plan.)

1.

CITY OF MONTROSE MEMORANDUM

Date: February 4, 2026

To: Chairman Foust and Planning Commission Members

From: Joe Karlichek, City Manager 

Subject: Consider Selection of Officers (Chairperson, Vice-Chairperson, Secretary, ZBA Representative, and Ex-Officio).

Background: In accordance to the by-laws Article 1.0 Organization (1.1, 1.2, 1.3), at the regular first meeting in February of each year, the Planning Board shall select from its membership a Chairperson, Vice Chairperson, and Secretary, Planning Board Representative to the ZBA and Planning Board Ex-Officio. This is required as well under the City Charter Article V, Chapter 2 Planning Board 5-201.

The Mayor made appointments, with city council consent and approval, changes to the Planning Board at their January 2026 meeting. One of those changes was the former Vice Chairperson was not re-appointed to the Planning Board. Consequently, the Planning Board members present at this meeting need to vote on the following:

1. Chairperson: Currently held by Mr. Ray Foust, Chairman Planning Board.
*Mr. Foust has expressed his desire to remain as the Chairperson of the Planning Board.

2. Vice Chairperson: Vacant.
*The Planning Board will need to select and vote on the Vice Chairperson.

3. Secretary: Vacant.
*The Planning Board will need to select and vote on the Secretary position.

4. Planning Board Representative to the ZBA: Vacant
*The Planning Board will need to select and vote on the position.

5. Planning Board Ex-Officio: Currently held by Lori Machuk, City Councilwoman
*Councilwoman Machuk has expressed her desire to remain as the Ex-Officio.

Recommendation: It is recommended the Planning Board approve the selection Chairperson, Vice Chairperson, Secretary, Representative to the ZBA, and Ex-Officio in accordance to the City of Montrose Planning Board By-Laws, Article 1.0 Organization (1.1, 1.2, 1.3) and City Charter Article V, Chapter 2 Planning Board 5-201.

2

CITY OF MONTROSE MEMORANDUM

Date: February 4, 2026

To: Chairman Foust and Planning Commission Members

From: Joe Karlichek, City Manager

Subject: Consider Review of Planning Board By-Laws and Charter Provision

Background: With new members of the Planning Board and as a litmus test to the importance of the organizations By-Laws and provision within City Charter, city administration recommends the Planning Board discuss and/or review its current By-Laws, to ensure there is clear understanding. Annual reviews are important and should consider this as an opportunity to be informed, permit communication and resolve any doubts as to the roles and responsibilities of the Planning Board.

In addition, city administration encourages the Planning Board to recognize, with emphasis, within the City Charter Article V, Chapter 2 – 5-201 Planning Board 2(d) the following is stated in the City Charter; *“Aid the City Council in the attraction of new industries and businesses and in the encouragement of expansion of existing industries and businesses in the City.”*

The “essence” of the aforementioned is the cornerstone of serving the community and its constituents in the position of leadership as a Planning Board member. Promoting the good will and good work of the city to encourage opportunity and growth, invite entrepreneurship in an environment where people and organizations feel welcomed. This, however, comes at a price. A price to not influence cronyism where such acts or activity can diminish, dilute or pacify Federal, State and Local laws and/or Ordinances. Rather, a standard by which the city upholds its values, while at the same creating and fostering a working relationship with everyone, including those who “want to do it their way.”

The City of Montrose and this Administration is committed to fostering a positive, promoting and inviting culture and will not accept a lesser standard.

Recommendation: It is recommended that the Planning Board review and determine if any modifications or amendments to the By-Laws are needed. If none, there is no action. If there are changes, the Board member shall make a motion followed by second, discussion and vote to amend the By-Laws. If an amendment is made it will go to city council at their next regularly scheduled meeting of February 24, 2026 for approval.

ByLAWs

Bylaws: City of Montrose Planning Board

ARTICLE 1.0 ORGANIZATION

1.1 Selection of Officers

At the first regular meeting in February of each year, the Planning Board shall select from its membership a Chairperson, Vice-Chairperson, and Secretary. All officers are eligible for re-election.

1.2 Tenure

The Chairperson, Vice-Chairperson, and Secretary shall take office immediately following their selection and shall hold office for a term of one (1) year or until their successors are selected and assume office.

1.3 Duties

The Chairperson shall preside at all meetings, appoint committees, and perform such other duties as may be ordered by the Planning Board. The Vice-Chairperson shall act in the capacity of chairperson in his/her absence and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the un-expired term and the Planning Board shall select a successor to the office of Vice-Chairperson for the un-expired term. The City Manager shall be responsible for the agenda and minutes preparation of each meeting.

ARTICLE 2.0 OTHER DUTIES

2.1 Communications, Petitions, etc.

All communications, petitions, and reports shall be addressed to the Planning Board or the Zoning Administrator as appropriate and delivered or mailed to the City Clerk and/or Zoning Administrator as appropriate.

2.2 Documents

The Planning Board Chairperson or the Zoning Administrator shall execute documents in the name of the Board.

2.3 Notices

The City Clerk shall give or serve all notices required by the law or by these bylaws.

2.4 Agenda

The City Manager shall prepare the agenda for all meetings of the Planning Board. Such agenda and related material shall be available the Friday before the meeting for all members of the Board.

2.5 Records

Planning Board records shall be maintained by the City Clerk as required by laws and ordinances.

2.6 Correspondence

The City Clerk and/or Zoning Administrator shall inform the Planning Board of correspondences received in his/her office relating to the business of the Board and attend to such correspondence as directed by the Board.

2.7 Funds

The City Treasurer shall handle funds allocated to the Planning Board in accordance with its directives, laws, ordinances, and City policies.

ARTICLE 3.0 MEETINGS AND ATTENDANCE

3.1 Regular Meetings

Regular meetings of the City Planning Board are usually held on the second (2nd) Thursday of each month at 7 p.m. in the City Offices Building, 139 S. Saginaw Street, Montrose, Michigan. When the regular meeting day falls on a legal holiday, the Planning Board shall select a suitable alternate day in the same month. The Board may cancel a regularly scheduled meeting if it determines there is an insufficient amount of business to warrant such a meeting or when a quorum could not be established for that regular meeting because of conflicting demands upon the personal schedules of members.

3.2 Special Meetings

Special meetings shall be called at the request of the chairperson or of any three (3) members of the Planning Board or by the request of the Chairperson. Notice of special meetings shall be given by the City Clerk and/or Zoning Administrator from the City Manager to the members of the Planning Board no less than eighteen (18) hours before the time set for the meeting. Notice shall be made by U.S. mail or by phone if time does not permit mailing. Materials including but not limited to copies of applications, legal notices, legal opinions, supporting documents, professional planner opinions and staff comments shall be made available to Board members (mailed or delivered) in a timely manner by the City Manager and/or Zoning Administrator, as time reasonably permits.

3.3 Quorum

Four (4) voting members shall constitute a quorum for the transaction of business and the taking of official action for all matters of the Planning Board except the adoption of a Master Plan, or any part of a Master Plan.

The affirmative vote of two-thirds (2/3), or five (5) members shall be necessary for the adoption of a Master Plan, or any part of a Master Plan.

The affirmative vote of four members shall be necessary for the approval of any application and/or site plan.

Voting shall be by voice and shall be recorded by yeas and nays. Roll call votes will be recorded only upon request by a member of the Board.

Whenever a quorum is not present at a regular or special meeting, those present may only adjourn the meeting.

3.4 *Order of Business—Agenda*

The City Manager shall prepare an agenda for each meeting and the order of business shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Pledge of the Allegiance to the Flag
- D. Approval of Minutes
- E. Citizen Comment on Agenda Items
- F. Communications
- G. Unfinished Business
- H. New Business
- I. Staff Reports
- J. Extended Citizen Comments
- K. Extended Member Comments
- L. Adjournment

A public hearing shall be held following the position labeled citizen comment on the previously listed order of business. The public hearing shall use the following agenda order to conduct the business subject.

- A. Opening of Hearing by the Chairperson
- B. Applicant Presentation
- C. Staff Presentation
- D. Public Comment on the Application or Subject of the Public Hearing
- E. Communication from Public
- F. Applicant Responses/Staff Responses
- G. Board Questioning of Applicant
- H. Comments by Board Members Related to the Public Hearing Application or Subject
- I. Declaring Closure of Hearing by Chairperson

3.5 *Public Comment*

- A. Speakers shall state their name and address for the record. The Chairperson shall recognize each individual speaker in turn. The Chairperson may request a speaker to move to the front for the best audio results.
- B. Whenever members or staff are reporting on phone calls, e-mails, or other correspondence methods received they must provide a written report listing date, time of receipt of correspondence, the name of the person sending the correspondence, if available, and a summary of comments, if practical, due to time constraints or other reasonable limitations imposed on the receipt of the correspondence in relation to the meeting time.
- C. The Chairperson may limit the amount of time allowed for each person making a public comment at a Board meeting as a means to maintain order of the meeting.

Motions

Motions shall be restated by the Chairperson or his/her designee before a vote is taken on an item of business by the Board. The name of the maker and supporter of a motion shall be recorded.

3.6 Findings of Fact

All actions taken in an administrative capacity (including, but not limited to, adoption of a site plan review, any application made, special land use permit, proposed plan, review and submission on a capital improvement, or adoption of a subdivision plan) and shall include the following parts:

- A. A finding of fact, listing what the Board determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
- B. Conclusions to list reasons based on the facts for the Board's action, often directly related, or not, to a finding of compliance, or noncompliance, to established standards.
- C. The Board's action, recommendation or position, approval, approval with conditions, or denial.

3.7 Voting

Voting shall be by voice and shall be recorded by yeas and nays. Roll call votes will be recorded only upon request by a member of the Planning Board.

3.8 Planning Board Action

Action by the Planning Board on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

3.9 Parliamentary Procedure

Parliamentary Procedure in Planning Board meetings shall be informal. However, if required to keep order, the Board meetings shall be governed by *Roberts Rules of Order Newly Revised*, especially, in cases not otherwise provided for in these rules. The City Manager or Zoning Administrator shall serve as parliamentarian.

3.10 Attendance

Should any member of the Planning Board be absent from three Board meetings in any consecutive 12-month period, the Board shall notify the City Council for consideration of removal of said member. The un-expired term of a vacancy on the Board shall be filled by appointment by the Mayor with the approval of the Council.

3.11 Recess

The Chairperson, after the meeting has been in session for some time, may suspend the Board's business to recess the meeting for a short time period. Then, if practical, after returning to the open meeting, the Board may evaluate the remaining business items on its agenda and then decide to

either finish the meeting's agenda or postpone certain agenda items until the next meeting.

ARTICLE 4.0 CONFLICT OF INTEREST

4.0 Definition of Conflict of Interest

Each member of the Board shall avoid conflicts of interest. A conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

- A. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
- B. Issuing, deliberating on, voting on, or reviewing a case concerning work on land property owned, leased, or rented by him or her.
- C. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss or in any way involves a person or party who he/she shares financial interests, such as partners, borrower, lender, renter, investor, or in any other person or party he/she has close ties with.
- D. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
- E. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents, in-law, grandparent's in-law, or members of his or her household.
- F. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
 - (1) an applicant or agent for an applicant, or
 - (2) has a direct interest in the outcome.

When the question arises on whether a conflict of interest exists or not it shall be determined by a majority vote of the remaining members of the Board.

Any member of the Planning Board who feels that he/she has a conflict of interest on any business item that is on the Planning Board agenda shall voluntarily excuse himself/herself, vacate his/her seat, and refrain from discussing and voting on said items as a Planning Board member.

ARTICLE 5.0 ACTIONS FOR CITY MANAGER AND ZONING ADMINISTRATOR

5.1 Action / Recommendation

The City Manager or Zoning Administrator shall take action or make recommendations in the name of the Planning Board in accordance with such plans, policies, and procedures as are approved or established by the Planning Board from time to time. Where there is a serious conflict of interest, public controversy, or uncertainty or doubt as to the plans, policies,

or procedures approved or established by the Planning Board, presentation of the matter shall be made at a Planning Board meeting.

5.2 *Responsibilities*

The responsibilities given in Section 5.1 shall include the review of plans requiring submission to the Planning Board in accordance with provisions of the Zoning Ordinance.

ARTICLE 6.0 AMENDMENTS

6.1 The bylaws may be amended at any regular meeting of the Planning Board by a majority of the Board.

6.2 All changes to the bylaws must be submitted to the Council for their approval as required by the City Charter, Article V, Chapter 1, Sections 5-105 (8. and 9.).

Adopted 07/09/1996

Revised 02/09/2005

Revised 11/08/2006

Approved without changes 02/28/2013

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Revised 02/18/2016

Revised 07/20/2017