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TO: Mayor Cusson and City Council Members  
FROM: City of Linden Planning Commission  
DATE: January 10, 2019  
RE: 2018 Planning Commission Annual Report

The City of Linden Planning Commission is pleased to provide this Annual Report of its activities for calendar year 2018. This report is being submitted in compliance with Section 19 of the Planning Enabling Act, Public Act 33 of 2008, as amended. The Act states that: *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.*

The Planning Commission enjoyed a successful 2018, accomplishing numerous tasks and approving a variety of development projects. The following is a summary of the Commission's activities in 2018:

Administrative Site Plans Approved

- 604 W. Broad (Alpine Market) – 1,392 sq. ft. addition to rear of building
- 106 W. Rolston (Linden Car Wash) – 248 sq. ft. addition to car wash bay
- 1007 N. Bridge (Crown Castle/Sprint Tower) – Tower antennas/equipment replacement
- 604 W. Broad (Alpine Market) – Façade improvement project
- 175 N. Main (The Stone Loft) – New boutique and beauty salon use
- 123 N. Bridge (Dr. Wax Orthodontist) – Expanded office space
- 918 N. Bridge (Five Lakes Real Estate) – New real estate office use

Home Occupations Approved

- 306 Tickner – Catering business

Preliminary Site Plans Approved

- NE Corner Bridge & Broad – Wax Orthodontics Mixed-Use Building
- North Bridge Street – Sandal Wood Village Senior Housing Condominium

Final Site Plans Approved

- NE Corner Bridge & Broad – Wax Orthodontics Mixed-Use Building

### Special Land Uses Approved

- None

### Zoning Ordinance Text Amendments

- Amendments to make violations of the City Zoning Ordinance municipal civil infractions as opposed to misdemeanors
- Amendments to address temporary accessory structures
- Amendments to address exterior lighting, including building/window “wrap” lighting

### Sign Applications Approved by the Sign Review Committee

- 175 N. Main (The Stone Loft)
- 123 N. Bridge (Prime Real Estate)
- 604 W. Broad (Alpine Market Pole Sign)

### Other Activities

- The Planning Commission participated in the preparation of a new 5-Year Capital Improvements Plan for the City of Linden.
- The Planning Department participated in the process to establish a Commercial Redevelopment District, as authorized by the Commercial Redevelopment Act, for the Wax Orthodontics (former “Union Block”) property. This enabled the property owner to seek a Commercial Facilities Exemption Certificate from the State.
- The Planning Department participated in the process to become formally engaged in the Michigan Economic Development Corporation’s (MEDC) Redevelopment Ready Communities (RRC) program. Both the City Manager and City Planner completed the required RRC Training sessions. This enables the City and eligible property owners within the City to apply for funding through the MEDC’s various grant and loan programs.
- As part of the RRC program, the Planning Department prepared and submitted information on “priority redevelopment sites” to the MEDC, who will support the City in marketing the sites for redevelopment.

Looking ahead to 2019, the Planning Commission expects to be working on various initiatives related to planning, zoning and/or land use within the City. These initiatives are summarized below:

- Redevelopment Ready – In 2018, the City became formally engaged in the MEDC’s RRC Program. This included submitting a self-evaluation report to the MEDC. In 2019, the MEDC will be scheduling time with the City to conduct a formal evaluation, which will dive deeper into the City’s processes, plans, practices and policies related to planning and economic development. It is anticipated that this evaluation will result in follow-up actions by the City. Based on the RRC “best practice” training sessions, we expect that follow-up actions may relate to:
  - Development of a public participation strategy
  - User-friendly improvements to the zoning ordinance, such as a “Use Matrix”
  - Development of action strategies for priority redevelopment sites

- Preparation of an economic development strategy (update to the DDA Action Plan?)
- Preparation of a marketing strategy
- Education and Training – Members of the Planning Commission will be notified of and may consider attending planning and zoning related training opportunities throughout the year. Various training opportunities are available through organizations such as the Michigan Municipal League and the Michigan Association of Planning.

The Planning Commission welcomes any thoughts that the City Council may have related to the Commission's proposed 2019 work plan. If you would like the Planning Commission to address any additional topics, please let us know.

cc: Zoning Board of Appeals  
Downtown Development Authority  
Historic District Commission