

**Mt. Pleasant Planning Commission
Minutes of Regular Meeting
September 6, 2012**

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

Present: Lux, Holtgreive, Hoenig, Kostrzewa, Quast, Shellady, Smith (Vice-Chair).

Absent: Brockman, Orlik (Chair).

Staff: Gray, Murphy.

II. Approval of Agenda:

Motion by Kostrzewa, support by Shellady, to approve the agenda.

Motion approved.

III. Minutes:

A. August 2, 2012 Regular Meeting

Motion by Lux, support by Kostrzewa to approve minutes from the August 2, 2012 meeting as written.

Motion approved.

B. August 2, 2012 Work Session

Vice-Chairman Smith had one correction in the roll call, noting that Commissioner Quast was not in attendance.

Motion by Holtgreive, support by Kostrzewa to approve minutes from the August 2, 2012 work session with noted correction.

Motion approved.

IV. Zoning Board of Appeals Report:

Commissioner Quast reported that the ZBA did not meet in August.

V. Public Hearings:

Vice-Chairman Smith explained board proceedings and asked staff to introduce the first case.

- A. **SUP-12-10 - 1523 S. Mission - D & D Investments LLC.** Staff introduced case SUP-12-10, noting the site location as the east side of Mission between Appian and Fairfield. Staff reported that the site is zoned C-3, as are the neighboring sites along Mission Street. A portion of the property to the East houses an apartment complex and is zoned M-1, with the remaining portion zoned C-3.

Staff reported that the applicant is proposing this development under the Mission Redevelopment Overlay Zone, which allows the Planning Commission some flexibility in zoning regulations, and is therefore subject to a Special Use Permit. Staff reported that this site is somewhat unique, as much of the right-of-way along this stretch of Mission is 100' wide. In addition, this particular area has an additional 50' of right-of-way. Staff has been working with MDOT and they have expressed support for relinquishing 20 ft. of the right-of-way. Staff noted that because this has not been finalized through MDOT at this point, the applicant has offered two site plans for consideration; one with the building set at the current right-of-way line and one that utilizes the additional 20 ft. from MDOT. Both designs put the building on the right-of-way line; however, as noted earlier, the right-of-way is wider on this stretch of Mission Street.

Staff noted that both designs would require a reduction in the setback of 50' along Mission Street to 0 feet. In addition, both plans would require a reduction in the landscaped greenbelt from 10 ft to 1 ft. In lieu of the greenspace, the applicant would install decorative fencing and is also proposing foundation plantings around the building. Staff also noted that both plans would utilize monument style signage.

Staff stated that the proposed development advances a number of the objectives of the Mission Redevelopment Overlay Zone such as:

- A new building with quality, durable building materials
- Pedestrian friendly building design
- Decorative fencing
- Monument style sign
- Building set closer to Mission Street
- Pedestrian connections to public sidewalk
- Bicycle parking
- Advancement of the Access Management Plan by adding a driveway connection to Fairfield.

Staff reported that the proposed development would be used as a Redi-Care for McLaren Hospital, with some leasable office space. In addition, there would be some area left for future construction.

Staff referred to the two site plans offered by the applicant, noting that they are very similar to one another. The preferred site plan shows the building shifted 20' to the west and will be dependent on MDOT following through with the relinquishment of the 20' of right-of way. This plan offers a direct cross connection from Fairfield and Appian Way and also provides for additional building area on the site. Staff noted that the applicant has offered two site plans in the hopes of receiving timely approval to meet their tenant's schedule.

Staff again stated that with both proposed site plans, the Board will be considering the same waivers.

Staff reported that the proposed building incorporates a substantial amount of brick; proposes a higher elevation and parapet walls on the Mission Street end. Staff noted that the applicant has shown interest and has been willing to work with staff on the site features, and shared the earlier elevation plans to show how the project has evolved.

Staff concluded his report stating that in staff's view, the project advances the objectives of the Mission Redevelopment Overlay Zone and is therefore being recommended for approval of the waivers and the Special use Permit.

Vice-Chairman Smith asked staff to clarify if future buildings on the site would be required to come back to the Planning Commission. Staff stated they would, and that this stipulation is included in the recommendation for approval.

Commissioner Lux asked staff about parking requirements and if the calculations included parking for Qdoba; questioning if this was even allowable. Staff stated that because the property is all under a lease arrangement with the same property owner, the parking could be calculated together and further noted that the proposed parking exceeds ordinance requirements.

Commissioner Kostrzewa expressed some concern over the waiver for the monument sign being open ended and suggested putting a restriction on the size.

Staff responded that typically the sign design has been part of the overall project; however the site plan does not show the signage and stated that the Commission has options. They can approve through a SUP, or they could require the applicant to get approval for the sign through site plan approval at a later time, or could approve conditionally and give staff discretion over it.

Vice-Chairman Smith asked staff for a point of reference on how close the building would be to the street compared to Taco Bell. Staff noted that Taco Bell sits less than 15' from the right-of-way. Even with a 0' setback, and the 20' reduction in the right-of-way from MDOT, the proposed building would sit back 30' from the standard right-of-way. Staff also noted that one of the goals of the Mission Redevelopment Overlay Zone is to get buildings closer to the street.

Commissioner Lux asked if there would be a sidewalk from the building to Mission Street to promote walkability. Staff stated there would be.

Tim Driessnack and Tim Lapham, representing the owner and developer, addressed the board and offered to answer questions.

Commissioner Kostrzewa asked if the east access from Fairfield to Appian way would be asphalt and if it would look like a street. Staff responded that it would be hard-surfaced,

but would not be required to meet city street standards. It will, however, be designed for public access. Staff also noted that the applicant is proposing a 5' masonry wall along the east side.

Commissioner Quast questioned whether there would be pedestrian access through the wall. Mr. Driessnack stated that no one really uses the area for pedestrian traffic right now and there is currently a fence and hedges there. Staff shared the site plan with the Commission, noting that the fence doesn't extend the entire length of the property, but rather ends where the property abuts the M-1 District. Staff further explained that the neighboring apartment buildings do not have openings facing the west, so there really isn't much likelihood for pedestrian traffic.

Commissioner Kostrzewa asked the applicant if time was of the essence. Mr. Lapham stated it was, as they need to commence construction yet this year and need to get started before the weather gets too cold in order to have the building enclosed. If the case is postponed, there is concern with the weather getting too cold to do the concrete/block work. Mr. Driessnack also noted that McLaren is very anxious to get the project started. Commissioner Lux asked if McLaren was a definite tenant. Mr. Driessnack confirmed that they were.

Staff added that normally we would not present two sets of plans; however, this is a unique situation with MDOT. He also noted again that the waivers are the same with both sets of plans.

Vice-Chairman Smith asked what the plan was for signage.

Mr. Lapham responded that they aren't sure yet, as they are still looking for additional tenants, which will determine the needs. He expects that they will want enough signage to accommodate all of the tenants. Mr. Lapham further noted that at this stage, the signage has not been put in the plans. Vice-Chairman Smith commented that the applicant could come back to the Planning Commission for approval for future signage. Mr. Lapham confirmed that would be okay.

Staff suggested modifying condition # 3 which talks about any future construction to be subject to site plan review to include any future free-standing monument signage.

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

Board Discussion.

Motion by Kostrzewa, support by Lux that the Planning Commission authorize the following waivers to the traditional standards of the Zoning Ordinance, pursuant to the provisions of the Mission Redevelopment Overlay Zone, Sections 154.068(C)(2), (3), and (4):

- A reduction in the required setback of 50 feet from the Mission Street right-of-way to 0 feet.

- A reduction in the landscaped greenbelt along Mission Street from 10 feet to 1 foot. Decorative fencing and some landscaping would be installed in lieu of the traditional greenbelt.
- Installation of a monument style sign that exceeds 4 feet high by 4 feet wide.

Motion approved.

Motion by Holtgrieve, support by Hoenig to approve Special Use Permit 12-10 and the site plan from D & D Real Estate Investments, LLC to allow the construction of an office complex on the property located at 1523 S. Mission Street under the Mission Redevelopment Overlay Zone. Approval is subject to the following conditions:

1. Approval is based on the Preferred Conceptual Site Plan prepared by Lapham Associates for D&D Investments LLC on September 6, 2012, unless MDOT does not approve abandonment of 20 feet of right-of-way. In this case, the Conceptual Site Plan prepared by Lapham Associates for D&D Investments LLC on September 6, 2012 is approved.
2. Approval is based on the elevation drawings prepared by Lapham Associates for D&D Investments LLC on September 6, 2012.
3. Future construction in the area identified on the site plan for future office building construction, as well as construction of the free-standing monument sign, shall be subject to site plan review and building elevation review and approval by the Planning Commission.
4. The applicant shall provide an easement allowing public access to the cross connection shown on the Preferred Conceptual Site Plan, prior to occupancy of the building.
5. The applicant shall comply with the requirements of the Division of Public Safety (DPS), the Division of Public Works (DPW), and the Michigan Department of Transportation.

Motion approved.

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 portion of the meeting was closed.

VII. Site Plan Reviews

- A. SPR-12-16 - Isabella/JBS Trail - JBS Contracting.** Staff introduced Case SPR-12-16, noting that the site was located along Isabella Road, in the northwest corner of Industrial

park South. The property is zoned I-1 Industrial, with properties to the north, east and south also zoned I-1. The property to the west is zoned OS-1 Office Service. Staff reported that this request is for an 8,400 square foot warehouse building for ETNA Supply. Staff reported that the site plan includes a gravel area that will be used for outdoor storage of pipes, etc., which by Ordinance, is required to be screened by an obscuring wall or fence. Staff noted that the applicant is proposing a chain length fence with opaque slats. Staff suggested that this type of fencing may not be effective in screening the material storage area and is recommending that if the Commission takes action to approve the site plan, that they condition the approval on the applicant providing a revised site plan showing additional landscaping and screening of the outdoor storage area. In addition, staff noted that the opaque slats are prohibited by the restrictions of the South Industrial Park.

Staff reported that the applicant is proposing to divide the property, with a portion to be deeded to the adjoining Q-Sage property. Staff noted that the reconfigured lots will comply with all the lot width and area requirements of the Ordinance. In addition, staff noted that the proposed building meets the height and setback requirements of the Ordinance.

Staff referred to the site plan, noting that the project includes a paved parking area with proposed parking that exceeds Ordinance requirements, and a connection to Fastenal to the North. There is an existing access drive off Isabella that will serve the site.

Staff reported that the applicant has asked that a waiver to the requirement to install sidewalks along Isabella Road be granted and referred the Commission to the memo on the dais from the applicant noting the basis for their request. Staff noted that although sidewalks were waived for a previous project for Fastenal, this was prior to the road being extended to Mission and the US-127 entrance/exit ramp to the south. Staff noted that sidewalks extend along much of the west side of Isabella Road, and further noted that although the sidewalks have been waived for other developments in Industrial Park South, all but one of those properties front on Gover Parkway. The Commission will need to determine whether the request for the sidewalk waiver meets the criteria.

Staff noted that the project includes a dumpster enclosure which is shown on the site plan. At this time, staff noted that there is no proposed signage, and future signage would be subject to review by the Building Official. Staff further reported that the site lighting consists of wall mounted lights that will need to meet city codes, and noted that there are no free standing exterior lights proposed for the site.

Staff reported that the Department of Public Works has noted that storm water calculations would be required, and the Department of Public Safety has submitted their requirements for the site, which are fairly standard. Because Isabella Road is under the jurisdiction of the Isabella County Road Commission, the applicant will also need to comply with any requirements they may have.

Staff concluded his report, noting that the project is being recommended for approval, with conditions noted in the staff report.

Vice-Chairman Smith referred to the opaque slats proposed by the applicant, and commented that generally the City doesn't get involved with subdivision regulations. Staff agreed that is the case; however, noted that this puts the applicant on notice that this isn't their last stop, and that by taking any action, we are not waiving other jurisdictions requirements.

Commissioner Quast referred to the recent Non-Motorized Transportation Plan presented by Union Township, and questioned whether that plan includes sidewalks along Isabella Road, stating she would not want to waive the requirement for the City properties if that was part of the overall plan.

Staff stated he is not aware of the timeline for the Township doing anything in regards to sidewalks along Isabella Road, but noted the Commission would need to decide if it makes sense to start requiring sidewalks in this area.

Josh Melnek, JBS Contracting, addressed the Board stating he would answer any questions and noted that they are trying to clean up this site. He commented on the screening wall, noting that a wood fence would not be a viable option; and masonry would be too costly.

Commissioner Lux asked Mr. Melnek where he felt the fence would be the most useful. Mr. Melnek stated that their goal is to fence in the entire property with chain link. Staff noted that the only area that is required to be screened is the gravel outdoor storage area. Commissioner Lux questioned whether they could do vinyl, wood or masonry wall just for the storage area, not the entire site. Mr. Melnek agreed that would be possible.

Board Discussion:

Commissioner Quast again referred to the Union Township Non-Motorized Transportation Plan in regards to sidewalks. Commissioner Holtgreive suggested amending the waiver to grant if it doesn't conflict with the Township plans or to table the waiver until we know.

Commissioner Lux stated she isn't clear what the Union Township plan has to do with their decision. Commissioner Lux further commented that we have a city business and developer willing to invest in developing in the city and we shouldn't be influenced by the Township. She further questioned if it is on the docket for the city to adopt.

Board discussion ensued on whether the city has adopted this plan. Staff noted that this is a Union Township initiative and the city has been invited to share their input. At this time the city has not adopted it.

Commissioner Holtgreive commented that working with the neighboring entities improves relations and noted that holding off on the waiver decision should not hold up construction.

Commissioner Shellady commented that she feels a careful review to gather information would be good and could foster some future partnerships

Staff commented that what he is hearing is there are some commissioners who are interested in hearing if this is an area identified in the Union Township plan. He indicated that he would converse with the Union Township Zoning administrator to get that answer. He further noted that the City Ordinance requires the sidewalk be installed and he is hearing that some of the Commissioners are not comfortable granting a waiver without this additional information.

Motion by Holtgreive, support by Shellady to table the decision on the sidewalk waiver pending review of the Union Township Non-Motorized Transportation Plan.

Motion approved 6:1.

Commissioner Quast asked if more trees/shrubs should be required as part of the landscaping. Commissioner Holtgreive stated it is part of the Ordinance and he doesn't see any reason to waive the requirement.

Vice-Chairman Smith asked if the other developments in the area had landscaping per Ordinance requirements. Staff replied that all were under the same requirements, but he isn't sure if they were all held to the requirements, noting that this one is different as it will be off Isabella Road, rather than Gover Parkway.

Commissioner Quast asked if the Ordinance requires parking lot lights. Staff noted the Ordinance did not specify where lights should be located, only that any lighting installed needs to meet Ordinance standards.

Motion by Holtreive, support by Kostrzewa to approve SPR-12-16 to allow construction of an 8,400 square foot warehouse building and site improvements at the property located at Isabella Road and JBS Trail, based on the site plan prepared by JBS contracting for ETNA Supply Company (JBS Job #1220) received on August 12, 2012 with the following conditions:

1. The applicant shall provide a revised site plan for review and approval by staff showing the required greenbelt landscaping and screening of the outdoor storage area, prior to issuance of a Building Permit.
2. Freestanding and wall signs shall be subject to review and approval of a Building Permit prior to installation to assure compliance with the requirements of the Zoning Ordinance.
3. Site lighting shall meet the requirements of Section 96.13 of the City Code.
4. The site plan is subject to the review and approval of the Industrial Park South Review Board for covenant compliance.

5. The applicant shall comply with the requirements of the Division of Public Safety (DPS), the Division of Public Works (DPW), and the Isabella County Road Commission.

Commissioner Lux proposed a friendly amendment to Condition #1 to state:

1. The applicant shall provide a revised site plan for review and approval by staff showing the required greenbelt landscaping and screening of the outdoor storage area visible from Isabella Road to be constructed of wood, vinyl or, masonry fence, prior to issuance of a Building Permit.

Commissioner Holtgreive, supported by Commissioner Kostrzewa accepted the amendment.

Amended motion approved.

VIII. Unfinished Business

- A. **SPR-12-03 - 1003 Douglas - Joseph Olivieri.** Request for site plan review to raze the existing building and construct a rooming dwelling for up to 11 occupants. Vice -Chairman Smith reported that the applicant has requested the case be postponed until the October meeting.

Motion by Holtgreive, support by Quast to postpone Case SPR-12-03 at the applicant's request, until the October 4, 2012 meeting.

Motion approved.

IX. New Business:

- A. Consider setting a special meeting on Thursday, September 13, 2012 to interview Master Plan Consulting firms.

Staff reported that the RFP committee had met and unanimously recommended the proposals submitted by Main Street Planning Company and Spicer Group. Staff referred the Commission to copies of the proposals that were prepared for their review. Staff reported that the proposal is to interview both of these firms at a special meeting next week, September 13, 2012 at a time specified by the Commission. The plan is to spend approximately 45 minutes for each firm, giving each of them 10 minutes for a presentation, followed by a formal question and answer session and a 10 minute follow up. Staff noted that the City Commission would be invited to join in on the interviews. The Planning Commission would be able to either make a decision during this meeting or could bring it back to the regular October meeting to take action.

Staff has prepared some sample interview questions which will be e-mailed to the Commission. Staff stated that if there were additional questions that they would like included to let him know.

Staff indicated that the Commission would need to take action tonight to set the special meeting.

Motion by Kostrzewa, support by Holtgreive that the Planning Commission set a Special Meeting for Thursday, September 13, 2012 at 7:00 p.m. in the City Hall Commission Chambers for the purpose of interviewing planning consulting firms for the Master Plan update, and extend an invitation to the City Commission to participate in the interviews.

Motion approved.

X. Other Business:

A. Staff Report

1. October Planning Commission meeting - Anticipated Agenda Items.

Staff noted that 1003 Douglas will be on the agenda. To date, no new applications have been received, however the deadline is not until September 10, 2012.

2. Isabella County Zoning.

Commissioner Lux initiated a discussion regarding the Isabella County Board of Commissioners possibly voting to relinquish the zoning to the townships, eliminating the zoning from the county. Commissioner Lux commented that she feels this could have a direct impact on the City and asked if other Commissioners had concerns.

Staff commented that the City has a separate zoning department from the County and the City is not proposing elimination. He noted that he was not aware of anything we receive monetarily from the county, as the city's Zoning and Building departments are funded through the general funds.

Commissioner Holtgreive noted that we are luck in that we are surrounded by townships that have their own zoning.

Adjournment:

Motion by Holtgreive, support by Quast to adjourn to work session.

Motion approved.

Meeting adjourned at 8:26 p.m.

bam