



CITY OF BRIDGMAN
PLANNING COMMISSION AGENDA
Thursday, September 16, 2021, 5:30 P.M.
City Hall, 9765 Maple Street, Bridgman, MI 49106

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVE/AMEND AGENDA OF SEPTEMBER 16, 2021
- V. HEARING OF CITIZENS
- VI. APPROVAL OF MINUTES OF JULY 15, 2021
- VII. NEW BUSINESS
 1. SHORT TERM RENTAL REGULATION – Discuss adoption of clarifying amendments and a more user-friendly format
- VIII. UNFINISHED BUSINESS
 1. MARIJUANA REGULATION – Discuss next steps.
 2. MASTER PLAN GOALS AND OBJECTIVES – Continue review
- IX. STAFF UPDATE
- X. ADJOURNMENT

**CITY OF BRIDGMAN
PLANNING COMMISSION
REGULAR MEETING
JULY 15, 2021
6:30 PM**

The regular meeting of the Bridgman City Planning Commission was held on July 15, 2021 at City Hall, 9765 Maple Street, Bridgman, MI and called to order by Vice-Chair Parsons at 6:30 p.m.

MEMBERS PRESENT: John Truesdell, Tom Woerdehoff, Steve Parsons, Richard Kading, Dorothea Crocker Gene Herrman (arrived at 6:35 p.m.)

MEMBERS ABSENT: Mark Hurray

STAFF PRESENT: City Clerk Holm, Building Official Mattner

Pledge of Allegiance was led by the board.

APPROVE/AMEND AGENDA:

Motion by Member Kading, seconded by Member Woerdehoff to approve the agenda for July 15, 2021 as presented, **voice vote, motion carried unanimously.**

APPROVE MINUTES:

Motion by Member Crocker, seconded by Member Woerdehoff to approve the June 17, 2021 minutes as presented, **voice vote, motion carried unanimously.**

HEARING OF CITIZENS:

- No one wished to be heard.

PUBLIC HEARING:

Vice-Chair Parsons opened the public hearing at 6:32 p.m. and read aloud the purpose of the public hearing:

The parcel located at 9470 Red Arrow Highway (Parcel ID 11-56-0018-0037-04-8) has historically been zoned for commercial use. In 2017 the City adopted a new zoning ordinance which incorrectly changed the parcel's zoning classification from commercial to open space. The Planning Commission recently identified the mistake and is seeking to correct it by reverting the parcel's zoning classification to Corridor Commercial District.

All the information has been presented at a previous meeting so there was no further discussion had by the board. No one in the audience wished to speak. The only correspondence received was from the property owner which was previously shared with the board.

Vice-Chair Parsons closed the public hearing at 6:34 p.m.

Member Truesdell asked if there was anyway to double check the current zoning map for additional errors. Building Official Mattner stated there was another error found when creating the Interstate Gateway District that was corrected, but there is no easy way to check through the entire map.

Member Herrman arrived at 6:35 p.m.

Motion by Member Woerdehoff, seconded by Member Kading to approve the map amendment for the parcel located at 9470 Red Arrow Highway (Parcel ID 11-56-0018-0037-04-8) to revert back the parcel's zoning classification from Open Space "OS" to Corridor Commercial District "CC",

Roll Call:

Yeas: Crocker, Woerdehoff, Parsons, Kading, Herrman, Truesdell

Nays: None

Absent: Hurray

Motion carried.

UNFINISHED BUSINESS:

Marijuana survey – discuss chair's presentation to City Council and next steps

Members Herrman and Parsons both attended the regular city council meeting held on July 6, 2021.

They went through the comments of the council and what they would like the Planning Commission to do next:

- The council did not like that the first question in the marijuana survey was a "yes" or "no" question where if someone chose "no", then it would take you to the end of the survey.
- The survey did not gather enough data from just the City of Bridgman residents.
- More information needs to go out to the residents on the different types of licenses to better educate them.
- The council would like the board to reach out to different municipalities that have marijuana businesses to see how they are working out in their community and what the impacts are.

The board discussed what council would like from them and talked about the following:

- Vice-Chair Parsons talked about possibly putting the marijuana information on a ballot at the next election to obtain more information from just the city residents. Member Truesdell stated that process would be circumventing the council which is not what they were asking of the board. He asked Clerk Holm to obtain information on the process of getting something on a ballot and share it with the board.
- The board talked about getting more information out to the residents about the different types of marijuana licenses in an upcoming Community Buzz or sending out information to every city resident in a mailer. Holm stated the information could be mailed out along with the winter tax bills for a nominal charge, or they could be sent out at any time. Holm was asked to find out the difference in cost to do it each way.
- The board would like the information that Attorney Senica gave them a couple years ago on the different license types. Holm was asked to send that information out to the board again.
- The board talked about going out to the different municipalities in groups. Information will need to be put together first so everyone will be asking the same questions.
- Information could be placed on the city's website that explains the different types of marijuana licenses.

- The board talked about doing another survey and how to go about it. Member Truesdell said that he will work with Ganum on a reworking the survey and bring it back to the board to review.

STAFF UPDATE:

There was no staff update given. Mattner was asked about an update on Casey's and the Dominion property. He said there has been no further progress with Dominion. He supposedly sent in storm water plans to the Berrien County Drain Commission, but he has not heard any more. He does not have any updates on Casey's at this time.

ADJOURNMENT:

Motion by Member Herrman, seconded by Member Kading to adjourn the meeting at 7:21 p.m., **voice vote, motion carried.**

Tom Woerdehoff, Secretary

Allyson Holm, City Clerk/Recording Secretary

Table 1

| BRIDGMAN PLANNING COMMISSION REVIEW OF MASTER PLAN GOALS AND ACTION STRATEGIES | | | | |
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| | | | Updated 6/15/21 | |
| Master Plan Goal Number | Goal Description | | Planning Commission Recommendation | Action Items |
| HOUSING AND NEIGHBORHOODS | | | | |
| Goal 1 | Residential units in Bridgman will include a broad range of housing types, including duplexes, rowhouses, live/work buildings, second-floor apartments, and detached homes. | | | |
| 1a | Evaluate the City's housing stock to determine if the form-based zoning ordinance is creating a broad range of housing types | | The Habitat Project will help achieve this goal. | 1. Review Sq Ft standards. 2. Look at empty lots - do these areas have the appropriate lot size requirements? |
| 1b | Promote new housing opportunities, including redevelopment and infill opportunities within downtown and along Lake Street. | | The potential Townhouse development will help achieve this goal. (The Ryan Fitzpatrick proposal.) | None at this time. |
| 1c | Allow for a range of housing types to provide residents the opportunity to progress through various life stages while maintaining their attachment to particular area of the City. | | See 1d. | None. |

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| 1 | Support and encourage the development of quality senior housing and assisted living facilities to meet expected demand. | | | Invite Realtor for discussion of plans for existing Nursing Home bldg and empty lot. |
| 1e | Consider adjusting the zoning ordinance to enable the construction or redevelopment of smaller homes. | | | 1. Review Sq Ft standards. 2. Look at empty lots - do these areas have the appropriate lot size requirements? |
| Goal 2 | Downtown Bridgman and its residential neighborhoods will be safe, attractive, well-maintained and inviting places with walkable streets and convenient connections to recreation facilities, schools, employment, shops, services, and natural areas. | | | |
| 2a | Maintain a building maintenance enforcement program and a full-time compliance officer. | | The current Building Inspector and Police Department, working jointly to enforce codes, are sufficient to address this item. | None. |
| 2b | Evaluate the capacity and willingness of neighborhoods for accommodating seasonal rentals. | | It is possible to set up rental provisions on a neighborhood basis through the Zoning Ordinance. | Consider citywide survey for this issue. |
| 2c | Project the character, safety, and historical patterns of development in residential neighborhoods from inappropriate development. | | Zoning Ordinance as written is sufficient. | None. |
| 2 | Strengthen and enforce a tree protection and replacement ordinance for public property within residential areas. | | This will require further research into the existing ordinances. | Research existing ordinances. |

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| 2e | If feasible, install sidewalks and/or pathways in each neighborhood and fill in missing sidewalk infrastructure. | | This is being pursued (i.e. Donna/Vista project) but there is no formal program. Minimal \$\$ is budgeted to repair broken sidewalks. | Discuss budgeting funds for sidewalk repairs with Council. |
| 2f | Enforce safe speeds and stop signs on neighborhood streets to enhance safety for drivers and residents. | | More traffic enforcement may be needed as budget allows. Speed/radar signs (portable) would be helpful. | Investigate portable speed/radar signs that could be moved around. |
| 2g | Encourage the development and maintenance of parks and other safe and attractive gathering spaces in all neighborhoods. | | Need input from Parks Dept. Possible grant applications for playground equipment (?) | Request input from Parks Dept. |
| Goal 3 | Residents will have the skills and resources necessary to improve and maintain their homes. | | | |
| 3a | Evaluate the construction/building permitting process to improve, streamline, and clarify if possible, and continue to seek input from builders for standardization. | | Received good input from Building Inspector on improvements that have been made. | Issue resolved for the time being based on process improvements described by the City Building Inspector. |
| TRANSPORTATION AND CONNECTIVITY | | | | |
| Goal 4 | Residents and visitors to Bridgman will move about the community safely and conveniently using private and public transportation options that connect to Lake Michigan and the greater Southwest Michigan region. | | | |
| 4a | Evaluate and implement, if feasible, a requirement for shared driveways and cross-access agreements for compatible adjacent land uses along Red Arrow Highway. | | In place for Interstate Gateway District. | Check other Zoning districts for shared driveway requirements along Red Arrow Highway. |

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| 4b | Continue to support and modify as necessary the streetscape design standards outlined in the zoning ordinance. | | These standards are in place. Continue to support these standards. | None. |
| 4c | Continue to incorporate low-impact development (LID) tools in streetscape designs to establish green streets. | | These standards are in place., | None. |
| 4 | Consider electric car charging stations at key locations, including City Hall and Weko Beach. | | Select potential locations for charging stations. Evaluate feasibility of providing electrical service. | Research requirements, cost, etc. |
| 4e | Continue to explore the feasibility of a transportation system to help bring people from Weko Beach to downtown and vice versa. | | Currently on hold during the Covid pandemic. | None. |
| Goal 5 | Non-motorized connections, including sidewalks, bicycle paths, and recreational trails, will serve all areas of the community offering safe, attractive, and barrier-free connectivity. | | | |
| 5a | Install sidewalks and/or pathways throughout the City and fill in missing sidewalk infrastructure, where feasible. | | See Goal 2e. | See Goal 2e. |
| 5b | Continue to work with the DNR and officials at Warren Dunes State Park to establish a trail connection to Weko Beach and Lake Street. | | Berrien County Parks Dept previously identified this as a high priority project. Sent e-mail requesting status 3/20/21. Berrien County Parks responded that this is still on project list but no funds are currently budgeted. | Contact Berrien County Parks Dept to investigate status. |
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| 5c | Develop and implement trails and pathway designs that minimize runoff through the use of porous services. | | A standard is needed but there are no trail projects currently in the works. | None at this time. |
| 5 | Continue to participate in county and regional intra- and inter-county railway planning to offer trail connectivity between downtown Bridgman and the outlying population centers. | | | Sent e-mail to Friends of Berrien County Trails requesting to be kept informed of trail projects. |
| 5e | Promote and implement a community or vendor bicycle-sharing program between downtown Bridgman and Weko Beach. | | On hold due to Covid situation (?) | None at this time. |
| 5f | Continue to retrofit existing sidewalk crossings with accessible ramps to provide increased accessibility. | | There is no City wide initiative. Some ramps are in place. Recommend that the City continue installing ramps on a small scale. | Recommend to Council that the City continue to install ramps as budget allows. |
| 5g | Identify areas of the City that are not conducive to safe bicycling, running, and walking due to a lack of lighting or poor surface conditions. Develop a plan to improve these routes. | | | Start with brief statement in the "Buzz". Identify needs of cyclists and runners. |
| EMPLOYMENT AND THE ECONOMY | | | | |

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| Goal 6 | Bridgman will be a vital economic center in Southwest Michigan with a variable balance of clean manufacturing technology, healthcare, agriculture, professional and seasonal services, hospitality, retail, and institutional employment. | | |
| 6a | Support the activities of the Greater Bridgman Area Chamber and Growth Alliance and its strategic planning for economic development and business retention. | | We support this goal. One example is the Social District. |
| 6b | Support the development of a “new business relocation guide” to make prospective entrepreneurs aware of available sites within the City, and assist with the permitting process to legally occupy and operate in the City. | | The City supports the Cornerstone Alliance. Refer to the CGA for updates. |
| 6c | Research the viability of offering alternative incentives for development, such as density bonuses for providing a percentage of affordable housing units. | | Such an incentive is covered by housing projects. |
| 6d | Continue to support the Lake to Grapes marketing and branding program for the community and consider establishing a similar branding campaign for micro brewing. | | Such a program is on hold. Refer to the CGA for updates. |

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| 6e | Continue to discuss the impacts and opportunities that might come if the Cook Power Plant were decommissioned or if Whirlpool relocation or downsizing occurs. | | A study is in progress. | |
| Goal 7 | Commercial and industrial development will be clean, attractive, and efficiently designed to adapt to changing business needs. | | | |
| 7a | Evaluate if the City has streamlined permitting and approval process for job-generating economic development projects. | | Processes have been streamlined. Refer to goal 3a. | |
| 7b | Consider establishing requirements for electric vehicle parking infrastructure. | | Research is in progress on cost and installation alternatives. | |
| Goal 8 | Bridgman will include world-class education and training opportunities and facilities. | | | |
| 8a | Improve access to high-speed and reliable wireless broadband service throughout the community. | | A County survey is being done. Bridgman will participate. Funding is being made available. Weko Beach may benefit from this. | |
| 8b | Strengthen collaboration between the schools and local business community. | | Some partnerships such as "portfolio days" (mock interviews) are done, preparing students for the working world. | |
| 8c | Encourage curriculum development with local schools to learn about careers in manufacturing and agriculture. | | For Manufacturing, Bridgman has led the way in the County, partnering with various businesses. The Agriculture piece needs focus. | |

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| 8d | Explore the possibility of developing and then satellite campus within the region. | | Although no colleges have planned satellite campuses near Bridgman, this issue is somewhat in place in Bridgman High School students having the opportunity to earn college. | |
| 8e | Assure the development of well prepared and educated students/young people ready to compete in the global knowledge economy. | | Bridgman schools have programs for diversity inclusion which prepares students for the working world outside of Bridgman. | |
| 8f | Assure the development of a well prepared and educated workforce that is continually ready to compete in the global knowledge economy. | | Research is needed on the feasibility of providing links on the City of Bridgman website to trade schools and other training opportunities. | |
| Goal 9 | Hospitality and tourism will be an important part of the local economy, structured to offer visitors year-round memorable and enjoyable experiences while balancing the interests of local residents and the other key sectors of the economy. | | | |
| 9a | Use the study completed by the Greater Bridgman Area Chamber and Growth Alliance to recruit and build a hotel in the City. | | Studies have been done that show Bridgman can support a hotel. Developers have not proceeded with a hotel project however. | |
| 9b | Continue to pursue the development of a small-scale movie theater. | | The City would welcome a theater but in the COVID climate no projects have been pursued. | |
| | Residents will have the skills and resources necessary to improve and maintain their homes. | | | |

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| 9c | Evaluate capacity of neighborhoods for accommodating seasonal rentals, and establish standards to balance local interests with hospitality and investment objectives. | | This issue is being discussed at the State level. Bridgman opposes the general approval of season rentals with no local control. | |
| 9d | Develop and implement improved communication channels to communicate with seasonal residents (e.g., “snow birds” when they have left town for the winter, and summer residents from Chicago. | | | |
| 9e | Support “buy local” programs. | | | |
| 9f | Continue to look for opportunities to market Bridgman as a “Trail Town” along the Lake Michigan Water Trail. | | | |
| 9g | Evaluate opportunities for encouraging longer-term winter activities in addition to the existing weekend festivals. | | | |
| 9h | Continue to allow food trucks at Weko Beach and/or at a vacant location in the downtown. | | | |
| NATURAL FEATURES AND THE ENVIRONMENT | | | | |

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| Goal 10 | The preservation and enhancement of natural features of the community will be a central consideration in all civic decisions in Bridgman. Buildings and infrastructure will be planned, constructed, and maintained to protect and improve the quality of the natural environment while serving the needs of the population and giving residents and visitors appropriate access to enjoy natural features. | | |
| 10a | Develop a green infrastructure plan to enhance and sustain the natural features of the City and the ecological interaction of those features, within the context of the built environment and the community. | | |
| 10b | Establish goals and ordinances to increase percent tree cover, especially east of Red Arrow highway. | | |
| 10c | Adhere to the 10-20-30 formula for municipal street tree planting (no more than 10% of a single species, no more than 20% of a single genus, and no more than 30% of a single family.) | | |
| 10d | Look for opportunities to establish green roofs on buildings. | | |
| 10e | Encourage programs to promote energy conservation in municipal operations and in local businesses and residences. | | |

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| 10f | Evaluate the local ordinance to support renewable energy, and adjust as needed to improve feasibility and encourage use. | | | |
| 10g | Work with local builders to host energy efficiency training programs such as LEED, and encourage builders to seek professional certifications in these programs. | | | |
| 10h | Identify methods to encourage the development of energy-efficient buildings and sites, such as an energy audit program. | | | |
| 10i | Encourage residential and commercial rainwater capture and reuse. | | | |
| 10j | Install, or continue to retrofit existing, light fixture with energy-efficient light fixtures. | | | |
| INFRASTRUCTURE AND GOVERNANCE | | | | |
| Goal 11 | Bridgman’s public facilities, including roads, utilities, parks and buildings, will be carefully planned, constructed, and maintained to effectively serve the needs of current and future generations. | | | |
| 11a | Periodically review the policies, goals, and objectives of the City’s Master Plan. | | | |

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| 11b | Develop assured sources of revenue to support strong maintenance programs for public infrastructure, buildings, and facilities. | | | |
| 11c | Undertake an evaluation of City buildings and facilities to identify improvements to reduce energy consumption and stormwater runoff and implement those that prove feasible. | | | |
| 11d | Regularly review (and update as necessary) the future land use map and coordinate with adjacent communities whenever possible. | | | |
| 11e | Coordinate capital improvement projects such as street projects with other infrastructure projects to minimize disruption. | | | |
| 11f | Provide incentives for on-site stormwater treatment to reduce standing water. | | | |

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| 11g | Study the capacity of the stormwater sewer system to better understand if it can handle heavy precipitation events. | | | |
| 11h | Require street vacuuming or street sweeping on a regular basis. | | | |
| 11i | Limit the percentages of impervious surfaces in new developments wherever possible. | | | |
| 12a | Work with local schools to expand curriculum on local government processes. | | | |
| Goal 12 | Information on planning, development and governmental decision-making will be broadly available through numerous sources of outreach, and community participation in local governance will be informed, thoughtful, and transparent. | | | |
| 12b | Improve communication among elected officials, appointed officials, and City staff to promote understanding of roles. | | | |
| 12c | Improve feedback mechanisms for citizens and visitors to provide more timely and robust input regarding issues and concerns. | | | |
| Goal 13 | Bridgman will be a leader in Southwest Michigan in working with other units of government, state agencies, schools and special authorities to manage growth and to plan and deliver services to the residents and businesses of the area in the most effective, efficient, and transparent manner possible. | | | |
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| 13a | Work with neighboring communities to form a Joint Planning Commission to improve inter-local coordination and communication and to consider common planning strategies and issues of sustainability in a regional context. | | | |
| 13b | Cooperate with other area communities in the evaluation and implementation of any joint approach to service delivery. | | | |
| 13c | Collaborate with local units of government to buy locally to achieve a balance between the lease dollar cost and the smallest carbon footprint to meet government needs. | | | |
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| Goal 14 | RESILIENCY | | | |
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| Goal 14 | The City will be a resource and educator for Bridgman residents on the importance of developing and maintaining a resilient community. | | | |
| 14a | Coordinate with Bridgman Public Schools to incorporate resiliency and environmental education curricula, and to encourage volunteer opportunities for community projects that support resiliency efforts. | | | |

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| 14b | Develop a best practices plan to provide educational information to homeowners living within sensitive landscapes (e.g., native vegetation, shoreline stabilization, erosion prevention, etc.) | | | |
| Goal 15 | Bridgman will be prepared for natural disasters. | | | |
| 15a | Identify and review emergency preparedness plans. | | | |
| 15b | Identify existing and potential new locations for emergency shelters. | | | |
| 15c | Establish and network of organizations and resources to assist post-emergency efforts. | | | |
| 15d | Enhance existing and/or establish redundant public emergency communications systems. | | | |
| Goal 16 | All residents will have access to affordable, locally sourced foods. | | | |
| 16a | Consider enhancing the current site of the Farmer's Market, including providing for electricity. | | | |
| 16b | Encourage daily destinations such as grocery stores to accommodate bicyclists and pedestrians in their site plans. | | | |

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| 16c | Support and promote convenient access to local food sources such as roadside stands, edible landscaping and front-yard gardens. | | | |
| 16d | Support the use and development of community gardens and establish regulations to promote them. | | | |
| Goal 17 | The sensitive natural landscapes that distinguish the Bridgman landscape will be protected as context-sensitive development will be carefully planned. | | | |
| 17a | Consider changing the setback in the Residential Lake District for Lake Michigan fronting properties to more than 25 feet. | | | |
| 17b | Consider establishing an overlay district that would not allow for placement of a seawall or any other hardening along Lake Michigan. | | | |
| 17c | Discuss adopting a similar provision with planning and legislative officials in Lake Township. | | | |
| 17d | Establish a pilot program for the use of native vegetation in order to stabilize sensitive landscapes. | | | |

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| 17e | Require buffers around all wetlands to prevent imprudent development in high-risk areas, prevent the degradation of natural features, and protect water quality. | | | |
| 17f | Move the flood plain district ordinance from the “general ordinances” into the zoning ordinance, with regard to development in flood-prone areas. | | | |
| 17g | Consider requiring elevation certificates for new structures within the flood plain district. | | | |
| 17h | Expand the flood plain district to include areas that fall within the “500-year flood zone”. | | | |
| | End | | | |