

City of Grand Ledge  
**Planning Commission Meeting**  
Minutes from Meeting Held on  
Thursday, October 6, 2016

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

**Attendance** - Present: Mike Stevens, Bill Kane, Todd Gute, Matt Salmon, David Rademacher & Rodney VanDeCastele. Absent: Eric Morris. Also present: Council Representative Keith Mulder & Zoning Administrator Sue Stachowiak.

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

**Approval of the Agenda**

Mr. Gute made a motion, seconded by Mr. Salmon to approve the agenda as printed. On a voice vote, the motion carried 6-0.

**Approval of the Minutes**

Mr. Kane made a motion, seconded by Mr. Rademacher to approve the September 8, 2016 minutes, with the following correction:

Page 2 – third line of last paragraph – change “applicant” to “applicant’s”

On a voice vote, the motion carried 6-0.

**Notice of Agenda Items Conflicts** - None

**Business from the Floor**

Robert Doty, 635 Maple Street, stated that the Charter Commission meets on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month at City Hall. The meetings are broadcasted on the City TV channel. Mr. Doty said that the Commission is up to Chapter 3 in its review and is using the Jonesville Charter as a model/guide.

**OLD BUSINESS**

**1. Request to Rezone 205 W. Scott Street from “R-MD” Single Family Residential to “CBD” Central Business District**

Ms. Stachowiak said that this is a request by Ann Duchene, on behalf of SGL Holdings, LLC, to rezone the property at 205 W. Scott Street from “R-MD” Single Family Residential district to “CBD” Central Business District. The applicant immediate plans for the building are to use it for administrative offices for her business office and at some point in the future, to renovate the historic church into a small, local inn. She said that staff is recommending approval of the rezoning.

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Ms. Stachowiak said that there were concerns expressed at the last meeting about some of the uses that would be permitted in the “CBD” district that would not be compatible with the surrounding residential area. To that end, the request was tabled to allow time to develop a conditional zoning agreement that would restrict the uses that would be permitted on the property. These include:

1. Churches,
2. Business, professional and medical offices, not including emergency medical clinics,
3. Motels/Hotels as regulated by Section 220-36(G) of the Zoning Ordinance,
4. Single family residential use or upper level multiple family residential use as regulated by Section 220-36(D) of the Zoning Ordinance,
5. Personal service establishments including barber, beauty, nail and tanning salons,
6. Studios for professional work or teaching of interior decorating, photography, music, drama or dancing,
7. Art galleries,
8. Libraries and museums,
9. Child care centers as regulated by Section 220-36(F) of the Zoning Ordinance, and
10. Small-animal veterinary office, pet shops and pet grooming establishments, provided that animals are kept inside the building at all times.

Ms. Stachowiak said that the applicant has agreed to the conditions. She said that the conditions run with the land, not with the owner. Ms. Stachowiak said that the zoning map is marked with a “C” to indicate that it is a conditional rezoning so that future City staff members will know that there are conditions on the property. She said that the owners of the property will be required to disclose this information to future owners as well.

Mr. Rademacher said that the owner information on the application is not the same as the applicant.

**Ann Duchene, SGL Holdings, LLC, 10445 S. Wright Road, Eagle, MI**, stated that since the application was prepared, she has become the official owner of the property. Ms. Duchene provided Ms. Stachowiak with the signed and notarized conditional zoning agreement.

Mr. Salmon said that as the next door neighbor to this property, he is satisfied with the proposed conditions.

Mr. Mulder asked if this rezoning will result in other properties in the block being rezoned as well.

Ms. Stachowiak stated that this property is the only one in the block that would be appropriate for rezoning. She said that the future land use map in the proposed master plan contains an error by showing Mr. Salmon’s property for future CBD zoning.

**Mr. Kane made a motion, seconded by Mr. Gute to recommend approval of the request to rezone the property at 205 W. Scott Street from “R-MD” Single Family Residential to “CBD” Central Business District, with the condition that the allowable uses on the property are limited to the following:**

- 1. Churches,**
- 2. Business, professional and medical offices, not including emergency medical clinics,**
- 3. Motels/Hotels as regulated by Section 220-36(G) of the Zoning Ordinance,**
- 4. Single family residential use or upper level multiple family residential use as regulated by Section 220-36(D) of the Zoning Ordinance,**
- 5. Personal service establishments including barber, beauty, nail and tanning salons,**
- 6. Studios for professional work or teaching of interior decorating, photography, music, drama or dancing,**
- 7. Art galleries,**
- 8. Libraries and museums,**
- 9. Child care centers as regulated by Section 220-36(F) of the Zoning Ordinance, and**
- 10. Small-animal veterinary office, pet shops and pet grooming establishments, provided that animals are kept inside the building at all times.**

**On a roll call vote (5-0-), the motion carried unanimously.**

## **2. Higher Density Single Family Residential Development Standards**

Ms. Stachowiak said that the intent of the proposed ordinance is to permit higher density single family residential development (smaller house sizes on smaller lot sizes). She said that the proposed change is primarily intended to accommodate the housing needs of empty-nesters that want to continue to be home owners without all of the maintenance and upkeep.

Mr. Stevens opened the public hearing at 7:22. Seeing no one wishing to speak, Mr. Stevens closed the public hearing at 7:22.

Ms. Stachowiak asked Mr. VanDeCastele to review the ordinance and provide feedback, particularly with regard to street width.

Mr. VanDeCastele said that he would be glad to do so. He said that the fire truck is 10 feet wide with 6 foot outriggers on both sides. This takes up 22 feet of street width and another 12 feet of street is necessary for a vehicle to pass. Mr. VanDeCastele said that 36 – 40 feet would be the minimum width necessary unless there is an outlet in both directions. He said that the outriggers have to be on a hardsurfaced area.

Mr. Salmon asked if Mr. VanDeCastele would be willing to talk to Fire agencies in other jurisdictions that have allowed development with lesser street widths.

Mr. Stevens said that there is a condo development north of Lake Lansing Road just off of Abbot Road that has a 26 foot wide street with parking on one side.

The Commission agreed to have further discussion on this matter at its next meeting.

## **NEW BUSINESS**

### **1. Commercial Building Design Standards**

Ms. Stachowiak said that she looked at several other building design ordinances and did not feel that any of them were very good. She said that she included some of the standards she found in other ordinances but really tailored the standards to fit Grand Ledge. She also said that she did not want the standards to be too restrictive so that it would be well received by the City Council.

Mr. Gute asked what the ultimate goal is in developing these standards.

Mr. Stevens said that this came up when O'Reilly Auto Parks wanted to put up a steel panel building in an area that is completely characterized by brick buildings.

Mr. Kane stated that the Master Plan refers to architectural standards but we have never had any in our ordinances. He said that the DDA has a façade committee which includes 3 members of the Planning Commission. Mr. Kane said that the DDA should be given an opportunity to review and comment on the proposed standards before anything is forwarded to the City Council. He said that Mark Sullivan, when he was the staff person to the DDA, prepared a rather lengthy set of design standards as well as a façade program design manual.

Mr. Mulder said that he is concerned about requiring a certain percentage of fenestration across the building facades. He said that certain businesses may not want windows, particularly on the side walls of the building.

Mr. Stevens said that the Commission would be able to allow exceptions as the situation warrants.

The Commission made the following changes/comments relative to the proposed standards:

- \* Rename the document from "Commercial Building Design Standards" to "Architectural Building Design Standards".
- \* Revise the list of prohibited building materials – paragraph 1
- \* Rewrite paragraph 2 so that under certain circumstances, rear facades are not exempt from the architectural standards. \

- \* Change “4/12 pitch” to “6/12 pitch” – paragraph 3.
- \* Delete paragraph 8 in its entirety.
- \* Add a section that allows the Commission the discretion to waive or modify any of the requirements as the situation warrants.

Ms. Stachowiak said that she will make the changes and bring a revised draft back to the Commission at the next meeting for further review.

## **OTHER BUSINESS**

### **Zoning Administrator's Report**

Ms. Stachowiak said that there is a possibility that a site plan may be submitted in the next week or so for consideration at the November meeting. If that does not happen, she said that the only items will be the Master Plan update and more discussion on the ordinance amendments. Ms. Stachowiak asked the Commission if they want to have a November meeting for just discussion items or wait until the December meeting.

The Commission agreed that it would cancel the November meeting unless a site plan is submitted in time to be considered at that meeting.

Ms. Stachowiak said that Speedway will be breaking ground on the new gas station on Monday, October 10, 2016, weather permitting.

Ms. Stachowiak said that Oneida and Delta Townships both requested hard copies of the draft master plan which she provided. She provided the Commission with the comments that have been received from Delta Township and said that she is expecting to receive comments from Oneida Township.

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

Ms. Stachowiak said that the ZBA did not meet in September.

### **Council Representative's Report - None**

### **Comments from Commissioner's**

Mr. Gute said that he was visiting his dentist in the Doty Professional building as was almost hit by a car in the parking lot as a result of the cut through traffic. He also said that the City is resurfacing the road in front of his house and he received a call from Jodie Willobee at City Hall letting him know that the work was going to occur. He said that he was appreciative of the phone call.

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Mr. Kane read the following letter dated September 21, 2016 from Mayor Smith to the Joint Planning Committee, into the record:

“First and foremost, I greatly appreciate your time, energy and interest in improving our community. The City continues to improve communication and involvement by making all agendas, minutes, meeting packets, reports, and other information readily available on our website for and you and the community.

This memorandum is to reiterate the status of the “Joint Planning Committee” as an informal group, without formal affiliation with the City’s component units. As such, the group’s membership must be voluntary to maintain membership eligibility on official City boards and commissions, both elected and appointed. Additionally, City staff are not available to support or attend meetings, or to provide, compile or distribute information for the group. The City will gladly continue to make space available in Meeting Room B106 at City Hall for meeting of the group, as we do for other community groups.

As an informal group, I encourage you not to deliberate policy, or make recommendations or decisions to be presented to any City board or commission. City boards and commissions will not refer matters to this group, request the group’s input or recommendation, officially appoint members to the group, or receive reports from the group other than during public comment. The group must maintain an informal relationship with the City and its component units to avoid any conflicts of interest or eligibility.

I hope this clarified any confusion about the group and welcome any questions or comments. Again, I appreciate all you do for Grand Ledge and welcome your continued involvement in our efforts to improve our community. Thank you. Kalmin Smith (signature).”

Mr. Kane stated that the Joint Planning Committee has disbanded and that is really a shame because this group has provided good input and was important to keeping the lines of communication open between the 3 boards. He said that at the last meeting, all 3 Planning Commission representatives and 2 DDA representatives were in attendance. No one from Parks and Recreation Commission attended the meeting. Mr. Kane said that the Joint Planning Commission was integral coordinating the dam project, Scout building, Jaycee Park Master Plan, Farmers Market, property acquisitions, etc. He stated that after receiving the letter that he just read, he contacted Mayor Smith and he was not aware of the letter. Mr. Kane stated that he enjoyed being on the Joint Committee and is sad that it is coming to an end.

Mr. Salmon welcomed Mr. VanDeCastele to the Commission.

**Comments from Chairman**

Mr. Stevens welcomed Mr. VanDeCastele to the Commission.

**Adjournment**

Mr. Stevens adjourned the meeting at 8:05 p.m.

Submitted By:

Susan Stachowiak  
Zoning Administrator