

City of Grand Ledge  
**Planning Commission Meeting**  
Minutes from Meeting Held on  
Thursday, February 7, 2013

Chairman Mike Stevens called the meeting to order at 7:00 p.m.

**Attendance:** Mike Stevens, Bob Doty, Ann Lawrence, Jamie Malecki, Todd Gute, Bill Kane, Steve Willobee, Ron Graber and Eric Morris. Also present: Zoning Administrator Sue Stachowiak, Council Representative Thom Sowle, Building Inspector Scott Weaver and Mayor Kalmin Smith. Absent: Steve Baribeau

**Pledge of Allegiance** – Mr. Graber led those present in the pledge of allegiance.

**Approval of the Agenda**

Mr. Doty made a motion, seconded by Mr. Willobee to approve the agenda with the addition of “Parks Proposal by Joint Planning Committee”. Motion carried 8 - 0.

**Approval of the Minutes**

Mr. Doty made a motion, seconded by Mr. Willobee to approve the minutes with the following corrections:

1. Page 1, Attendance. Ms. Lawrence was not at the January 3, 2013 meeting.
2. Page 3, first paragraph, should state that “..., he does not believe that the DEQ will not take enforcement action.”
3. Page 3, 3<sup>rd</sup> paragraph from the bottom, delete “fixed (not adjustable)”.

Motion carried 8 - 0.

**Notice of Agenda Items Conflicts**

Mr. Gute stated that he has a conflict with item 8 as he is the architect for the project.

Mr. Stevens stated that his company may bid on the Greenwood School project.

**Business from the Floor** – None

**NEW BUSINESS**

**Site Plan Review – 1045 Charlevoix Drive – Phase 2, Medical Office Building**

Ms. Stachowiak stated that the site plan is for phase 2 of Dr. Smith’s medical building located at 1045 Charlevoix Drive. Phase 2 involves the construction of a single story, 11,558 square foot building located immediately west of the building that is currently under construction at this location. She said that the site plan complies with all aspects of the Zoning Ordinance and therefore, staff is recommending that it be approved subject to applicable items contained in the reviews from the City Engineer, Public Service Director and Fire Department.

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Dr. Smith stated that phase one of the project is progressing very well. He said that the Portable Care Act has now been passed and the impact on medicine is going to be tremendous. Both Lansing's hospitals have come together to work on this project and as a result, Grand Ledge will benefit immeasurably. He said that they consulted with 3 landscape architects and the landscaping will far exceed any ones expectations.

Mr. Kane stated that he is concerned about the trees that are going to be removed but understands why it is necessary.

Dr. Smith stated that he will get the largest trees that can safely be moved.

**Mr. Willobee made a motion, seconded by Mr. Gute to approve the site plan prepared by Bergmann Associates, dated January 7, 2013 for phase 2 of Dr. Smith's medical building located at 1045 Charlevoix Drive, subject to compliance with the applicable items contained in this staff report and the reviews from the City Engineer, Public Service Director and the Grand Ledge Area Fire Department. Motion carried 8-0.**

### **Site Plan Review – 310 Greenwood Drive – Conversion to City Hall/Police Station**

Ms. Stachowiak stated that site plan prepared by Fitzgerald Henne & Associates, dated January 18, 2013, is for site improvements and a 2,718.75 square foot police garage building addition to facilitate the conversion of Greenwood School, located at 310 Greenwood Street, into a new city hall and police station. She said that the site plan does not demonstrate compliance with the parking requirements, although doing so would result in the elimination of the green space on the site. Furthermore, it is determined that the amount of on-site parking in combination with on-street parking in the area will be sufficient to accommodate the proposed uses.

Ms. Stachowiak stated that the landscape plan complies with all requirements of the Zoning Ordinance with the exception of the minimum starting size for the plant materials. The Ordinance requires a minimum starting size of 3.5 caliper inches for each required tree and a minimum starting size of 24 inches in height and spread for each required shrub. She also said that at least one bicycle rack that can support two bicycles in an upright position is required.

Ms. Stachowiak stated that staff is recommending approval of the site plan prepared by Fitzgerald Henne & Associates, dated January 18, 2013, for site improvements to facilitate the conversion of Greenwood School, located at 310 Greenwood Street, into a new city hall and police station, subject to compliance with the applicable items contained in the staff report and the applicable items contained in the reviews from the Public Service Director and the Grand Ledge Area Fire.

Mr. Gute stated that the various entrances to the building will be handicap accessible and sidewalks added around the site. He also reviewed the possible modifications to the intersections at Washington and Greenwood. He said that there is existing playground equipment that will be relocated to allow for continued use by the neighborhood and a half-court basketball court will be provided as well. He also stated that there will be split rail fencing around the playground area.

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Mr. Willobee suggested connecting the fencing as much as possible. He also said that as a resident of the area, he is concerned about kids running out into the streets. To that end, he suggested a chain link fence as it make the playground area much safer than a split rail fence.

Mr. Gute stated that split rail fence was suggested as it will look much better than a chain link fence.

Mr. Graber suggested keeping the existing fence to provide a safer playground for the children.

Mr. Gute stated that they will comply with the City landscape requirements and will let the Greenwood Building Committee know that the Commission strongly recommends a chain-link fence versus a split rail fence.

Mr. Stevens stated that the parking spaces at the southwest corner of the parking lot may be too difficult for drivers to maneuver in and out of. It was recommended that the parking area be widened in this location to allow more room for maneuvering.

**Mr. Doty made a motion, seconded by Ms. Malecki to approve the site plan prepared by Fitzgerald Henne & Associates, dated January 18, 2013, for site improvements to facilitate the conversion of Greenwood School, located at 310 Greenwood Street, into a new city hall and police station, subject to compliance with the applicable items contained in the staff report, compliance with the Zoning Ordinance regulations relative to landscaping, the city consider a chain-link, rather than a split rail fence around the playground area and compliance with the applicable items contained in the reviews from the Public Service Director and Grand Ledge Area Fire Department. Motion carried 8-0.**

### **OLD BUSINESS**

#### **Seven Islands Dam Study & Report**

Mr. Doty stated that on 28 January 2013, the City Council authorized a four-phase study and report by Fitzgerald Henne & Associates in the amount of \$15,000.

Mr. Minshall said that for the time being, the study is limited to phase one - meetings with the MDEQ to discuss the status of the dam, the City's objectives and what projects would be potentially and recommendations based on those meetings. The other three phases of the study involve: 1) a hydraulic analysis to determine the minimum number and optimum size of replacement gates; 2) access and safety issues including recommendations for a new catwalk, new lifting hoist, safety rails and fencing or other protective mechanisms; and 3) make recommendations to provide repairs and cut off the erosion that is undermining the concrete spillway apron which has broken off and settled.

#### **Storm Water Control Ordinance**

Greg Minshall, Fitzgerald Henne & Associates, stated that he addressed all of the notes in the email from Eric Morris regarding the ordinance. There were also a lot of references to "Director of Public Works" throughout the ordinance which I changed to "Public Service Director" to be consistent with our wording in the SWMP and other documents.

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Mr. Minshall said that the maintenance guarantee, not the performance guarantee is defined in Section 176-13 and they are not the same thing. He said that he would assume a maintenance guarantee and a performance guarantee would be needed. The maintenance guarantee is defined as "not less than 10 percent of the cost of the stormwater facilities for projects of less than \$100,000 or five percent of the cost for projects over \$100,000." where the performance bond is determined by the Public Service Director. So the way the ordinance has these laid out should remain the same. Mr. Minshall said that the only change he made was instead of calling the maintenance guarantee a "deposit", he called it a maintenance guarantee. Other than that there were just some small edits that needed to be made and references to section numbers that were changed etc.

Mr. Kane expressed concern about the City being mandated to enact this ordinance.

Mr. Doty stated that the City is going to have to adopt this ordinance at some point and therefore, he would like to move it forward to get it off of the Commissions' docket.

Mr. Stevens stated that appreciates Mr. Kane's concerns but this ordinance does not require anything out of the ordinary and he is ready to vote to approve it and move it forward to City Council.

**Mr. Doty made a motion, seconded by Mr. Willobee to recommend approval of the proposed Storm Water Control Ordinance. Motion carried 8-0.**

### **Zoning Ordinance Amendments – Exterior Lighting**

Ms. Stachowiak stated that she made the changes suggested at the last meeting. She stated that if the Commission so desires, a public hearing can be set for the next meeting.

The Commission agreed to hold a public hearing at the next meeting.

### **OTHER BUSINESS**

#### **Joint Planning Committee Report**

Mr. Doty stated that the Joint Planning Committee reviewed several proposals to complete the Jaycee Park Riverview Master Plan. He said that it was the recommendation of the Committee to go with the proposal from Beckett and Raeder. Mr. Doty said that his company will also prepare a grant application for anything that might be available. The original amount for this project was \$5,000, and that was increased to \$7,600 (\$2,500 from DDA, \$2,500 from Park & Rec., and \$100 from Planning). Mr. Doty said that the Commission does not have to provide the \$100 as originally anticipated.

**Mr. Doty made a motion, seconded by Mr. Willobee to recommend accepting the proposal by Beckett and Raeder to complete the Jaycee Park Riverview Master Plan. Motion carried 8-0.**

#### **Review of Violation Report**

Ms. Stachowiak reviewed the violation report.

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Mr. Doty stated that there is still a dead tree on the property next to his house but he spoke with Ms. Stachowiak and it will be taken care of once the weather changes.

Mr. Graber stated that there is still an issue of the fence on DeGross Street.

**Zoning Administrator's Report - None**

**Zoning Board of Appeals Representative's Report**

Mr. Graber stated that the ZBA will be having a meeting regarding 216 S. Clinton Street (Serenity Place). He said that the property is being sold and in order to secure financing for the sale, the site has to be in complete compliance with all zoning requirements. The only aspects of the site that are not in compliance with the zoning requirements are the height and number of stories for the building. The current ordinance allows a maximum of 2 stories and 30 feet in height for the subject property. The existing building is 5 stories and 38.6 feet in height. Therefore, the applicants are seeking variances to bring the building into compliance with the existing zoning ordinance.

**Council Representative's Report - None**

**Mayor's Comments**

Mayor Smith stated that he pleased with the Greenwood School conversion proposal. He also spoke about the utility billing situation and stated that Council is working on an ordinance to repeal the budget billing program and to implement an action plan to deal with overpaid accounts and to allow customers with underpaid account to make monthly installments.

**Comments from Commissioners - None**

**Chairman's Report - None**

**Adjournment**

Ms. Malecki made a motion, seconded by Mr. Gute to adjourn the meeting at 8:30 p.m.

Submitted By:

Susan Stachowiak  
Zoning Administrator

Jamie Malecki, Secretary  
Planning Commissioner