



City of Imlay City

Planning Commission Annual Report

Covering activity from 01/28/2025 – 11/25/2025

City of Imlay City

Planning Commission – 2025

Walt Barga – Chair – Term Expires 2026

James Blount – Vice-Chair – Term Expires 2028

Barbara Yockey – Mayor

Bob Tanis – Term Expires 2028

Tom Germaine – Term Expires 2026

John Lengemann – Passed Mid-Term

Shane Collison – Term Expires 2027

Frank Damske – Term Expires 2027

Staff

Wade Trim, Planning Services

Lonnie Hayes, Zoning Administrator

Leah May, Administrative Assistant

Craig Horton, City Manager

Introduction

The [Michigan Planning Enabling Act](#) (MPEA) allows for the establishment of local Planning Commissions, master plans, and other associated activities. City of Imlay City's Planning Commission is established in local ordinance 6.1 and consists of 7 members. The Planning Commission is responsible for:

- Developing the community's master plan, which provides a framework for orderly growth and redevelopment.
- Creating a zoning ordinance to translate master planning goals into land use regulations.
- Reviewing and approving development requests
- Drafting a capital improvement plan
- Studying special topics or conducting other special projects as requested by the governing body

Attendance (X=Present)

Planning Commission members' attendance for this reporting period:

	Bargen	Blount	Yockey	Tanis	Germaine	Lengemann/Collison	Demske
Jan	X	X	X	X	X	X	X
Feb	X		X	X			X
Mar	NO MEETING						
Apr Joint Meeting	X	X	X	X	X		X
Apr	X	X	X	X	X	X	
May	X	X	X	X	X		X
Jun	X	X	X				X
July	NO MEETING						
Aug		X	X	X	X	X	X
Sep		X	X	X	X	X	X
Oct	X		X	X	X	X	X
Nov	X		X	X		X	X
Dec	NO MEETING						

Meetings:

The MPEA requires that local Planning Commissions meet at least four times a year. The City of Imlay City's Planning Commission meetings are held on the 4th Tuesday of each month at 6:00 PM, except in December. A summary of the meeting activity is below:

Meeting Date	Summary
January 28	<ul style="list-style-type: none"> Article 4 – Division 4 Signs discussion Article 2 Districts – Division 3 Commercial; Section 2.24 Schedule of Regulations discussion Site Plan Review -Deferred
February 25	<ul style="list-style-type: none"> Public Hearing – Article 4-Division 4 Signs Site Plan Review Master Plan update and recommend to City Commission Review of Code of Ordinance Appendix I: a. Title IX, Chapter 95, Section 07 -Animals Annual Planning Commission Report Planning Services discussion Blight discussion
April 09	Special joint meeting with the City Commission and the DDA; <ul style="list-style-type: none"> Public Hearing – To establish the NIA district Training and Master Plan overview
April 22	<ul style="list-style-type: none"> Public Hearing – Draft (CIP) Capital Improvement Plan Article 2: Districts, Division 3: Commercial Section 2.25: Permitted Uses Master Plan in public viewing time March 20, 2025 to May 27, 2025
May 27	<ul style="list-style-type: none"> Public Hearing - Master Plan Public Hearing - Rezoning Public Hearing - Rezoning RFP for Planning and Zoning Services Short-term Rental discussion
June 24	<ul style="list-style-type: none"> Public Hearing - Special Land Use Short-term Rental discussion Signs discussion Application process discussion
August 26	<ul style="list-style-type: none"> Election of Officers - Postponed Public Hearing - Rezoning Short-term Rental discussion
September 23	<ul style="list-style-type: none"> Election of Officers Public Hearing – Text Amendment Article 1 Division 2 Definitions, Article 2 Division 2 Residential Zoning Districts and Division 3 Commercial Zoning Districts, and Article 5 Division 4 Special Land Use Good Neighbor Guidelines Outside Storage discussion
October 28	<ul style="list-style-type: none"> Public Hearing - Rezoning Public Hearing – Special Land Use Public Hearing – Rezoning B Districts and Drive-through discussion
November 25	<ul style="list-style-type: none"> Public Hearing – Special Land Use Draft Business Districts' Table of Use Site Plan Review Special Land Use Amendment Request

Development Review Experience and Improvements:

The City conducted a focus group meeting with major developers and property owners within the community to discuss improvements to the process and to bridge project collaboration on development.

Master Plan Status

At the Planning Commission meeting held on February 25th, 2025, Caitlyn Habben, AICP, Professional Planner with Wade Trim, addressed the members regarding the City's Master Plan. The Planning Commission requested to set a Special Meeting with the City Commission on April 9th, 2025. This meeting would include the Planning Commission, City Commission, and the DDA and would serve as the public hearing for the establishment of the NIA district. At the May 27th meeting, the Master Plan was adopted by Resolution with recommendations.

Public Engagement

In September 2024, as part of the Master Plan update, a joint open house with Imlay Township was conducted. Various Boards, Commissions, groups, and business owners from the community were invited to join, and many residents from both communities were present. During the February 2025 Planning Commission meeting, the results of that open house were presented.

Training

The Planning Commission held one training course in 2025. This training was conducted for the Planning Commission, Downtown Development Authority, and the City Commission.

Activity:

a. Zoning Ordinance:

Section	Amendment/Addition	Status
Article 4 Division 4	Signs	Amended
Article 2 Division 3	Schedule of Regulations B-3	Amended
Article 2 Division 3	Permitted Uses in Commercial Districts	Amended
Article 1 Division 2	Definitions	Amended
Article 2 Division 2	Residential Zoning Districts	Amended
Article 2 Division 3	Commercial Zoning Districts	Amended
Article 5 Division 4	Special Land Use	Amended
Article 2 Division 3	Schedule of Regulations	Ongoing
Article 1 Division 2	Definitions	Ongoing

b. Rezoning Requests:

Section	Amendment/Addition	Status
2.2	I19-11-030-001-00 Rezoned property from AG to I-2.	Approved, sent to City Commission
	I19-11-030-005-00 Rezoned property from AG to I-2	Approved, sent to City Commission
	240 N Main St; I19-66-300-000-00 Rezoned property from R-2 to RM1	Approved Conditional, sent to City Commission
	270 N Almont Ave; I19-67-700-000-00 Rezoned property from R-2 to OS1	Denied, sent to City Commission for Final Denial
	110 E Capac Rd; I19-85-300-000-00 Rezoned property from B-1 to B-3	Approved, sent to City Commission

c. Site Plan Review:

Address/ Parcel ID	Action	Status
I19-85-234-040-00	Build a strip mall	Approved with contingencies
395 N Cedar St	Build a pavilion	Approved with contingencies

d. Special Land Use:

Address/ Parcel ID	Action	Status
591 S Cedar St	Pharmacy Drive-Through	Ongoing
1995 S Cedar St	Outdoor Storage and Display	Approved with conditions
240 N Main St	Bed and Breakfast	Approved

ZONING BOARD OF APPEALS

1. Membership:

MEMBER	TITLE	TERM EXPIRES
Luke Stempien		2028
John Lengemann/ Shane Collison		2027
Jonathan Roy		2028
Robert Haskins		2027
Ted Sadler	Chair	2028
Mike Vermeesch		2026
Charles Boadway	Vice-Chair	2026
Earl Gass	Alternate	2027

2. Attendance (X=Present)

	Sadler	Boadway	Roy	Haskins	Vermeesch	Stempien	Lengemann/Collison	Gass
Jan	NO MEETING							
Feb	NO MEETING							
Mar	NO MEETING							
Apr	X	X	X	X	X	X	X	
May	X	X	X		X	X		X
Jun	NO MEETING							
July	NO MEETING							
Aug	NO MEETING							
Sep	NO MEETING							
Oct	X	X	X	X		X	X	
Nov	X	X	X		X	X	X	
Dec								

3. Meetings:

The Zoning Board of Appeals meets on the 4th Thursday of each month, except as noted at 7:00 pm.

Meeting	Agenda Items	Status
Jan	Cancelled due to lack of agenda items	
Feb	Cancelled due to lack of agenda items	
Mar	Cancelled due to lack of agenda items	
Apr	<ul style="list-style-type: none">• 1872 S. Cedar St seeking a variance from 4.8.i Off-Street Loading and Unloading 6.35.a Driveway Width 4.16.b Driveway Spacing 4.2g Additional Parking	<ul style="list-style-type: none">• Postponed• Approved• Approved• Approved
May	<ul style="list-style-type: none">• 1872 S. Cedar St seeking a variance from 4.8.i Off-Street Loading and Unloading• Training	<ul style="list-style-type: none">• Denied
Jun	Cancelled due to lack of agenda items	
July	Cancelled due to lack of agenda items	
Aug	Cancelled due to lack of agenda items	
Sep	Cancelled due to lack of agenda items	
Oct	<ul style="list-style-type: none">• 660 S. Almont Ave seeking a variance from Front Yard Setback• ZBA Bylaws	<ul style="list-style-type: none">• Denied• Ongoing
Nov	<ul style="list-style-type: none">• ZBA Bylaws	<ul style="list-style-type: none">• Ongoing
Dec		