

**Mt. Pleasant Planning Commission
Minutes of Regular Meeting
March 4, 2010**

I. Vice- Chairman Smith called the meeting to order at 7:00 p.m.

Present: Brockman, English, Holtgreive, Lux, Kostrzewa, Rautanen, Robinette, Smith (Vice-Chair)

Absent: Orlik (Chair) – excused.

Staff: Gray, Murphy.

II. Approval of Agenda:

Motion by Kostrzewa, second by Brockman, to approve the agenda. Motion approved.

III. Approval of Minutes

A. February 4, 2010 Regular Meeting.

Motion by Rautanen, second by Brockman, to approve the minutes from the February 4, 2010 regular meeting as written. Motion approved.

IV. Zoning Board of Appeals Report.

A. Commissioner Brockman reported that the ZBA heard one case at their February meeting. The case involved a request by Jeff Jakeway for his properties at 1023 & 1025 S. Washington Street. The request involves razing the existing buildings and constructing two new buildings. The submitted site plan would require a variance for the front yard setback and a density variance to allow additional occupants. The ZBA postponed a decision, asking the applicant to bring back a new site plan showing a smaller building, with fewer occupants, additional architectural features, and to determine whether they meet ordinance requirements for greenspace.

Commissioner Brockman further reported that Commissioner Kulick was elected as the new Chairman for the ZBA and Commissioner Benison was elected Vice-Chair.

V. Public Hearings:

Chairman Smith asked staff to introduce the first case.

A. Parks & Recreation Master Plan Update – Staff introduced Chris Bundy, Director of Parks and Public Spaces.

Mr. Bundy provided a PowerPoint presentation and overview of the Parks and Recreation Master Plan. Mr. Bundy provided highlights of the past five year's accomplishments, along with the Goals and Objectives. Mr. Bundy reported that the Parks and Recreation Committee held a public hearing March 2, at which time they voted to adopt the plan. Prior to this, an open house was held, along with stakeholder meetings to gather public opinion. In addition, the draft plan is posted on the City's website and offers opportunity for input. Mr. Bundy explained that they are seeking additional input from tonight's public hearing along with comments from the Planning Commission. The City Commission will hold a final public hearing on March 22nd, at which time staff will recommend final approval from

the City Commission.

Vice-chairman Smith opened the Public Hearing. There being no one who wished to address the Board, the Public Hearing was closed.

Board Discussion:

Vice-Chairman Smith stated that the Board's mission is to determine if the Parks & Rec Master Plan fits in with the City's Master plan.

Commissioner Holtgrieve voiced his approval of the plan, stating he believes it fits the City's Master Plan. Vice-Chairman Smith stated the plan is very well written.

Commissioner English voiced approval of the connecting pathways, stating this would be a tremendous asset to the community.

Commissioner Robinette commended staff on the report and asked if there was any possibility of moving the Pavilion project for Horizon Park up on the list. Mr. Bundy stated that they are always looking for opportunities and if funding becomes available, projects could be completed ahead of schedule.

Commissioner English commented on the Community Pool being on the list year after year and wondered if this was economically realistic for the near future. Mr. Bundy responded that at some point, developing partnerships may be the best bet for success of this project. Due to community input, this will be kept in the plan and they will continue to look for funding opportunities. The creation of the Spray Park offers some aquatic opportunities for the community.

Commissioner Smith commented on the revenues and expenditures portion of the document, and the discrepancy between the two. Discussion took place on how this section may be confusing. Mr. Bundy concurred that this could be made clearer.

Motion by Rautanen/support by English to recommend the City Commission approve the Parks and Recreation Master Plan. Motion passed unanimously.

VI. Public Comments:

Vice-Chairman Smith opened the floor for public comments. There being no one who wished to address the Board, the public comments session was closed.

VII. Site Plan Reviews

- A. SPR-10-01 – 2150 JBS Trail** – Request for site plan review to allow a 2,500 square foot addition to an existing industrial building.

Staff presented details of the applicant's request based on the staff report dated February 26, 2010. Staff reported that the site is zoned I-1, as are the surrounding properties. Staff further reported that during his review of the site plan it was discovered that the plan omits a property line that is located between the subject building and the existing JBS site, which would put the addition approximately 22 ½ feet from the property line, where 30' is required by ordinance. Staff stated the properties have different ownership, preventing the parcels from being joined, or the property line to be shifted; therefore the applicant intends to seek a variance to the setback requirement. Staff stated he has advised the applicant that generally the

Planning Commission prefers the variance request be heard prior to having the case come before them; however, the omission was not discovered until after the application was processed. Staff stated the Board may wish to postpone the case pending ZBA action or they may grant a conditional approval.

Staff reported that the site plan includes no new dumpsters, signage or lighting and has sufficient parking. Staff further stated that although landscaping was not previously required along JBS Trail, the Planning Commission may want to consider if it is warranted at this time. In addition, the sidewalk requirement was previously waived, and the Commission will need to consider if it is appropriate to affirm the waiver for the addition as well.

Vice-Chairman Smith stated that prior to opening the case up for discussion the Board should determine if they wish to review the case now or postpone it until the variance issue is taken care of.

Commissioner Brockman indicated that the ZBA meets one week prior to the next PC meeting; therefore, there should not be a financial hardship for the applicant to wait the additional week. Commissioner English asked the applicant for verification that this would have no negative impact. Josh Melnek, representative for the case assured the Board that the extra week would not pose any hardship.

Commissioner Holtgreive asked if staff had a preference on whether the case was postponed or decided tonight. Staff indicated he had no preference, but had advised the applicant that postponement was likely.

Vice-Chairman Smith commented that they do not want to set a precedence of hearing cases prior to an applicant receiving any required variance.

Motion by Robinette, support by Rautanen to postpone action on Site Plan Review 10-01 until the April 1, 2010 regular meeting to allow the applicant to pursue a side yard setback variance from the Zoning Board of Appeals. Motion passed unanimously.

B. SPR-10-02 – 2151 JBS Trail – Request for site plan review to allow a 3,000 square foot addition to an existing warehouse/distribution site.

Staff presented details of the applicant's request based on the staff report dated February 26, 2010. Staff reported that the site is zoned I-1, as are the surrounding properties. Staff stated that the existing parking is sufficient and there are no proposed changes to the signage, lighting or dumpster locations. Staff further stated that with the exception of landscaping requirements, which have not been fulfilled, the plan is consistent with the prior approval in 1999. Staff would advise that if the Commission approves the site plan they would require the landscaping to be completed. Staff stated the Commission has two actions to consider: along with considering approval of the submitted site plan, they need to consider whether to affirm the sidewalk waiver granted for the original site plan.

Josh Melnek, representative for the case, indicated the owner wishes to expand the business and is aware of the landscaping requirements.

Board Discussion:

Commissioner Brockman asked whether the property was owned by the same person that was approved for the original site plan. Mr. Melnek stated it was the same owner.

Vice-Chairman Smith stated the first action is to consider the sidewalk waiver.

Motion by Brockman, support by Lux that pursuant to the requirements of Section 154.022(B) of the Zoning Ordinance, the Planning Commission grant a waiver to the requirement to install sidewalks in the public rights-of-way on a finding that the property is not located on a street designated as a school walking route and there are no existing intermittent public sidewalks on the streets within the block where the property is located. Motion passed unanimously.

Motion by Lux, support by Holtgreive to approve SPR-10-02 for the property located at 2151 JBS Trail, based on the site plan dated January 28, 2010 and prepared by JBS Contracting, Inc. for Munn Properties, LLC with the following conditions:

1. Consistent with the prior site plan approval for this property, the applicant shall install 7 trees and 42 shrubs to meet greenbelt landscaping requirements.
2. The applicant shall comply with the requirements of the Division of Public Safety (DPS) and the Division of Public Works (DPW).

Further Discussion:

Commissioner Rautanen questioned why the applicant was not required to install the landscaping following their prior approval. Commissioner Brockman stated in the past, he thought applicants were required to post a bond to guarantee the conditions were fulfilled. Staff indicated that he feels confident that this can be monitored administratively and that our department is working very closely with the Building Department to assure final building approval is not granted until all Site Plan requirements have been met.

Vice-Chairman Smith called for a vote on the motion. Motion passed unanimously.

VIII. New Business:

A. Set special meeting with City Commission.

Staff stated that the Planning Commission meets annually with the City Commission to review the annual report and goals. The City Commission has suggested a meeting be scheduled for March 8 at 6:00 p.m. to review the Planning Commission's 2009 Annual Report along with the 2010 Goals. In addition, staff stated that the City Commission will be considering the draft Ethics Policy and has asked for input from the Planning Commission. Staff noted that a list of goals stated at the February meeting has been provided and recommended that if the Planning Commission is comfortable with the Goals as written, they consider an action to set the special joint meeting.

Motion by Robinette, support by Brockman to schedule a Special Meeting with the City Commission on Monday, March 8, 2010 at 6:00 p.m. in the City Commission Chambers in City Hall to review the 2009 Annual Report, 2010 goals and other issues of mutual interest. Motion passed unanimously. Commissioner Rautanen stated he was in support of the meeting; however, would be unable to attend due to prior commitments.

B. Ethics Policy: Staff asked the Board for comments regarding the draft Ethics Policy. Comments and concerns will be forwarded to the City Commission prior to the joint meeting.

Vice-Chairman Smith expressed concerns with the language that requires a Commissioner who is

employed by a lender on a project to disclose the employer's participation in the project, feeling this was a violation of his employer's privacy policies and feels the disclosure should be required only where there is a private personal gain. He further stated that even the act of excusing himself from a case would disclose that the applicant was a customer of the bank. He will provide the City Commission with a document outlining his concerns.

Commissioner Holtgreive concurred with Commissioner Smith. Commissioner Holtgreive further questioned why the City Commission felt the need for an Ethics Policy and if this was due to a past issue. If so, he suggested we deal with the issue itself. He stated he feels that if we are going to pursue an Ethics Policy, we need to spend the time to get it right – not just get something on paper.

Commissioner Holtgreive further commented that the way the draft policy is written, with his position in Housing at CMU, it could be perceived that he had a conflict of interest as a competitor with any developer who was developing student housing. Commissioner Rautanen, as an owner of a local hotel, commented that it could be perceived as a conflict of interest for him as well, as any new construction would bring workers into the area that may stay at his hotel.

Commissioner Kostrzewa described the document as torturous to read and stated he feels it needs to be kept simple. Commissioner Rautanen stated there are many policies out there that could be used as templates.

Staff stated he would pass along the Boards comments and concerns and that the Commissioners would have a chance to discuss their concerns with the City Commission at Monday's meeting.

IX. Other:

- A. April PC Meeting: Staff stated we have received three requests for site plan reviews. In addition, the case from JBS Contracting for 2150 JBS Trail will be back on the agenda. The deadline for submittal is Monday, March 8.
- B. Census Update: Staff presented an update on the Census 2010 campaign, and the efforts taking place to get the word out on the importance of returning forms. Staff further indicated there has been a lot of confusion with the student population not knowing where they should be counted. The rule is you are counted where you spend the majority of the year, as that is where you are being provided with services. CMU has been very supportive in helping reach out to the student population.
- C. Downtown to Campus: Staff reported that a mobile work session took place a couple of weeks ago, followed by some good discussion. The Department of Public Works is currently working on a design plan following consensus of the City Commission to look at maintaining one-way traffic on Main Street, and incorporating a two-way bike lane and wider sidewalks. The City Commission will be revisiting the plan in the future. Staff will keep Commissioners updated once a date has been set.

X. Adjournment:

Motion by Brockman, support by Lux to adjourn. Motion passed unanimously. Meeting adjourned at 7:51 p.m.