

City of Grand Ledge  
**Planning Commission Meeting**  
Minutes from Meeting Held on  
Thursday, November 5, 2015

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

**Attendance** - Present: Mike Stevens, Bill Kane, Bob Doty, Todd Gute, Steve Baribeau, Eric Morris, Jamie Malecki, Lynne MacDowell & Matt Salmon. Also present: Zoning Administrator Sue Stachowiak. & Council Representative Keith Mulder.

**Pledge of Allegiance** – Ms. Malecki led those present in the pledge of allegiance.

**Approval of the Agenda**

Mr. Doty made a motion, seconded by Mr. Gute to approve the agenda with the addition of “Charter Amendment” as the first item under “Other Business”. On a voice vote, the motion carried 9-0.

**Approval of the Minutes**

Mr. Doty made a motion, seconded by Mr. Baribeau to approve the October 1, 2015 minutes with the following corrections:

Page 3, paragraph 9, change to:

“Mr. Doty made a motion, seconded by Mr. Baribeau to recommend R-MD, Single Family Residential zoning for the 2 parcels on the south side of Old Saginaw Highway (comprising 152.28 acres). On a roll call vote, the motion carried unanimously (6-0).”

Mr. Doty made a motion, seconded by Mr. Salmon to recommend B-1, Highway Service district zoning for the 2 parcels between Saginaw Highway and Old Saginaw Highway (approximately 7 acres). On a roll call vote, the motion carried unanimously (6-0).”

Page 4, paragraph 13, change to:

“Mr. Baribeau asked for clarity about the provision under “Hotels/Motels” which would not permit someone to stay in the facility for more than 60 consecutive days.”

Page 6, paragraph 8, line 4, change “feet” to “fee”

Page 6, paragraph 8, line 5, remove “4” from the end of the first “the”.

On a voice vote, 9-0, the motion carried.

**Notice of Agenda Items Conflicts** - None

Mr. Kane stated that he is losing his hearing and would appreciate it if everyone would speak loudly so that he can hear what is being said.

**Business from the Floor** - None

**NEW BUSINESS**

**Zoning Ordinance Amendments – Section 220-35- Accessory Structures & Bed & Breakfast facilities in the CBD District**

Ms. Stachowiak stated that she made the corrections that were discussed at the last meeting. She said that if the Commission is satisfied with the ordinance amendments, a public hearing can be scheduled for the December 3, 2015 meeting. Ms. Stachowiak said that additional changes can still be made to the ordinance after the public hearing.

Mr. Stevens said that there are two paragraph (5)'s on the second page.

There was discussion about whether “device” is the correct term to use in paragraph 1 on page 2.

Ms. Stachowiak stated that the intent is to prevent someone from parking a trailer behind their building with an accessory structure on it.

Mr. Mulder questioned how this would affect food trucks.

Ms. Stachowiak said that the food trucks are a temporary use and are regulated under a separate section in the Zoning Ordinance.

The Commission agreed to change “device” to “carrier”.

Mr. Stevens stated that this ordinance would correct a deficiency in the Zoning Ordinance in that it currently does not allow overnight lodging of any kind in the Central Business District.

**Mr. Baribeau made a motion, seconded by Ms. MacDowell to schedule a public hearing on the proposed amendments to Chapter 220-35 of the Zoning Ordinance for the December 3, 2015 meeting. On a voice vote, (9-0), the motion carried unanimously.**

**Master Plan Update**

Ms. Stachowiak stated that, in accordance with the requirements of the Michigan Municipal Planning Act, she sent a notice of “Intent to Master Plan” to all surrounding municipalities, Tri-County Regional Planning Commission, Eaton and Clinton County Offices, MDOT, Consumers Energy and CSX Transportation. She said that she received a very detailed response from Delta Township that outlining various referenced in the Twp. Plan that could impact Grand Ledge with respect to master planning. This includes a second bridge over the Grand River.

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Ms. Stachowiak stated that the municipalities/agencies that were given notice are under no obligation to respond but she would hope that, at a minimum, Oneida Township and the Tri-County Regional Planning Commission would respond since they may have information that is essential to consider in the preparation of our Master Plan.

Ms. Stachowiak stated that she made the changes that were brought up at the last meeting. She asked Mr. Kane if her definition of “city leaders’ was acceptable.

Mr. Kane stated that he would like it thoroughly defined so that it is clear as to who is responsible for monitoring the progress in fulfilling the goals of the Master Plan.

The Commission discussed “city leaders” and which administrative staff members should be specifically mentioned in the Master Plan. The Commission agreed that it should state “The City administrative staff which includes the City Administrator and all applicable City Department Heads”.

Mr. Doty provided Ms. Stachowiak with a list of the City parks and the associated acreage.

The Commissioners agreed on the following changes to the document:

Page 13, 2<sup>nd</sup> paragraph, 2<sup>nd</sup> sentence, change to:

“In contrast to the more compact downtown environment, this corridor contains a wide variety of businesses that depend on a high degree of automobile turnover, characterized by larger lots with parking in front of the buildings such as fast food and franchise restaurants, pharmacies, banks, convenience and commercial retail, auto repair, auto parts, hardware, farm and outdoor machinery dealerships, offices and gas stations.”

Page 13, paragraph 4, line 5, add “Roberts Sinto Corporation” after “ETM”.

Page 14, paragraph 3, line 4, add “Beagle” to the list of elementary schools.

Page 14, paragraph 3, line 8, change “radii” to “proximity”.

Page 14, paragraph 3, include a list of the various City parks: Oak, Jaycee, Fitzgerald, Island, Elaine Dible, Colonial Park, Riverside and Fitzgerald Memorial Field.

Paragraph beginning on the bottom of page 14 and continuing on to page 15: add a statement about the future use of the Gilbert property.

Page 17, paragraph 2, line 1, change: six to seven.

Page 17, paragraph 2, line 6, delete: “and the part time recreation director”

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Page 17, paragraph 3, line 12, add: “is” between “it” and “used”.

Page 18, paragraph 2, line 10, replace “The library currently has plans to construct...” to “In 2016, the library constructed...”.

Page 21, paragraph 1, change “site” to “sites”.

Page 21, paragraph 5, line 2, change: “most” to “must”.

Page 22, paragraph 3, change to: “The Fire Department is in need of essential equipment and facility upgrades.”

Page 27, paragraph 1, line 2: do not delete “City” and end sentence after that word.

Page 27, paragraph 2: make it the first paragraph at the top of page 27.

Page 32, paragraph 5, line 2, change: “middle” to “Beagle”.

Mr. Kane said that the information that Delta Township provided is very helpful. He said that there is a need for another bridge across the Grand River but Nixon Road does not seem like the appropriate location. Mr. Kane said that Broadbent Road seems to make more sense. He also said that if the Township is serious about a crossing at that location, it should start acquiring the necessary right-of-way to make it happen.

Mr. Morris said that Broadbent makes far more sense than Nixon Road as it involves cutting through farmland rather than a developed residential area.

Mr. Morris asked about an additional fire station, south of the bridge.

Ms. Stachowiak stated that the Grand Ledge Area Emergency Service Authority owns property south of M-43. She said that this is addressed in a subsequent chapter of the Master Plan.

Mr. Kane said that an appropriate site needs to be determined in consultation with the Fire Department.

Ms. Stachowiak said that she will make the changes noted by the Commissioners and provide a revised version for the December 3, 2015 meeting. She also said that there are still a couple of Sections left in Chapter 3. Ms. Stachowiak said that she will finish that Section and all or part of Chapter 4 for the December meeting as well.

**2015 Planning Commission Meeting Schedule**

The Commission agreed to move its September meeting to the 8<sup>th</sup>.

**Mr. Doty made a motion, seconded by Mr. Gute to approve the 2016 Planning Commission meeting schedule as presented, with the change in the date for the September meeting from the 1<sup>st</sup> to the 8<sup>th</sup>. On a voice vote (9-0), the motion carried unanimously.**

## **OTHER BUSINESS**

### **City Charter Update**

Mr. Doty provided the Commission with the results of the recent election. He said that the vote was 298 in favor and 151 opposed to the proposal that will require that candidates for City Offices, including the Charter Commission, obtain the signatures of 25 registered voters or pay a \$100.00 filing fee to get on the ballot as opposed to having to obtain the signatures of at least 4% of the registered voters of the City or ward.

Mr. Doty stated that he met with City Administrator Adam Smith today and the Charter Commission will model the City Charter after the Jonesville Charter which was just updated 2 years ago. Mr. Smith was integrally involved in rewriting the charter for Jonesville.

Mr. Doty said that the Charter Commission will consist of 9 members, no alternates. He said that they will meet monthly, although the Commission may take some time off in the summer. Mr. Doty said it is a big commitment as it is estimated that it will take 3-4 years to complete the update. He said that the members of the Commission can also serve on other boards in the City and it is desirable to have someone on the Commission representing the other Boards (Parks & Recreation, Planning Commission, DDA, Zoning Board of Appeals, etc.). The election of Commission members will take place in August of 2016 and the candidates have to file with the City Clerk by April 21, 2016. Candidates will only need to obtain 25 signatures of registered voters in the City.

Mr. Kane asked how many sections there are of the Charter because 4 years seems like a long time. He also said that it seems like a big commitment for the members of the Charter Commission.

Mr. Doty said that there are around 35 sections. The intent at this point is to divide the Commission up into 3 Committees consisting of 3 members each to deal with certain sections of the Charter. The recommendations of those Committee's would then be reviewed by the Commission as a whole. Once a final draft is approved by the Committee, it will go to the City Council, after which it must be reviewed by the Governor, approved by the voters and then back to the Governor for final approval.

**Zoning Administrator's Report - None**

**Zoning Board of Appeals Representative's Report - None**

**Council Representative's Report - None**

**Mayor's Report - None**

**Comments from Commissioner's**

Mr. Baribeau asked if the sign on the north side of the bridge is done and if it constitutes art rather than signage.

Mr. Stevens said that it appears to be finished and it is considered art. He said that community signs are a positive thing for the community. He said that the sign does not stand out enough.

Mr. Baribeau spoke about public art in Carmel Indiana. He said that they have life size statues that are very interesting. Mr. Baribeau said that the skeleton playing music in our downtown is a bit strange.

Ms. MacDowell stated than the artist that did the skeleton put it in the downtown.

Mr. Morris said that he goes past the CSX building a lot now that he lives north of town and it looks really bad. He asked if Ms. Stachowiak could provide him with a contact at CSX that he could speak to about improving the condition of the freight station. Mr. Morris said that CSX needs to be a good corporate citizen.

Ms. Stachowiak said that she will try to provide him with a contact name and number.

Mr. Doty said that Crossroads has a very nice façade and is doing a good business.

Mr. Mulder said that the City is in the process of completing a survey of the library parking lot. He said that the smoker(s) will be located under the bank canopy until the Spring, after which a property swap will take place which will allow the smoker(s) to be located behind Crossroads. Mr. Mulder stated that the DDA has approved the funding for the land swap and the removal of the bank canopy to make all of this happen.

Mr. Kane said that it appears that the Norris's have chickens again.

Ms. Stachowiak said that she sent them a violation notice and she hasn't seen any chickens on the property lately.

Mr. Kane said that the new sculpture in the downtown is very nice. He said that some landscaping around the base of the sculpture would bring it into scale so that it does not appear so tall. Mr. Kane said that have artwork in the downtown is great for the City.

**Comments from Chairman**

Mr. Stevens stated that there is a lot more excitement these days in the downtown what with the new businesses and activities taking place. He said that Crossroads has been packed since it opened and the new brew pub in the former City hall will bring more people to that area as well.

**Adjournment**

Ms. Malecki made a motion, seconded by Mr. Kane to adjourn the meeting at 8:25 p.m. On a voice vote, the motion carried unanimously (9-0).

Submitted By:

Susan Stachowiak  
Zoning Administrator

Jamie Malecki, Secretary  
Planning Commissioner

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