

**Mt. Pleasant Planning Commission
Minutes of Regular Meeting
February 7, 2019**

I. Kain called the meeting to order at 7:00 p.m.

Present: Friedrich, Hoenig, Irwin, Kostrzewa, Liesch, Ortman.

Absent: Dailey, Horgan, Rise.

Staff: Kain

II. Approval of Agenda:

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

Motion approved unanimously.

III. Election of Officers:

Kain reminded the Board of the election procedures for electing officers to serve the Planning Commission, noting that election of the new Chair would be first.

Commissioner Kostrzewa nominated Commissioner Hoenig as Chair. There were no other nominations. Nominations were closed and there was a unanimous vote to elect Commissioner Hoenig as chair.

Kain turned the meeting over to Chair Hoenig.

Commissioner Friedrich nominated Commissioner Horgan for Vice-Chair. There were no other nominations. Nominations were closed and there was a unanimous vote to elect Commissioner Horgan as vice-chair.

IV. Approval of Minutes

A. December 6, 2018 Regular Meeting:

Motion by Ortman, support by Friedrich, to approve the minutes from the December 6, 2018 regular meeting as submitted.

Motion approved unanimously.

B. December 6, 2018 Work Session:

Motion by Ortman, support by Friedrich, to approve the minutes from the December 6, 2018 work session as submitted.

Motion approved unanimously.

V. Zoning Board of Appeals Report for December and January:

Commissioner Friedrich reported that the ZBA did not meet in December or January.

VI. Communications:

Kain reported there were no communications.

VII. Public Hearings:

None

VIII. Public Comments

Chairman Hoenig opened the floor for public comments. There being no one who wished to speak, the public comments portion of the meeting was closed.

IX. Site Plan Reviews:

A. SPR-19-02 – 2945 Three Leaves Drive

Kain introduced case SPR-19-02 submitted by American Mitsuba Corporation noting that the request is for a 5,940 square foot addition to the existing stamping plant.

Kain reviewed the property's zoning and other characteristics as well as the current use, zoning, and future land use of adjacent properties.

Kain provided an overview of the 29-acre site, noting that there is frontage on three sides of the property. Kain also shared a photo of the existing property and location of the proposed addition.

Kain reported that the proposed addition would take up a portion of the area used for truck travel deliveries and shipments. The proposed plan will relocate the driveway further to the east and a new driveway connection will be provided off Deerfield Road to provide more direct access for truck deliveries and will take that truck traffic off Three Leaves Drive.

Kain noted that the proposed site plan conforms with the zoning for the SD-RC district in regards to setbacks, encroachments, parking, off-loading, storage drive areas etc. The building and lighting standards will be reviewed during the building permit review stage.

Kain concluded his report recommending approval with the conditions noted in the staff report.

Commissioner Irwin asked for clarification on the zoning classification SD-RC and whether the property was owned by the University or American Mitsuba. Kain clarified that the property is owned by American Mitsuba and explained the zoning.

Commissioner Friedrich asked if Deerfield Road was located in the township or the city and whether permits would be required for the new drive. Kain noted that the majority of the road is in the township and the road is maintained by the Isabella County Road Commission. He further noted that any work in the right-of-way requires a permit through whichever entity has jurisdiction. In this case it will be through the county road commission.

Commissioner Ortman raised a question regarding DPW comments about water agreements with CMU. Kain noted that there are two different water issues on this property. The City has a well station that is located on the property that has an unpaved access drive for city staff to access it when necessary. The new drive will improve the access for the city. The second issue is in regards to storm water management. The research park has storm water facilities provided for the common benefit of the entire park. The University and the property owner have an agreement that will allow the company to discharge into this system.

Alan Craighead from Lapham Associates addressed the Board representing the applicant. Mr. Craighead further explained the storm water management for the site. Mr. Craighead also commented that the building addition would be designed to be compatible with the existing building.

Kain noted that the project is related to a new manufacturing contract which will bring additional manufacturing jobs to the area.

Motion by Friedrich, support by Liesch, to approve SPR-19-02 subject to the following conditions:

1. All site lighting shall conform to Section 96.13 of Mount Pleasant City Code.
2. The applicant shall comply with the requirements of the Division of Public Works and Public Safety.

Motion approved unanimously.

X. Unfinished Business:

None

XI. New Business:

A. 2019 Meeting Schedule

Kain presented the proposed 2019 meeting schedule.

Motion by Friedrich, support by Ortman, to adopt the proposed 2019 meeting schedule as presented.

Motion approved unanimously.

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

Kain reported that each year the Planning Commission recommends a member to serve as a crossover member to the Zoning Board of Appeals (ZBA). Kain noted that the City Commission will receive the recommendation and make the appointment.

Commissioner Kostrzewa nominated Commissioner Friedrich to serve as crossover member to the Zoning Board of Appeals. There were no other nominations. Nominations were closed and there was a unanimous vote to recommend that the City Commission appoint Commissioner Friedrich as crossover member to the ZBA.

C. 2018 Annual Report & Joint meeting with the City Commission:

Kain presented the draft copy of the 2018 Planning Commission Annual Report, noting that the results of the Community Improvement Awards survey are included. Kain noted that there are two award winners: The residential award will be going to 313 E. Gaylord, which is the first single-family home constructed under the new zoning ordinance. The second award will be going to 1804 S. Mission, the McDonald's restaurant. Kain noted that it is the first commercial project that was built under the new zoning ordinance. Kain reported that we would again be working with the graphics arts program at Gratiot-Isabella Technical Education Center, asking them to provide the prints and look forward to presenting them sometime in the near future at a city commission meeting.

Kain commented that he is looking for comments and/or feedback and if the Board approves the draft he will be looking for a motion to approve the 2018 Annual Report. Kain also stated he will be looking for a motion to set a joint meeting with the City Commission for Monday February 25, 2019 at 6:00 p.m.

Commissioner Ortman referred to the Annual report under Master Plan Implementation, where it states "*encourage new residential developments to provide contiguous internal recreational amenities.*" Kain commented that this initiative came out of the master plan process and noted that the new code includes a requirement that developments of a certain size are to provide some sort of civic space.

Motion by Liesch, support by Ortman, to approve the 2018 Annual Report.

Motion approved unanimously.

Motion by Liesch, support by Kostrzewa, to set a joint meeting with the City Commission for Monday, February 25, 2019 at 6:00 p.m. in the City Hall Commission Chambers.

Motion approved unanimously.

D. Enabling Better Places: Users Guide to Zoning Reform:

Kain noted that this was a reference document circulated by the Michigan Association of Planning, which he feels is interesting and informative. Kain asked that the Commission include it in their zoning ordinance binders as a point of reference as we look at housekeeping amendments in the future.

E. Housekeeping amendments to the zoning ordinance:

Kain commented that he met with the Chair and Vice-Chair, following up on the discussion that took place at the December work session in regards to handling housekeeping amendments. Kain reported that next month's agenda will include an ordinance for a language "cleanup" where there was a misstated reference.

Kain noted that he would be watching to see how the medical marihuana facilities applications come in, noting we would likely be seeing them in April or May. Kain commented that because this is a new process he may try to schedule an additional work session. He noted this would also be a good time to revisit parking lots, which was another issue that the Chair and Vice-Chair identified as being a top priority to look at in 2019. Kain noted that we would also have the master plan taking place in April.

F. Redevelopment Ready Communities:

Kain reported that the city is now eligible for certification as a Redevelopment Ready Community. He noted that the City has been working towards this for approximately 3 years and will officially receive the certification at the March 11th City Commission meeting. Kain noted that there will be an event that afternoon to recognize the City and he will share information regarding that event as it becomes available.

XII. Other:

A. Staff Report:

1. Administrative Reviews:

Kain reported there were two site plans approved administratively since the last meeting. One was for 1035 S. Mission for a 14 parking space parking lot behind the proposed restaurant. The other was for the Isabella Community Soup Kitchen to construct two additions to the existing building totaling 1,217 square feet.

2. March Planning Commission meeting - anticipated agenda items:

Kain reported that he is anticipating one Special Use permit application for a short term rental. He noted that he does not expect any SUP applications to come in for medical marihuana

facilities. In addition, Kain noted that there would be one amendment proposed to correct the scrivener's error.

Kain provided an update regarding the number of applications we received for medical marihuana facilities. The city will be holding a lottery next Wednesday at 1:00 p.m. at City Hall to select which of the provisioning license holders will be selected to move forward in the process.

Kain reported that MAP will be holding their Transportation Bonanza on February 21st in Lansing. He noted that if any Commissioners wish to attend to let him know as the City will cover expenses.

Kain asked that Commissioners add Monday February 25th to their calendars for the joint meeting with the City Commission.

Commissioner Irwin asked about the lottery selection for the Medical Marihuana facilities and what would happen if one of the three selected drop out.

Kain explained that each applicant will get a place in line and if one of the top three applicants does not fulfill their obligations or backs out, the next person in line will move up. Kain noted that he is not expecting all to remain on the waiting list but they can, or they can request a refund of the licensing fee. Once three provisioning centers open, the list ceases to exist and anyone still on the list will receive a refund of the \$5,000 licensing fee.

Commissioner Kostrzewa asked how many separate entities applied. Kain responded that there were applications from 21 entities, some for several different properties. He further noted that the list is on our website, and also stated that the City would still accept applications for non-capped licenses.

XIII: Adjournment

Motion by, Liesch, support by Kostrzewa, to adjourn.

Motion approved unanimously.

Meeting adjourned at 7:35 p.m.

bam