

**Mt. Pleasant Planning Commission
Minutes of Regular Meeting
February 7, 2013**

I. Vice-Chairman Smith called the meeting to order at 7:01 p.m.

Present: Brockman, Dailey, Hoenig, Holtgreive, Kostrzewa, Quast, Shellady, Smith (Vice-Chair), one vacancy.

Staff: Gray, Murphy.

II. Approval of Agenda:

Motion by Quast, support by Brockman, to approve the agenda.

Motion approved.

III. Welcome New Board Member:

Vice-Chairman Smith welcomed William Dailey to the Planning Commission.

IV. Election of Officers

Vice-Chairman Smith asked for nominations for Chair.

Motion by Kostrzewa, support by Quast to nominate Smith as Chair. There were no other nominations.

Motion by Kostrzewa, support by Quast, to close the nominations and cast a unanimous ballot for Smith as Chair.

Motion approved.

Motion by Brockman, support by Kostrzewa to nominate Holtgreive as Vice-Chair. There were no other nominations.

Motion by Brockman, support by Kostrzewa, to close the nominations and cast a unanimous ballot for Holtgreive as Vice-Chair.

Motion approved.

V. Approval of Minutes

1. January 3, 2013 Regular Meeting

Motion by Kostrzewa, support by Brockman to approve minutes from the January 3, 2013 regular meeting as written.

Motion approved.

2. January 3, 2013 Work Session

Motion by Holtgreive, support by Brockman to approve minutes from the January 3, 2013 work session as written.

Motion approved.

VI. ZBA Report:

Commissioner Quast reported that the ZBA met in January and approved requests submitted by Joe Olivieri for the renovation of 1020 S. Washington; redevelopment of 1010 and 1008 S. Washington and construction of a new rooming dwelling at 1006 S. Washington, noting that along with a previous approval for the redevelopment of a corner property, this will be a redevelopment of the entire side of that city block.

Commission Quast reported that these cases were before the ZBA twice, with the Board requesting upgrades in the building designs, which the applicant has provided. Commissioner Quast noted that the ZBA approved the cases, based on the applicant's willingness to work with the City to create a special assessment district to provide pedestrian lighting along the sidewalks. In addition, the applicant agreed to repave a portion of the alley, and provided upgraded facades, and stricter lease agreements.

Commissioner Quast reported that Commissioner Kulick voted against the 1020/1006 request, noting that although he personally is not opposed to the increased density, he is uncomfortable with the number of requests that we are receiving for this higher density and would like the Planning Commission to look at the Ordinance language.

VII. Public Hearings:

A. SUP-12-14 - 2157 S. Mission - LaBelle Limited Parnterhip.

Staff introduced Case SUP-12-14, noting the location as on the East side of Mission Street between Bluegrass and Broomfield. The property is zoned C-3 and is surrounded by C-3 properties to the north, south and east. The property across Mission Street is a mixture of C-3 and some R-1, which is Central Michigan University property.

Staff reported that the proposed building will replace the building that was destroyed by fire last year. The applicant is proposing the development be considered under the Mission Redevelopment Overlay Zone. Staff reminded the Commission of the criteria for projects to be considered under the Redevelopment Overlay Zone as:

- Construction of a new building with high quality, durable building materials
- Building design oriented to a pedestrian scale including an outdoor patio
- Installation of decorative fencing
- Incorporation of pedestrian connections to the public sidewalk
- Accommodations for bicycle parking
- Advancing the objectives of the Access Management Plan and the Mission Grid Network, with the addition of a cross connection to the property to the north
- Variation in building height and massing
- Building in close proximity to the street

- Increased use of wall signs and incorporation of a monument style sign

Staff noted that at the December meeting, the Commission was concerned with the placement of the building and ended up postponing the request and asked the applicant to consider the request under conventional zoning or to bring back a plan that more closely meets the objectives of the Mission Overlay zone.

Staff reported that the applicant met with city staff to look at various options and has since redesigned the request under the Mission Redevelopment Overlay Zone. Although the building placement remains near the rear property line, the applicant has reconfigured the shape of the building, bringing a portion of it near the street, and has upgraded the building appearance, with changes in elevations/massing, etc. and has added masonry, stone, brick and awnings. In addition, staff noted the applicant is maintaining/reserving an area for an outdoor patio, has increased the landscaping and has also included bicycle parking. Further, the applicant has agreed to remove the pylon sign and replace it with a monument sign.

Staff summarized a list of the waivers to traditional standards that the applicant is requesting as follows:

- A reduction in the required setback of 50 feet from the Mission Street right-of-way to 40 feet.
- A reduction in the required rear setback of 20 feet to 4.5 feet.
- A reduction in the landscaped greenbelt along Mission Street from 10 feet to 5.5 feet. Decorative fencing and some landscaping would be installed in lieu of the traditional greenbelt.
- A reduction in the required number of parking spaces from 36 to 31.
- Waiving the driveway spacing requirements in the Access Management Plan.
- An increase in the allowable total sign area for the property from 300 square feet to 795 square feet, to include not more than 651 square feet in wall sign area and not more than 108 square feet of monument sign area.
- Installation of a monument style sign that exceeds 4 feet high by 4 feet wide.

Staff also noted that the applicant is proposing a cross connection to the bank property to the north and continues working with other surrounding property owners. The applicant has agreed to an easement for connection to be finalized at such a time that adjoining neighbors issue approvals.

Staff reported that the applicant has proposed a monument sign and will remove the existing pylon sign. Staff noted that the applicant is limited in the placement by a Sanitary Sewer easement on the property. The DPW has indicated that they do not object to the sign placement provided the applicant enters into an agreement to hold the City harmless if the fence or sign are damaged as a result of any work on the sewer system. Because the sign placement needs to be back from the right-of-way, staff noted that may warrant the additional height requested by the applicant.

Staff concluded his report stating that the applicant has made sufficient steps to meet the objectives of the Mission Redevelopment Overlay Zone and is therefore recommending approval of the proposed project.

Brandon LaBelle, applicant, addressed the Board commenting that he has worked diligently with staff and is excited about the project and the changes. In addition, Mr. LaBelle noted that the tenants are also excited.

Commissioner Quast asked if the applicant had explored the possibility of adding 2nd floor residential units. Mr. LaBelle referred to an e-mail included in Board packets that spoke to that, noting that they ran the numbers, and found that adding residential units would result in a significant negative cash flow.

Commissioner Dailey noted that the proposed monument sign was nice, but questioned the need for it with all the proposed building signage. Mr. LaBelle referred to the size of the existing pylon sign, which will be removed, as the tradeoff. He noted that signage is very important to tenants and they wish to offer them the options of additional signage on various sides of the building, although he noted that some tenants may choose not to utilize their total amount.

Chairman Smith opened the Public Hearing. There being no one who wished to speak, the Public Hearing was closed.

Chairman Smith asked staff for a comparison of the size of the pylon sign vs. the monument sign. Staff noted that it is significantly smaller, standing approximately 17' high, whereas the existing pylon is one of the largest on Mission Street.

Commissioner Quast questioned how it compared to the CVS Pharmacy sign.

Staff noted it is larger than the CVS sign; however is farther away from the road and whereas the CVS sign is for a single tenant, the proposed sign will be for multiple tenants. Staff also commented that one of the goals of the Mission Redevelopment Overlay Zone is to give more presence to the building with wall signage.

Commissioner Quast expressed some concern that there would be no say in what the tenant signage looked like, noting she would like to see some consistency. Mr. LaBelle responded that a lot of the national chains have very specific signs; however they do have significant language in their lease agreements regarding signage; noting that they must use channel letter signs, which will be back lit with all wiring hidden behind.

Commissioner Kostzrewa commented that each tenant should be able to promote their business and noted that advertising is unique to each business and he would not want to restrict that.

Chairman Smith stated that the first order of business would be to address the waivers.

Motion by Kostzrewa, support by Brockman 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 40 feet.

- A reduction in the required rear setback of 20 feet to 4.5 feet.
- A reduction in the landscaped greenbelt along Mission Street from 10 feet to 5.5 feet. Decorative fencing and some landscaping would be installed in lieu of the traditional greenbelt.
- A reduction in the required number of parking spaces from 36 to 31.
- Waiving the driveway spacing requirements in the Access Management Plan.
- An increase in the allowable total sign area for the property from 300 square feet to 795 square feet, to include not more than 651 square feet in wall sign area and not more than 108 square feet of monument sign area.
- Installation of a monument style sign that exceeds 4 feet high by 4 feet wide.

The waivers are granted on the basis that they advance the goals and objectives of the Master Plan, the findings of the Mission Street study, the goals of the Access Management Plan have been advanced, decorative fencing has been used to screen the parking area, the development signage is consistent with the objectives of the June 2008 Planning Commission Sign Report.

Commissioner Quast noted for the record that waiving the driveway spacing in regards to the Access Management Plan is in part due to the lack of leverage the applicant has in regards to getting the neighboring properties to participate in the cross connection.

Motion approved.

Motion by Kostrzewa, support by Brockman that the Planning Commission approve Special Use Permit 12-14 from LaBelle Limited Partnership to allow the construction of a 6,834 square foot building on the property located at 2157 S. Mission Street under the Mission Redevelopment Overlay Zone. Approval is subject to the following conditions:

1. Approval is based on the Site Plan prepared by CMS&D for LaBelle Management (Job No. 1210-110) last revised on January 31, 2013.
2. Approval is based on the elevation renderings and monument sign design submitted with the request.
3. The applicant shall provide an easement agreement related to the construction and public access to the cross connection shown on the Site Plan prior to issuance of a building permit.
4. The applicant shall provide an agreement holding the City harmless in the event of damage or loss to the sign or decorative fencing in the sanitary sewer easement in a form acceptable to the Division of Public Works (DPW) prior to issuance of a building permit.
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.

Commissioner Brockman thanked the applicant for his willingness to work with the city to bring this project to the Commission.

B. SUP-13-01-2013 S. Mission - Ronald McIvor. Chairman Smith noted that this case is postponed until the March meeting.

C-F. SUP-13-02 - 1020 S. Washington; SUP-13-03 - 1010 S. Washington; SUP-13-04 - 1008 S. Washington; and SUP-13-05 - 1006 S. Washington - Joe Olivieri.

Staff reported that although there are four separate applications for four separate properties, the projects are inter-related and will be discussed simultaneously. In addition, the discussion/staff report will also take into consideration the corresponding site plans for these sites. (SPR-13-02; SPR-13-03; SPR-13-04; and SPR-13-05).

Staff reported that the properties are zoned M-2, as are the surrounding properties, and are generally being used for student housing.

Staff shared the location on the map, noting this project takes in the better part of the west side of this block of Washington Street. Staff reported that presently there is a multi-unit apartment building at 1020 S. Washington with a total occupancy of 52; a rooming dwelling licensed for 6 at 1010 S. Washington; a rooming dwelling licensed for 5 at 1008 S. Washington and a parking lot at 1006 S. Washington, which was included in the land area calculations for the present development at 1020 S. Washington in 2001.

The applicant has proposed an upgrade to the facade at 1020 S. Washington, maintaining an occupancy of 52; redevelopments at 1010 and 1008 S. Washington with 9 occupants each and development of the parking lot at 1006 S. Washington into an 8 occupant rooming dwelling.

Staff shared renderings of the proposed upgrades for the building at 1020 S. Washington, noting that the applicant has proposed adding dormer features, varied siding treatments, etc. , along with new landscaping to help dress up and improve the site. Staff noted that with the variances and waivers granted by the ZBA, the site complies with the Zoning Ordinance standards, and the parking actually exceeds requirements.

Staff also shared renderings of the proposed developments at 1010, 1008, and 1006 S. Washington, noting that these proposals offer upgrades in the building materials, with variations in the designs.

Staff noted that this request is somewhat different than previous requests and to put the density issue into context, he commented that there are 8 original properties. The increase in the proposed density for all 8 properties is 8 over the occupancy allowed by Ordinance, or 1 per parcel. The applicant has offered the upgrades to the existing building and the proposed new developments as the tradeoff for the increased occupancy. Staff also noted that if approved, this will put the corner property at 1006, which is currently an overflow parking lot, back on the tax roll.

Staff reported that with the variances granted by the Zoning Board of Appeals, each property complies with the Special Use standards related to rooming dwellings, and also complies with the standards related to site plan review.

Staff commented that the applicant has proposed no dumpsters, but will use trash carts with screening. DPW and DPS comments were pretty standard in nature.

Commissioner Dailey asked for clarification on an address, noting that the property referred to as 1006 shows up as 1002 on the interactive map. Staff explained that over time there have been some changes; with 1006 being the legally recognized address. If approved for development, the Building Official will assign the official address at that time.

Commissioner Brockman asked about the overflow parking lot and whether that was a city requirement. Staff noted that the city did not require the additional parking lot. The lot was used for land calculations and has essentially been used as a commuter lot since 2001. If approved for development, there is adequate street/meter parking to accommodate the parking. In addition, it was noted that each proposed development is proposing sufficient tenant parking.

Joe Olivieri, developer and applicant representing the owners, addressed the Board, commenting that it isn't often you get to develop an entire side of a block, and as the developer, he is excited over this project. He further noted that as a community member he is excited about the improvements to the neighborhood and the increase in the tax revenue.

Commissioner Kostrzewa commented that this particular owner seems to favor steel gray siding and asked if there could be some color added to the 1020 S. Washington facade. Mr. Olivieri explained that although the renderings for this property were shown in black and white, in reality every 52 ft. the color will change. In addition, there will be contrasting colors added to the proposed dormers.

Vice-Chairman Holtgreive commented that CMU is working on their Master Plan and in speaking of off-campus housing, it was noted that they are happy to see this kind of reinvestments in these neighborhoods.

Chairman Smith opened the Public Hearing on all four cases. There being no one who wished to speak, the Public Hearing was closed.

Motion by Kostrzewa, support by Hoenig, that the Planning Commission approve the request for **SUP-13-02** from Joe Olivieri on behalf of Washington Village, LLC to allow modification of SUP-01-08 for **1020 S. Washington** to eliminate the lot located at 1006 S. Washington; approve the request for **SUP-13-03** from Joe Olivieri on behalf of Washington Village, LLC to allow construction of a 2-unit rooming dwelling with an occupancy of not more than 9 people located at **1010 S. Washington**; approve the request for **SUP-13-04** from Joe Olivieri on behalf of Washington Village, LLC to allow construction of a 2-unit rooming dwelling with an occupancy of not more than 9 people located at **1008 S. Washington**; and, approve the request for **SUP-13-05** from Joe Olivieri on behalf of Washington Village, LLC to allow construction of a 2-unit rooming dwelling with an occupancy of not more than 8 people located at **1006 S. Washington**.

Approval is based on the landscaping plans dated November 3, 2012 prepared by Green Scene Landscaping, Inc. and building elevations dated November 3, 2012 prepared by Victor Nelhiebel, Land Architecture. Approval is granted with the following conditions:

1. The applicant shall comply with the Department of Building Safety and the Fire

Department requirements to obtain and retain a Rental license.

2. Applicant shall comply with all site plan review requirements.
3. The applicant shall comply with the requirements of the Zoning Board of Appeals.

Motion approved unanimously.

G. Z-13-01 - 1040 E. Broomfield - P.S. Equities, Inc.

Staff introduced Case Z-13-01, noting that the applicant is requesting a conventional rezoning of the property from C-3 General Business District to M-2 Multi-Family Residential. Staff shared the zoning map for this and the surrounding area, noting that this is an area of zoning transition, with R-3 zoning to the north; C-3 to the east and south and M-2 to the west. Staff also noted that there is also some OS-1, C-1 and M-1 zoning in the surrounding areas.

Staff commented that this area is also a transition of existing uses, with a shopping center, Winchester Tower and Tallgrass Apartments located in the near vicinity.

Staff noted that the future land use map designates this property as C-3 General Business. Staff stated there hasn't been a lot of discussion regarding M-2 zoning in other areas of the city and he therefore doesn't have a lot of policy direction for this request. He further noted that many of the recent requests for re-zoning have been submitted as conditional re-zoning requests, whereas this one is a conventional rezoning request. Staff also stated that unlike SUP and SPR requests, we cannot impose conditions on a re-zoning request.

Staff asked the Commission to evaluate the appropriateness of the district and all the allowed uses and discuss how they feel about this request. Staff commented that although the property is zoned C-3, it lacks the frontage on a major street, such as Mission or Pickard.

Staff noted that because this is a conventional rezoning request rather than a conditional rezoning request, the Commission should focus their review on the appropriateness of the requested zoning for this area, rather than a specific use. Staff provided the maximum density that may be possible under M-2 zoning for this parcel as 30 housing units for up to 97 people.

Staff asked if the Planning Commission is interested in considering additional M-2 zoning in this area; if they feel this is consistent with the intent of the Master Plan, and consistent with the area. Staff also noted the Commission may want to consider if the current C-3 zoning is appropriate for this property based on its placement and also consider if there would be any adverse impacts or concerns with the proposed M-2 zoning request.

Phil Seybert, applicant, addressed the Board. Mr. Seybert indicated he had submitted this as a conventional rezoning request based on a time factor. He has been looking at this property for the past couple of years and the owner has recently decided they wish to sell it. He indicated he is hesitant to lock himself into restrictions under a conditional rezoning until he

knows what he wants to build.

Mr. Seybert shared a "conceptual" plan for a four story building, which he indicated he feels would fit best on this site and would complement the 7 story building next door. With the conceptual plan, he indicated he could meet parking and setback requirements; however, would need a variance for height.

Commissioner Kostrzewa questioned how many elevators a building of this nature would require. Mr. Seybert stated it would require only one.

Mr. Seybert stated he was interested in getting some feedback from the Commission on how to proceed.

Chairman Smith opened the Public Hearing.

Kelly & Nicolas Gadbury, 1101 E. Broomfield, both spoke in opposition of the request, citing concerns over increased student presence, and the problems they feel are associated with that, i.e., trash, vandalism to personal property, increased traffic, etc., along with some issues with sidewalk configuration, and stated they are opposed to more student housing in this area.

There being no one else who wished to speak, the Public Hearing was closed.

Commissioner Quast suggested going through each of the criteria for a rezoning request.

Staff commented that this is a discretionary review by the Planning Commission, and at this point they need to consider the appropriateness of this as a whole and if there is even an openness to consider M-2 in this area. Based on the Commission's discussion, the applicant will determine if they wish to proceed under conventional rezoning or bring back a conditional rezoning request.

Staff noted that the Commission has multiple options: recommend to approve; recommend to deny or postpone. Recommendations to approve or deny would then be forwarded to the City Commission.

Chairman Smith asked for staff to put the zoning map back up on the screen, asking for clarification on the zoning for Tallgrass Apartments. Staff noted that although the property for Tallgrass is zoned M-1, some of the licenses are more consistent with M-2 zoning, with more than two unrelated in a unit.

Commissioner Quast commented that she feels that with this being a transition piece, it could go either way, however noted that she can't find justification on all of the criteria. Staff commented that the burden of meeting the criteria lies with the applicant and referred to his responses. Commissioner Quast noted she would be more comfortable with a conditional rezoning request.

Staff asked the Commission to consider if there was additional information or data that he could gather for them to help with deliberation.

Commissioner Shellady indicated she would like to see a traffic study of the area, as this intersection is already challenging at times. She also noted that we need to consider some of the issues in the neighborhood as brought forth by the neighboring property owners.

Commissioner Kostrzewa asked if there was any other access other than onto E. Broomfield, noting that Broomfield is already very busy. Staff noted that not all possibilities have been explored. The applicant has indicated he is interested in getting some feedback from the Planning Commission to help him determine how to proceed.

Commissioner Dailey asked if there was a traffic light at Tallgrass. Staff indicated there is.

Commissioner Hoenig questioned whether there is a demand for this type of student housing.

Staff noted that the Commission could ask the applicant to demonstrate the need.

Commissioner Brockman asked about the history of the property, and also expressed some concern over how the City Commission may look at the request, as in the past they have not always been receptive to recommendations by the Planning Commission.

Vice-Chairman Holtgreive noted he would prefer a conditional re-zoning request; noting concerns with traffic and concerns with a student development as shown in the applicant's conceptual drawing in regards to managerial issues. He further noted however, that the zoning in this area is quite a mess right now.

Staff noted that it is unusual to not provide a recommendation; however, suggested the Commission may wish to consider postponing the request and provide some direction to the applicant.

Motion by Holtgreive, support by Brockman to postpone case Z-13-01, submitted by P.S. Equities, Inc. for the property located at 1040 E. Broomfield, with a request for data on the history of this and the surrounding properties, including the land use history on the property north of the site; detailed dimensions of the property, and information related to student density in the area. The Commission noted some of their concerns as traffic; management of a building with that level of density and concerns with how the project would affect single-family owners in the area.

Motion approved.

Staff noted that this case would re-appear on our March agenda.

VIII. Public Comments:

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.

IX. Site Plan Reviews:

A. SPR-13-01 - 2013 S. Mission. This case has been postponed pending ZBA action.

B-E. SPR-13-02 - 1020 S. Washington; SPR-13-03 - 1010 S. Washington; SPR-13-04 - 1008 S. Washington; and SPR-13-05 - 1006 S. Washington - Joe Olivieri.

Staff noted that he had nothing additional to report on these cases.

Joe Olivieri addressed the Board, indicating he would like to see all of the parking lots connected to allow for better traffic flow.

Motion by Brockman, support by Holtgreive to allow the parking lots to be inter-connected as requested by the applicant and to approve **SPR-13-02** to modify the site plan for **1020 S. Washington Street** based on the site plan, landscaping, and elevation drawings provided with the request; approve **SPR-13-03 for 1010 S. Washington Street**; approve **SPR-13-04 for 1008 S. Washington Street**; and, approve **SPR-13-05 for 1006 S. Washington Street** based on the site plan and landscaping plans provided with the requests and the building elevations dated December 7, 2012 prepared by Victor Nelhiebel, Land Architecture with the following conditions:

1. The applicant complies with the requirements of the Zoning Board of Appeals.
2. The applicant shall comply with the requirements of the Division of Public Safety (DPS) and the Division of Public Works (DPW).

Motion approved.

X. Unfinished Business:

None

XI. New Business:

A. SPR-12-16 - 3790 Isabella Road - JBS Contracting.

Staff reported that this request is for a minor change to the recently approved site plan for ETNA Supply. Staff outlined the requested changes, which include a slight increase in the building area and a shift of the parking lot and storage area. Staff noted that even with these changes, there is sufficient parking to meet ordinance standards. Staff also noted that the applicant has included the fencing and landscaping details on the site plan as well as the sidewalk along Isabella Road.

Motion by Brockman, support by Quast that the Planning Commission approve the modification to SPR-12-16 to allow construction of an 11,200 square foot warehouse building and site improvements at the property located at 3790 Isabella Road, based on the site plan prepared by JBS contracting for ETNA Supply Company (JBS Job #1220) received on January 24, 2013 with the following conditions:

1. Screening of the outdoor storage area visible from Isabella Road shall be constructed of wood, vinyl, or masonry fence.
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 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.

Motion approved.

B & C. 2012 Annual Report/2013 Goals

Staff referred to the draft Annual Report that was prepared for the Commission's review, which includes a summary of the activities that took place in 2012. Staff noted that out of the 38 applications that were received by the Planning Commission in 2012, 87% were acted upon at the meeting they first appeared on the agenda.

Staff provided a status of the 2012 goals along with a summary of projects considered under the Mission Redevelopment Overlay Zone, and noted that although we were unable to complete the Mission Street Redevelopment District on North Mission and East Pickard, the Commission was able to approve a couple of projects in that area that included a number of redevelopment components.

Staff also mentioned the work the Commission did in regards to developing procedures for redevelopments in the M-2 zoning district, and noted that the work on the five-year review of the Master Plan is well underway.

Staff suggested that the primary goal for 2013 will be to finish work on the Master Plan. He suggested the Commission may wish to pull forward the 2012 goals that were not completed.

Board discussion took place, with consensus to finish the Master Plan and then deal with housekeeping issues in regards to ordinance updates as time allows.

Commissioners Quast, Shellady and Hoenig offered to form a committee to prioritize the housekeeping amendments.

Motion by Brockman, support by Kostrzewa to accept the 2013 Goals as presented by staff.

Motion approved.

Staff asked if there were any comments/changes for the Annual Report. Commissioner Hoenig noted that her first name was spelled incorrectly on the first page.

Motion by Holtgreive, support by Kostrzewa to approve the annual report with the correct spelling as noted by Commissioner Hoenig.

Motion approved.

D. Recommend a Planning Commission Representative to the Zoning Board of Appeals.

Motion by Holtgreive, support by Kostrzewa, to recommend that the City Commission re-appoint Commissioner Quast to serve as the Planning Commission representative.

Motion approved.

E. Consider Enforcement of Updated Review Procedures and Standards for Redevelopment of Housing in the M-2 Zoning District.

Staff reported that the ZBA endorsed the document at their January 23rd meeting.

Motion by Brockman, support by Quast to endorse the M-2 Redevelopment Standards and Procedures as printed.

Motion approved.

XII. Other:

A. Staff Report

1. March Planning Commission Meeting – Anticipated agenda items.

Staff reported that the two agenda items that were postponed may appear on the March Planning Commission agenda; noting that there is still time before the deadline for other submissions. Staff also reminded the Commission that the March meeting will be held on the 14th, rather than the first Thursday.

B. Correspondence

1. Minde Lux Resignation

Chairman Smith noted that the Planning Commission accepts the resignation of Minde Lux.

2. Timothy Nieporte re: Isabella County Master Plan

Chairman Smith referred to the letter from Timothy Nieporte, regarding the Isabella County Master Plan update, noting that no action was required by the Commission.

XIII. Adjournment

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

Meeting adjourned at 8:48 p.m.

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