

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, February 12, 2019
7:00 PM

In the absence of the Chair, City Manager Yonker was asked to chair the meeting. The regular meeting of the Ithaca Planning Commission was called to order by Manager Yonker at 7:06 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Jerry Timmons, Dale Sherman and Alison Jerome

Absent: Chair John Wilson, Commissioner Doug Wright and Mayor Alice Schafer

Staff Present: City Manager Chris Yonker (Deputy Clerk Cathy Cameron was absent due to the weather)

Audience Present: Rob Endter

Motion by Timmons, second by Sherman to approve the minutes of the regular meeting held December 11, 2018; motion carried.

Public Comments

Manager Yonker asked for any public comments; none were given.

Public Hearing

Motion by Timmons, second by Jerome to open the public hearing for Zoning Ordinance Amendments: Recreational Marihuana Establishments; motion carried. Manager Yonker opened the public hearing at 7:09 p.m.

Manager Yonker presented the proposed Zoning Ordinance Amendments regarding recreational marihuana establishments. He stated that the City Council has opted to prohibit the establishment of any marihuana establishments and/or facilities within the boundaries of the City. This also includes the sale or consumption of marihuana in any form in any public place. Public places were defined in the Council's initial ordinance amendments as public streets and alley rights-of-way, including public sidewalks, public parks, recreation areas, trails, pathways and cemeteries, publicly owned/leased parking lots, and publicly owned/leased buildings, structures and grounds.

The recommendation by the consortium attorney is to amend the Zoning Code to reference that recreational marihuana establishments or facilities by definition not be allowed anywhere within the community as either a special use or any other permitted use and that such establishments would not be considered as a home occupation.

Motion by Teal, second by Sherman to close the public hearing; motion carried. Manager Yonker closed the public hearing at 7:30 p.m.

Motion by Timmons, second by Jerome to recommend Ordinance No. 2019-01: Amending the Ithaca Zoning Code by Amending Chapter 40, Articles 2 & 4; Zoning Ordinance Amendments: Recreational Marihuana Establishments (draft as submitted) to City Council for approval and adoption; motion carried.

New Business

Manager Yonker presented information regarding the requirement under the Michigan Planning Enabling Act that an annual report be submitted to the City Council. The importance of this is to provide updated information on all things considered by the PC. This report may include any provisions as determined by the PC to assist with its process and determinations on future planning. These reports may provide

essential updates and continuation of projects such as the MI Redevelopment Ready Communities program. Discussion was held.

Commissioners requested staff draft an annual report based on the calendar year and submit to the PC in March/April. This would coincide with the time frame for creation of a new Capital Improvements Plan for the budget year beginning July 1, 2019.

Commissioners Timmons and Teal expressed interest in attending any training classes that would assist them in planning and education towards their service on the board. Manager Yonker supported their initiative and will look into classes being offered. He also suggested the possibility of doing a county-wide training session with the cities, county and township planning boards.

Manager Yonker provided a report issued by the MSU Land Use Series program that offers sample provisions and language for the adoption of bylaws for the PC, stating that we need to create our own bylaws for this PC to adopt. These are required under the MI Planning Enabling Act. Manager Yonker inquired if there was interest in creating a small group work session for the creation of the bylaws. The topic will be further discussed with the PC at a future meeting when more PC members are in attendance.

Old Business

None was offered.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for January 18 and February 1, 2019.

Public Comments

Manager Yonker asked for any additional public comments; none were given.

Motion by Timmons, second by Sherman to adjourn the meeting at 8:34 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, March 12, 2019

7:00 PM

In the absence of the Chair, City Manager Yonker was asked to chair the meeting. The regular meeting of the Ithaca Planning Commission was called to order by Manager Yonker at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Jerry Timmons, Dale Sherman, Doug Wright, Alison Jerome and Mayor Alice Schafer

Absent: Chair John Wilson

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: None

Motion by Timmons, second by Sherman to approve the minutes of the regular meeting held February 12, 2019; motion carried.

Public Comments

Manager Yonker asked for any public comments; none were given.

Site Plan Review

Mr. Yonker presented a site plan review for construction of a mini-storage building on property located at 401 S. Saint Johns Street, submitted by owner David Roslund of Meadow Lane Estates mobile home park. The proposed structure is 30' x 150' (4,500 ft²) in size. The current zoning is MH which does not address structures of this type or provide regulations for any accessory buildings. The MH zone does allow for individual storage buildings on each mobile home lot (max of 100 ft²), but did not anticipate an additional centrally-located consolidated storage facility. Discussion was held on the storage units being used by residents of the mobile home park without being open to the public. Allowing the general public to use/rent the units would create a business venture that is not permitted in this zone.

Motion by Sherman, second by Wright to authorize approval of the site plan for a mini-storage building at 401 S. Saint Johns Street based on the following conditions: 1) exact location needs to be determined so as not to place the building on two separate parcels; 2) building should be set back from west lot line at least 10 feet; 3) plan for controlling stormwater from building and drive be approved by County Drain Commissioner; 4) access drive to building site and area surrounding the building be properly constructed with sand & gravel, and/or paved, with particular attention to drainage; 5) exterior lighting be restricted to full cut-off, dark-sky compliant fixtures (no wall packs or yard lights); 6) all storage shall be inside and not adjacent to building unless screened by solid fence subject to future City fence permit; and 7) use/rental of all storage units be restricted to only current tenants of the mobile home park (not to be used as a commercial storage facility open to the general public); motion carried.

New Business

Mr. Yonker presented a draft of the first Annual PC/ZBA Report to the City Council for the commissioners' review. The commissioners thanked the City Manager for his work in developing the report.

Motion by Teal, second by Timmons to authorize the City Manager to submit the report to City Council as drafted; motion carried.

Old Business

Manager Yonker reported that the Bylaws for the PC are a work in progress.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for February 15 & March 1, 2019 as well as the approved minutes from the Zoning Board of Appeals meeting held December 6, 2018.

Public Comments

Mr. Yonker asked for any additional public comments; none were given.

Motion by Timmons, second by Wright to adjourn the meeting at 7:46 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, May 14, 2019
7:00 PM

In the absence of the Chair, City Manager Yonker was asked to chair the meeting. The regular meeting of the Ithaca Planning Commission was called to order by Manager Yonker at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Jerry Timmons, Alison Jerome and Mayor Alice Schafer

Absent: Chair John Wilson, Commissioner Dale Sherman

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: Ryan Smith, Rod Merchant and Jim Wheeler

Motion by Teal, second by Timmons to approve the minutes of the regular meeting held March 12, 2019; motion carried.

Public Comments

Manager Yonker asked for any public comments; none were given.

Site Plan Review/Special Use Permit (SUP)

Mr. Yonker presented a site plan review/SUP for renovations at 146 & 158 East Center Street for developing apartment units submitted by Ryan Smith of Gemini Capital Management VIII, LLC. The proposed renovations would create a total of 10 apartment units over both property addresses. The apartments will be on the second and third floors of these buildings with another unit on the ground level if allowed by special use permit. Mr. Yonker stated that the ground floor apartments would only be allowed in the rear of the buildings, leaving the room for store fronts on Center Street. The proposed amendments to the Zoning Code state that the renovations could not exceed 60% for residential space vs. commercial space.

Commissioner Teal inquired if the units would be ADA compliant. Mr. Smith stated that he will make every attempt to make the ground floor units barrier free. The building will have an elevator installed as code requires one for any residential structure higher than two stories. In addition, fire suppression sprinkler system will be installed in the buildings. Mr. Wheeler stated that from an economic development perspective, this is a very well received development in other communities, such as Alma has created within its downtown district. New businesses look for growing communities with housing availability for employees. Mr. Smith stated that the apartments do vary in square footage to offer optimal use with financial options for everyone. The commercial space will offer a combined 1700 square foot of street frontage when completed.

Motion by Schafer, second by Jerome to authorize a conditional site plan approval pending approval of the Special Use Permit and Zoning Amendments following a public hearing with the Planning Commission set for June 11, 2019 at 7:00 p.m. or as soon thereafter as the agenda allows; motion carried.

New Business

Mr. Yonker presented a draft of the text amendments to the C-1 Central Business District Zone. He stated that this was necessary to allow for site plans to be reviewed on an individual basis for development and construction of ground-floor apartment units within the C-1 district under a special use permit process. The draft ordinance *2019-03: Zoning Amendments permitting Ground Floor Residential as a Special Use in the C-1 Zoning District* was reviewed.

Motion by Teal, second by Schafer to set a public hearing for the Zoning Amendments to the C-1 Central Business District with the Planning Commission on June 11, 2019 at 7:00 p.m. or as soon thereafter as the agenda allows; motion carried.

Site Plan Review

Mr. Yonker presented a site plan review for an accessory building at 161 East Center Street for construction of a covered pavilion submitted by Rod Merchant, owner of the property. The proposed pavilion would be located in the front of the restaurant with access from inside the building. The size is 18' x 12' with a covered roof and wrought-iron fencing around the perimeter. Two variances are required for placement being in the front yard and for being within 6' of the primary structure (code is 10'). Mr. Merchant informed the Commissioners that the pavilion will be used for dining and is conditional upon securing a liquor license from the State of Michigan.

Motion by Schafer, second by Jerome to authorize a conditional site plan approval, pending variance approvals at a public hearing with the Zoning Board of Appeals set for June 27, 2019 at 6:00 p.m. or as soon thereafter as the agenda allows; motion carried.

New Business

Manager Yonker reviewed a draft of the 2019-2025 Capital Improvement Plan that had previously been submitted to the Commission at the previous canceled meeting.

Old Business

Manager Yonker reported that the Bylaws for the PC are a work in progress.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for April 12 & May 3, 2019 as well as the approved minutes from the Zoning Board of Appeals meeting held February 28, 2019.

Public Comments

Mr. Yonker asked for any additional public comments; none were given.

Motion by Timmons, second by Teal to adjourn the meeting at 8:26 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, June 11, 2019
7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair Wilson at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Chair John Wilson, Commissioners Dale Sherman, Richard Teal, Jerry Timmons, Alison Jerome and Mayor Alice Schafer

Absent: None

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: Bill Terryn, Rob Endter, Luke Ellens, Ryan Smith, Donald & Linda Ellens and Tom MacDonald

Deputy Clerk Cameron administered the oath of office to Alison Jerome for a 3-year term ending 6/30/2022. Manager Yonker reported that Chair Wilson has chosen to not be reappointed. Chair Wilson expressed his need to be with family at this time and that he would miss serving with the members. Mayor Schafer expressed her appreciation of Chair Wilson and thanked him for his many years of service on the commission.

Deputy Clerk Cameron presented a correction to a sentence in the minutes for clarification. (*i.e. Mr. Smith stated that he will make every attempt to make the ground floor units barrier free*).

Motion by Teal, second by Timmons to approve the corrected minutes of the regular meeting held May 14, 2019; motion carried.

Public Comments

The Chair asked for any public comments; none were given.

Public Hearing

Motion by Teal, second by Timmons to open the public hearing for Text Amendments to C-1 Central Business District Zone re: Ground-Floor Residential; motion carried. Chair Wilson opened the public hearing at 7:05 p.m.

Manager Yonker presented the proposed Text Amendments to the C-1 Central Business District Zone Ordinance No. 2019-03. He stated that under the permitted uses dwelling units within a commercial structure are allowed only on upper floors of that structure and may not occupy basements. Those on the ground floor are subject to the Special Use Permit process in Section 12.03.d; use of a portion of the ground floor for residential purposes, subject to the requirements of Section 22.01:46. Whereas, residential use on the ground floor of a mixed-use building in the C-1 District shall not exceed 60 percent of the gross square footage of the ground floor of the building. Any residential use shall be restricted to the rear portion of the ground floor while the remaining front of the building shall be retained for commercial/retail/office or other similar use with a main entrance off of the frontage street.

The Chair asked for public comment. Tom MacDonald addressed the commission with his reservations that there would not be enough retail space available in the buildings with allowing ground floor apartment units. He further inquired on a plan for parking and trash removal for the tenants. Manager Yonker stated that the Commission had previously discussed parking and that there are plenty of public parking spaces to accommodate the tenants. He further assured Mr. MacDonald that if parking should become an issue that it would be addressed at that time and that trash removal will be the responsibility of the property owner to oversee. Deputy Clerk Cameron informed Mr. MacDonald that the plans allow for 1,700 square feet of commercial store frontage between both buildings. Mayor Schafer inquired if pets

would be allowed in the units. Mr. Smith stated that he does allow pets in his developments, as they are not often welcome in other rentals, but are often a part of the family.

Motion by Teal, second by Jerome to close the public hearing; motion carried. Chair Wilson closed the public hearing at 7:20 p.m.

Motion by Sherman, second by Jerome to recommend Ordinance No. 2019-03: Zoning Amendments permitting Ground Floor Residential as a Special Use in the C-1 Zoning District (draft as submitted) to City Council for approval and adoption; motion carried.

Public Hearing

Motion by Schafer, second by Timmons to open the public hearing for Special Use Permit for 146 & 158 E. Center Street Ground Floor Residential; motion carried. Chair Wilson opened the public hearing at 7:22 p.m.

Manager Yonker presented the request for a Special Use Permit to allow for ground floor residential units in a downtown development project within the C-1 Zoning District. He stated that the SUP would be conditional based on the City Council adoption of the proposed Zoning Amendments for the C-1 Central Business District at the regular meeting on June 18, 2019. Discussion was held.

Motion by Jerome second by Timmons to close the public hearing; motion carried. The Chair closed the public hearing at 7:28 p.m.

Motion by Schafer, second by Sherman to approve a Special Use Permit for 146 & 158 E. Center Street Ground Floor Residential Development, conditional upon the City Council adoption of the proposed Zoning Amendments for the C-1 Central Business District; motion carried.

New Business: Site Plan Review

Manager Yonker presented a site plan review for the location of 210 S Dilts Road for Ellen's Equipment. The commercial building is being remodeled on the inside. The plan allows for equipment staging on the grassed area on the north side of the property. No changes will be made with the outdoor lighting. Signage will be placed on the side of the building in addition to a pylon sign being installed on Center Street. The pylon sign will be subject to separate approval at a later date. Proposed changes to the eastern side of the building off Dilts Road are to remove the existing curb and gutter, and replace it with a valley curb.

Motion by Sherman, second by Teal to approve the site plan regarding 210 S Dilts Road for Ellen's Equipment as submitted; motion carried.

Old Business

Manager Yonker reported that the Bylaws for the PC are a work in progress.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for May 17 & 31, 2019.

Public Comments

Mr. Wilson asked for any additional public comments; none were given.

Motion by Teal, second by Timmons to adjourn the meeting at 8:02 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, August 13, 2019

7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by City Manager Yonker at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Dale Sherman, Richard Teal, Jerry Timmons, Alison Jerome and Mayor Alice Schafer along with new Commissioner Rob Endter

Absent: None

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: Dave & Marge Roslund, Kim Newson, Brad Brecht, Mary Girard and Marv & Doreen Fox

Deputy Clerk Cameron administered the oath of office to Rob Endter for a 3-year term ending 6/30/2022.

Manager Yonker opened the floor for nominations for election of officers as Chair, Vice Chair and Secretary, to serve one-year terms ending June 30, 2020.

Motion by Schafer, second by Timmons to nominate Teal to serve as Chair. Commissioner Teal respectfully declined stating that he does not feel qualified at this time but with more tenure on the commission he would be willing to hold that position. He further stated that he would serve as Vice Chair if nominated.

Motion by Sherman, second by Schafer to nominate Timmons to serve as Chair. Commissioner Timmons declined the nomination.

Motion by Schafer, second by Teal to nominate Sherman to serve as Chair. Commissioner Sherman accepted the nomination with stipulation that it be for only one year; motion carried.

Motion by Schafer, second by Timmons to nominate Teal to serve as Vice Chair. Commissioner Teal accepted the nomination; motion carried.

Motion by Sherman, second by Timmons to nominate Jerome to serve as Secretary. Commissioner Jerome accepted the nomination; motion carried.

Motion by Timmons, second by Teal to approve the minutes of the regular meeting held June 11, 2019; motion carried.

Public Comments

The Chair asked for any public comments; none were given.

Public Hearing

Motion by Timmons, second by Teal to open the public hearing for a Special Use Permit for a home child care facility at 225 N. St. Johns Street; motion carried. Chair Sherman opened the public hearing at 7:11 p.m.

Manager Yonker presented the request for a Special Use Permit submitted by Jennifer Allen to operate a child day care at her home located at 225 N St. Johns Street. The Chair asked for public comments; none were given.

Motion by Teal, second by Timmons to close the public hearing; motion carried. Chair Sherman closed the public hearing at 7:14p.m.

Motion by Schafer, second by Teal to approve a Special Use Permit to operate a home child care facility at 225 N. St. Johns Street; motion carried.

Public Hearing

Motion by Timmons, second by Jerome to open the public hearing for a Conditional Rezoning at 401 S. St. Johns Street; motion carried. Chair Sherman opened the public hearing at 7:16 p.m.

Manager Yonker presented the request for Conditional Rezoning submitted by Dave Roslund, owner of the property located at 401 S. St. Johns Street. The referenced parcel (4.9 acres) is on the east side of the office building, workshop and barn. Current zoning is MH (Mobile Home Park) requesting to make it C-2 (General Commercial) with conditions to restrict the land use. Mr. Roslund has already constructed one storage unit building (30' x 150') on the south of said property that was allowed strictly to be used by residents of the mobile home park. It is Mr. Roslund's desire to construct up to two additional buildings of like size and design to the north of the existing storage unit building for lease to residents of the park as well as the general public. This would create a commercial business venture that would only be allowed if the zoning is changed to general commercial. The Conditional Zoning would limit the development of this property to storage unit buildings and allow leasing to the general public.

Commissioner Schafer and Teal inquired on the entrance and exits to the facility. Mr. Roslund stated that the only driveway in and out of the facility would be off Meadow Lane. The gravel driveway off S. St. Johns Street will remain for private use only. Commissioner Schafer inquired on the process of future development. Manager Yonker stated that development of additional storage unit buildings would require a site plan review by the Planning Commission prior to construction. Commissioner Teal asked for clarification of the property inclusion. As submitted to the members there is a parcel 1 and parcel 2 together totaling 4.9 acres, both parcels would be included as a part of the conditional rezoning. The legal description of said property is included within the Ordinance No. 2019-04. Commissioner Schafer inquired whether this would still apply to new owners in the future. Manager Yonker stated that the conditional rezoning would stay with the property as it is granted to the parcel.

The Chair asked for public comments. Mary Girard, resident of the mobile home park expressed her concern about the trash that will accumulate from the facilities and how that would look. Mr. Roslund informed that there are currently three dumpsters for residents of the park and it is picked up three times a week. If trash becomes an issue then he will provide more dumpsters. Kim Newson spoke as a neighbor to the location, expressing that he is in favor of the development.

Motion by Timmons, second by Schafer to close the public hearing; motion carried. The Chair closed the public hearing at 7:42 p.m.

Motion by Teal, second by Timmons to recommend adopting Ordinance No. 2019-04: Chapter 40 Zoning, Article 5 Zoning Districts Map and authorize the Conditional Rezoning Agreement (draft as submitted) to City Council for approval and adoption; motion carried.

Old Business

Manager Yonker reported that the Bylaws for the PC are a work in progress.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for July 12 & August 2, 2019.

Public Comments

The Chair asked for any additional public comments; none were given.

Motion by Teal, second by Timmons to adjourn the meeting at 7:52 p.m.; motion carried.

Alison Jerome, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, September 10, 2019

7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair Sherman at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Chair Dale Sherman, Commissioners Richard Teal, Jerry Timmons, Alison Jerome, Rob Endter and Mayor Alice Schafer.

Absent: None

Staff Present: Interim City Manager Barbara Fandell and Deputy Clerk Cathy Cameron

Audience Present: Dave Roslund, Doreen Fox and Mike & Suzanne Mates.

Motion by Jerome, second by Teal to approve the minutes of the regular meeting held August 13, 2019; motion carried.

City Council Remand: Conditional Rezoning of 401 S. St. Johns Street

Chair Sherman reported that the City Council considered the conditional rezoning request at its August 20, 2019 meeting and remanded it back to the PC for clarification and revision. Council requested clarification on the following items: 1) only Parcel 1 of the survey is subject to the rezoning to C-2; Parcel 2 is to remain Mobile Home; and 2) review applicant's compliance with the seven conditions placed on the PC's approval of the original site plan for the storage unit building.

Commissioner Teal inquired on the parcel 2 statement from council not being included. Interim Manager Fandell stated that there was an error on the documents, only parcel 1 was to be part of site plan and parcel 2 was not to be included.

Commissioner Teal referenced the letter from Manager Yonker to Mr. Roslund dated March 13, 2019 which outlined the seven conditions that were part of the PC's approval. He read them one by one with acknowledgement from the other Commissioners and Mr. Roslund accordingly. The results as follows;

- 1) *The exact location for the proposed building needs to be determined so as not to place the building on two separate parcels. It is our understanding that you have been working with the City Assessor to clear up some property line & ownership issues with the several parcels that make up the MH Park. However, at this time, the parcels upon which this building is proposed are in different ownership and cannot be combined without filing proper quit claim deeds with the Assessor.*

✔ **Completed**

- 2) *Once the parcels are combined, the building can be constructed as a proper accessory building to the primary office building. If the parcels are not combined, then the building cannot be the sole building on the larger parcel to the east, as it would be an accessory building without a primary building.*

✔ **Completed**

- 3) *A plan for controlling stormwater runoff from the building, drive and pad surrounding the building must be submitted to and approved by the County Drain Commissioner.*

✘ **NOT MET**

- 4) *The access drive to the building site and the area surrounding the building must be constructed with an acceptable sand & gravel cross-section; our preference is that it be paved, if possible.*

✔ **Completed**

- 5) *Any exterior lighting on the building shall be restricted to full cut-off, dark-sky compliant fixtures (no wall packs or yard lights unless fully shielded.) A helpful graphic showing acceptable and unacceptable lighting fixtures is attached to the permit.*

✗ **NOT MET**

- 6) *All storage shall be inside and not adjacent to the new building unless screened by a solid fence subject to approval of a future City fence permit.*

✓ **Completed**

- 7) *The use/rental of all storage units shall be restricted to only current tenants of the mobile home park (not to be used as a commercial storage facility open to the general public.) This is considered an accessory building to the MH Park, and is not located on a commercially-zoned parcel. The mini-storage units shall not be advertised for rent by non-tenants and no on-site signs shall be placed that indicate they are available for rental to non-tenants.*

✓ **Completed**

Commissioner Teal addressed the two conditions (#3, #5) that were not meet. Mr. Roslund reported that the exterior lighting will be installed within the month. He further stated that to his knowledge the drainage was discussed with the County Drain Commissioner but he did not have any documents of approval from the Drain Office. Chair Sherman reported that he had contacted the Drain Office earlier in the day and was told that no site plan had been received to review for this project. Mr. Roslund explained that it was his intention to rent the storage units to residents of the mobile home park and to the general public. That he has only been able to rent out a couple units to residents and needs to be able to open it to the public. Commissioner Teal referenced the Zoning Application submitted in March of 2019 by park maintenance/manager Brad Brecht (in his own writing) stating that it was a non-residential mini storage for mobile home park. Mr. Roslund stated that he was in Florida at the time and was unable to be present at the public hearing held by the Planning Commission. Commissioner Teal informed Mr. Roslund that the PC reviewed and discussed the site plan in good faith with the information that was provided and submitted to them. Mr. Brecht was in attendance at the public hearing and was part of the discussion and fully aware of the conditions placed on the approval of the site plan. In addition, that the follow up letter with conditional approval by the City Manager was addressed to both Mr. Roslund and Mr. Brecht. Commissioner Teal informed Mr. Roslund that as the owner of mobile home park he is ultimately responsible for his business operations leading to the current situation at hand. Mayor Schafer explained the process to Mr. Roslund for obtaining the approval from the Drain Commission. Chair Sherman stated that once the draining is complete that the final written approval from the Drain Commissioner must be submitted to the PC.

Moved by Schafer, second by Jerome to postpone the conditional rezoning request until the original site plan approval conditions #3 drainage and #5 exterior lighting are completed with proper approval; motion carried.

Old Business

Deputy Clerk Cameron reported an application of interest in serving on the board has been received and will be presented for consideration of appointment at the next council meeting. This will be a fulfillment of the remaining term vacated by D. Wright.

New Business

Interim Manager Fandell presented a map of the northeastern parcels of South Street and Elm Street for review. She reported that the City has been approached by an interested party to redevelop some of that land and inquired if the commissioners were aware of any old historical land use maps or plans for this area. The parcels of interest are zoned Industrial. Commissioners had no knowledge of planned use for the parcels or area.

Transmittals

City Manager Activity Reports for August 16 & 30, 2019.

Public Comments

The Chair asked for public comments.

Mike Mates addressed the Commission with his concerns regarding the process that allowed for the construction and development of Mr. Roslund's storage unit building. The building was constructed in a residential area for private use therefore avoiding the detailed steps required if the same building would have been designated as commercial use and operation. In his opinion, several factors were overlooked in the process. Mr. Mates shared his frustration that he did in fact schedule an appointment with Manager Yonker and met with him to discuss his concerns and yet that was not shared or discussed with the commissioners during the public hearing. Commissioner Teal assured Mr. Mates that there was no bias or favoritism afforded in the decision, but was solely based on the information submitted to the PC.

Mr. Mates requested that the Commissioners seek objective advice on spot rezoning of property from County Commissioner Tim Lambrecht, as he has a wealth of knowledge on the subject.

Motion by Timmons, second by Teal to adjourn the meeting at 7:50 p.m.; motion carried.

Alison Jerome, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, October 8, 2019
7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Vice Chair Teal at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Vice Chair Richard Teal, Commissioners Jerry Timmons, Alison Jerome, Clare McCollum and Mayor Alice Schafer

Absent: Chair Dale Sherman and Commissioner Rob Endter

Staff Present: Interim City Manager Barbara Fandell and Deputy Clerk Cathy Cameron

Audience Present: Ryan Reynolds, Emma Terrill, Tabitha Hopkins, Frank Martin and John Lorentzen

Deputy Clerk Cameron administered the oath of office to Clare McCollum to fulfill a partial term ending 6/30/2020.

Motion by Timmons, second by Jerome to approve the minutes of the regular meeting held September 10, 2019; motion carried.

New Business

Vice Chair Teal presented a site plan review for McDonalds of Ithaca located at 1352 E Center Street. The architect for the project, Frank Martin introduced himself as well as John Lorentzen of the McDonalds Corporation. The project will include updating to a more modern exterior without changing the footprint of the building. There will also be a second drive thru for ordering would be added. Renovations to the interior of the restaurant will include customer seating, ADA compliant counters and restrooms. New to this location will be the installation of Kiosk stations for menu ordering. Interim City Manager Fandell reported that the site plan had been reviewed by Rowe Professional Services. They noted the number and alignment of parking spaces. The number of parking spaces meets zoning requirements. The length of the parking stalls should be 21' based on a 60-degree alignment. All signage meets city zoning restrictions. Mr. Martin stated that the 8-week project will begin in March/April of 2020 and will require the inside lobby to be closed during that timeframe.

Motion by Schafer, second by Timmons to approve the site plan for McDonalds of Ithaca as submitted; motion carried.

New Business

Vice Chair Teal presented a site plan review for KFC/Taco Bell of Ithaca located at 1321 E Center Street. The project will include updating the exterior of the building and adding new signage. There will also be updates to the interior. Interim City Manager Fandell reported that the site plan had been reviewed by Rowe Professional Services. There will not be a change in parking requirements as reviewed based on a clarification of the site plan. Interim City Manager Fandell reported that the architect, Jeremy Terrell had clarified that there was no additional square footage being added for the new cooler. That the cooler space already existed and is just being enclosed. The dumpster area will have a new 6' chain link fence with black privacy inserts installed. The site plan has proposed five new wall signs on the building exterior. The zoning code limits the square footage area and number of signs to three for this building. It was the consensus of the Commissioners to count the signs facing Center Street has two separate signs and the third sign assigned to the east side of the building facing the US127. This eliminates the west side signage as submitted in the site plan, as it would be requiring a variance.

Motion by Schafer, second by McCollum to approve the site plan for KFC/Taco Bell of Ithaca with conditions that the signage approval is restricted to the two separate signs facing Center Street and one sign on the east side of the building; motion carried.

Old Business

Creating Bylaws for the PC.

Transmittals

Interim City Manager Activity Reports for September 17 & October 1, 2019.

Public Comments

Vice Chair Teal asked for any public comments; none were given.

Motion by Timmons, second by Jerome to adjourn the meeting at 7:40 p.m.; motion carried.

Alison Jerome, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, December 10, 2019
7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair Sherman at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Chair Dale Sherman, Commissioners Richard Teal, Alison Jerome, Clare McCollum, Rob Endter and Mayor Alice Schafer

Absent: Commissioner Jerry Timmons

Staff Present: City Manager Jamey Conn and Deputy Clerk Cathy Cameron

Audience Present: Ryan Smith and Scott Kimmel

Motion by Teal, second by Jerome to approve the minutes of the regular meeting held October 8, 2019; motion carried.

New Business

Deputy Clerk Cameron presented the regular meeting schedule for calendar year 2020.

Motion by Jerome, second by Teal to approve the PC meeting schedule for 2020; motion carried.

Public Hearing

Motion by Schafer, second by Teal to open the public hearing for a variance to install an identification sign at 151 Commerce Drive; motion carried. Chair Sherman opened the public hearing at 7:05 p.m.

Manager Conn presented a variance request submitted by Signs Unlimited (on behalf of Mid-Michigan Health Department) to install an identification sign at 151 Commerce Drive. The proposed sign measures 118" wide by 60" high overall with the area of writing being 114" wide by 36" high totaling 28.5ft². Zoning code limits identification signs to 8ft². The proposed sign would replace the existing sign in the same location. Commission Teal stated that the zoning code size limitation seems small for a commercial business sign at this location. Manager Conn reported that he measured the neighboring business signs and the results were one at 19.26 ft² and another at 21.79 ft². He further stated that these sizes were not overwhelming given the landscape of the area on Commerce Park Drive.

Motion by Teal, second by Schafer to close the public hearing; motion carried. Chair Sherman closed the public hearing at 7:09 p.m.

Motion by Teal, second by Schafer to approve the identification sign for Mid-Michigan Health Department as submitted; motion carried.

Site Plan Review

Chair Sherman presented a site plan review submitted by Gemini Capital Management V, LLC for renovations and apartment development at 105, 107 & 115 E Center Street. Manager Conn stated that the renovations are all contained inside the existing building and would be similar to the those across the street previously approved by the PC. Mr. Smith stated that an enclosed stairwell will be constructed on the north side of the existing buildings for access to the second-floor apartments. Utilizing this 220ft² stairwell will also provide storage space for trash containers and renters bicycles etc.

Motion by Teal, second by McCollum to approve the site plan for Gemini Capital Management V, LLC for renovations at 105, 107 & 115 E Center St as submitted; motion carried.

New Business

Chair Sherman presented a site plan review submitted by Kimmel Propane Inc. for construction of a new pole building with office space located at 304 Dilts Rd. Manager Conn stated that this is a large lot and meets all the required setbacks. Mr. Kimmel stated that his proposed plans are to construct the building on the west side of the property closer to Commerce Park Drive. He has been in discussion with Manager Conn and DPW Director Studt regarding the development of a road to access his property from this location. Discussion was held on the storm water plan and the proposed parking lot spaces.

Motion by Schafer, second by Teal to approve the site plan for Kimmel Propane at 304 Dilts Rd conditional upon obtaining the required permits and meeting the standards set forth by Gratiot County Soil Erosion and Drain Commissioner; in addition to accepting an agreement with the City on driveway access to the property; motion carried.

Old Business

Creating Bylaws for the PC.

Transmittals

City Manager Activity Reports for November 19 and December 3, 2019.

Public Comments

Chair Sherman asked for any public comments; none were given.

Motion by Jerome, second by McCollum to adjourn the meeting at 7:30 p.m.; motion carried.

Alison Jerome, Commission Secretary

Cathy Cameron, Recording Secretary