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MEMO

TO: Township Board
FROM: Planning Commission
DATE: February 13, 2020
RE: Progress Report on Implementing Vision 2025 Master Plan

Since its adoption in 2016, the Planning Commission has been making continued progress on implementing the Vision 2025 Master Plan. The Master Plan includes an Implementation Matrix that is used as a guide for the studies and projects undertaken by the Planning Commission in addition to reviewing the many applications and requests. The Implementation Matrix was written with a timeline that is not being fully met due to balancing other priorities and the aggressive nature of the timeline – most items are listed to be accomplished in the first 3 years of the plan's 2016 adoption! Nonetheless, significant progress is being made to implement the Master Plan.

In the last year and presently, we are working on or have accomplished the following items. The projects below are listed in the order that they appear in the Implementation Matrix (pages 156-157 of the Master Plan and attached).

- A CIP is prepared annually; a Planning Commissioner serves as a liaison to the committee which is spearheaded by the Community Development Director.
- A landscaping ordinance was adopted in 2016.
- The Comstock Center Place Plan for Redevelopment and Prosperity was adopted in 2018.
- A DDA was established and a Downtown Development Plan adopted in 2019.
- An outdoor lighting ordinance was adopted in 2017.
- A marketing brochure, setting forth a positive image of Comstock, was produced and distributed widely as part of the Comstock Center Place Plan for Redevelopment and Prosperity study and market analysis project.
- In 2019, we began studying areas in the Township where the Zoning Map and Future Land Use Map are inconsistent. Twenty areas of inconsistency were found: 6 areas for rezoning were identified, including the creation of a downtown zoning district; 4 areas where the Future Land Use Map should be amended; 5 areas for further study; and, 5 areas where no changes to either map should be made. Focus on the downtown area took priority from this analysis and past planning efforts.
- A rewrite of the parking provisions to increase flexibility and modernize the requirements is complete with expected adoption Spring 2020.
- The creation of a new zoning district, Comstock Center, is underway along with related amendments to the sign provisions. Both documents are underway with expected completion Spring 2020.

IMPLEMENTATION MATRIX

Implementation Step	Priority	Timeframe	Responsibility
Develop a Capital Improvement Program (CIP) for water, sewer and other public infrastructure and assets, and annually update.	A1	0-1 years, then ongoing	TS, PC, PZA
Draft landscaping provisions in Zoning Ordinance to beautify corridors, enhance aesthetics of commercial sites and to screen incompatible uses.	A2	0-1 years	PC, PZA
Investigate viability of creating a Downtown Development Authority.	A2	0-1 years	TS, PZA
Draft outdoor lighting standards to better reflect goals and objectives to enhance compatibility of nonresidential development and the residential and rural character of the Township	A2	0-1 years	PC, PZA
Continue economic development efforts and relationship building with Township businesses, industries and Southwest Michigan First.	A3	Ongoing	TB, TS, PZA
Produce a Township marketing pamphlet which helps set forth a positive image of Comstock.	B	1-2 years	TS, PZA
Identify and rezone properties which are clearly incompatible with the Future Land Use Map.	B	2-3 years	PC, PZA, TB
Develop a non-motorized plan for adoption.	B	2-3 years	PC, PZA, TS, input from RCKC and MDOT

PC = Planning Commission TB = Township Board
PZA = Planning & Zoning Administrator TS = Township Superintendent
RCKC = Road Commission of Kalamazoo County

Implementation Step	Priority	Timeframe	Responsibility
Work with Comstock Public Schools on the redevelopment of the Old High School site.	B	2-3 years	TB, PC, PZA, CPS
Draft updated parking provisions to be more flexible and modern reward shared and/or reduced parking to lessen impervious areas.	C	2-3 years	PC, PZA
Create new land development regulations within each zoning district to reflect the density recommendations in the Master Plan.	C	2-3 years	PC, PZA
Modify or create new zoning districts that reflect the goals and future land use designations in Comstock Vision 2025.	C	2-3 years	PC, PZA
Draft access management guidelines for the Zoning Ordinance.	C	2-3 years	PC, PZA, input from RCKC and MDOT
Draft a sidewalk and non-motorized facilities ordinance and incentives for new construction and expansions.	C	2-3 years	PC, PZA
Construct a non-motorized connection of the KRVT to the Township park system.	C	Ongoing	TB with assistance of RCKC and MDOT
Draft a creek overlay district to protect Comstock Creek.	D	2-3 years	PC, PZA, TB

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RCKC = Road Commission of Kalamazoo County CPS = Comstock Public Schools