

**PLANNING COMMISSION MEETING  
ESCANABA, MICHIGAN  
July 14, 2016**

A meeting of the Escanaba Planning Commission was held on Thursday, July 14, 2016, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

**PRESENT:** Vice-Chairperson Kel Smyth, Commissioners Brian Black, Tom Warstler, James Hellerman, Christine Williams, Morley Diment, and Paul Caswell

**ALSO PRESENT:** City Manager Jim O'Toole, Executive Assistant Buffy Smith, City Council Liaison Ronald Beauchamp, Delta County Airport Manager Kelly Smith, Contractor Dan Hayes with Industrial Structures Commercial and General Contracting, Inc., and Tim LaPham of LaPham Associates

**ABSENT:** Secretary Roy Webber

Vice – Chairperson Kel Smyth called the meeting to order at 6:00 p.m.

**ROLL CALL**

Executive Assistant Buffy Smith conducted roll call.

**APPROVAL/CORRECTION OF THE MAY 12, 2016 AND JUNE 23, 2016 PLANNING COMMISSION MEETING MINUTES**

**A motion was made by Commissioner Black, seconded by Commissioner Hellerman, to approve the May 12, 2016 and June 23, 2016 Planning Commission meeting minutes as submitted. Ayes were unanimous.**

**CONFLICT OF INTEREST DECLARATIONS**

None.

**UNFINISHED BUSINESS**

**1. Election of Officer – Chairperson.**

Jim O'Toole stated the Planning Commission has a vacancy open for the position of Chairperson of the Escanaba Planning Commission. He suggested the Board table the vacancy until full board representation is available. Kel Smyth stated the Election of Officer for a Chairperson will be tabled until the August meeting.

**PUBLIC HEARING**

**1. Site Plan Review – 3401 Ludington Street – OSF St. Francis Hospital.**

Jim O'Toole stated a site plan review will take place before the Planning Commission on a proposed 6,600 square foot hanger/office facility with medical flight helipad on the West side of the OSF St. Francis property located at 3401 Ludington Street.

Jim O'Toole stated the type of request, which is for a site plan review and approval. In accordance with Section 1801.3 Site Plan Required of Escanaba's Zoning Ordinance, a site plan review for a Land Use Permit must be conducted prior to the use permit issuance for an accessory use of a heliport facility.

Jim O'Toole stated the current zoning for the property, which is Light Manufacturing (F).

Jim O'Toole stated the ordinance for the property, which is Ordinance No.1028 Escanaba Zoning Ordinance.

Jim O'Toole stated the description of the proposed project. OSF Healthcare System has entered into an agreement with an outside party to construct a hospital medical flight helipad along with a 6,600 +/- hanger/office facility at property they own at 3401 Ludington Street.

Jim O'Toole stated the compliance with development standards:

1. The proposed construction (building) will be located on property which is zoned Light Manufacturing (F). The use is a permitted accessory use by right as outlined in Section 1302.1.M.1 Hospital.
2. The proposed construction meets the setback standards of the districts.
3. The preliminary proposed construction site plan diagram complies with Chapter 18. Site Plan and Sketch Plan Standards, Section 1802 Site Plan Diagram/Requirements, paragraph 1802.2 Site Plan Diagram Requirements, subparagraphs A - X.
4. In accordance with the requirements found in Chapter 18. Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.1.1.1. Pre-Application Conference, a staff meeting was conducted on June 8, 2016 and June 22, 2016.
5. In accordance with the requirements found in Chapter 18. Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph Section 1803.1.1.2. Application, the applicant applied for site plan consideration as required.
6. In accordance with the requirements found in Chapter 18. Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph Section 1803.1.1.3. Official Review, on June 6, 2013, an official City administration review was conducted for comments as to the proposed development's conformance to all applicable standards and requirements.
7. In accordance with the requirements found in Chapter 18. Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph Section 1803.1.1.4. Approval; Referral, City administration deemed the site diagram to be complete.
8. All fee and notification requirements of the Ordinance have been accommodated.

Jim O'Toole stated the duties of the Planning Commission.

In accordance with Chapter 18 Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.2. Public Hearing Requirement, prior to voting on a final site plan, the Planning Commission must hold a Public Hearing so as to facilitate public review and understanding of the proposed development.

In accordance with Chapter 18 Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.3. Planning Commission Review, once a site plan is forwarded to the Planning Commission, the Planning Commission is required to review the site plan according to the standards and requirements of Chapter 18. Site Plan and Sketch Plan Standards. The Planning Commission must approve or deny the site plan according to the standards and requirements of the Zoning Ordinance within 45 days of submission of said plan.

In accordance with Chapter 18 Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.4. Site Plan Approval, should the Planning Commission approve the site plan, the applicant, the owner of record, or the legal representative thereof, the Planning Commission Chairperson and one other member of the Planning Commission shall each sign four copies of the approved site plan. The Planning Commission shall transmit one signed copy of the plan and any conditions attached to the Code Official, and one signed copy each to the office of the City Clerk and the applicant. One signed copy shall be retained in the Planning Commission file.

In accordance with Chapter 18 Site Plan and Sketch Plan Standards, Section 1803 Site Plan Review, paragraph 1803.5.1 Site Plan Rejection, should the Planning Commission reject the site plan, the property owner may appeal the decision to the Zoning Board of Appeals.

Jim O'Toole stated the site plan approval standards. In accordance with Section 1804 Site Plan Approval Standards of Escanaba's Zoning Ordinance, the proposed site conforms to the following site development standards:

- A. The main entrance faces the emergency room entrance upon which the lot fronts.
- B. All roof mounted equipment shall be screened.
- C. Reasonable and visible sound mitigation measures have been taken.
- D. The building is arranged to permit adequate emergency access to all sides.
- E. The development has legal access to the public streets.
- F. The development provides for vehicular and pedestrian circulation.
- G. A pedestrian circulation system is provided.
- H. All parking areas are designed to facilitate safe and efficient vehicular and pedestrian circulation.
- I. Unnecessary curb cuts were eliminated.
- J. All loading and unloading areas and outside storage areas shall be adequately screened. Recycling storage areas have been provided.
- K. Exterior lights shall be reflected downward and away from adjacent properties and right-of-ways.
- L. Adequate utilities will be provided and placed underground.
- M. All premises shall be graded to prevent accumulation of stagnant water.

Jim O'Toole stated the staff findings, comment, general plan goals, and conditions of approval:

1. Staff is recommending approval of the site plan diagram for the following reasons:
  - A. The proposed accessory use is consistent with the zoning designation for the district.
  - B. The proposed accessory use is an approved use by right in accordance with the zoning ordinance.

Jim O'Toole stated the recommended conditions of approval. Staff is recommending the following conditions of approval:

1. Measures are taken to protect the integrity of the building in relation to the water-main installation. This may include sheet piling.

Jim O'Toole stated the fiscal impact. The construction value of the accessory building is estimated to be \$1,000,000.

Jim O'Toole stated the public contact. Notice of Public Hearing was published in the Escanaba Daily Press Newspaper and meeting notices were mailed to the adjacent property owners of the project site. The meeting agenda was posted on the City's official notice bulletin board and the City of Escanaba's website.

Jim O'Toole stated the standards and questions (finding of facts). In accordance with Chapter 18 Site Plan and Sketch Plan Standards, Section 1801 General, paragraph 1801.1. Purpose, the Planning Commission must ensure that the plan outlines the use and development of the property and is designed to provide for the future growth and development of business that seek an aesthetically attractive working environment.

1. Is the development designed to integrate well with adjacent developments?
2. Is the development designed to minimize nuisance impacts on adjoining parcels?
3. Is the development designed to ensure safe and functional traffic access and parking?
4. Is the development designed to minimize impacts on sensitive environmental resources?

Jim O'Toole stated other considerations, which include expansion of an existing use and business.

Dan Hayes presented an overview. He stated the project consists of a 6,600 square foot hanger building to be located at OSF Hospital. The occupancy of the building will consist of 2 medical staff and 1 pilot in the hanger, 3 total staff per rotating shifts. He said the ground has been opened on the property and the 10" water-main has been located. The building, as requested by the City, will be built 10 feet from this water-main. Mr. Hayes said this will be a great asset to the community.

Kel Smyth questioned Dan Hayes if the building needs to be sprinklered and if there is any FAA permits required. Dan Hayes replied the whole building will be sprinklered. He also said he met with FAA officials and they said since this is a private helipad, not open for public use, they do not have jurisdiction over this project and the project can move forward.

James Hellerman questioned Dan Hayes if there is any interference with the Delta County airport. Dan Hayes replied there aren't any issues; nothing is changing. Jim O'Toole stated the

helicopter being used is the same one being housed at the airport currently. He said the airport will be losing a tenant.

Jim O'Toole asked Dan Hayes to explain the building location as presented. Dan Hayes stated moving the location of the building to the South West side of the helipad was looked into, but in doing so it would interrupt the flight path of the helipad. He said moving the building to be built 10 feet from the water-main is the best option.

Brian Black questioned if 10 feet space in between the building and water-main is sufficient. Jim O'Toole replied 10 feet was the minimum requirement by the City of Escanaba water department. He stated during construction, the water-main will be evaluated, and if additional measures need to be taken, it has been agreed, they will be followed.

Morley Diment stated the plan details are straight forward and everything looks good. He said the concerns regarding the water-main have been well looked into.

Jim O'Toole stated the water-main is private but the City is very sensitive to this area because if there are any problems with the water-main, it will impact the entire campus.

James Hellerman questioned if the parking lot will be affected. Jim O'Toole replied this project will add to the parking lot.

Brian Black questioned if the building will be staffed 24/7. Dan Hayes replied there will be 2 technicians and 1 pilot and they will rotate shifts.

Brian Black questioned the function of the 6 units on the 2<sup>nd</sup> floor. Dan Hayes replied there will be 1 room for each staff member. The rooms will be for the 3 staff on duty and the 3 staff coming in on the next shift.

Kelly Smith added the helicopter makes sense to be located at the hospital. Having the helicopter located at the hospital is not an issue for the airport. She said it will also save time with fueling before and after use. She is very happy with this project and this is a facility that will meet their needs. She also added there is an FAA issue. Kelly will discuss this with Dan Hayes after the meeting. She said this issue doesn't affect the project.

Christine Williams questioned if they will still continue to fuel at the airport. Kelly Smith replied there will be a 12,000 gallon fuel tank on location; they will not be fueling at the airport.

Morley Diment questioned the completion date of the project. Dan Hayes replied before winter.

No other questions or comments were made.

**A motion was made by Commissioner Caswell, seconded by Commissioner Diment, to approve the site plan for the 6,600 square foot hanger/office facility with medical flight helipad as submitted with the stipulation that all measures are taken to protect the integrity of the building in relation to the water-main . Ayes were unanimous.**

## **NEW BUSINESS**

### **1. Project Updates:**

- a. Zoning Board of Appeals Hearings/Decisions. Jim O'Toole stated the Board met last month on a request made by Beverly and Claude Kobasic for a hearing for a use

variance from Zoning Ordinance requirements in accordance with Chapter 5 Residence “A” Districts, Sections 501.1 and 504 of the City’s Zoning Ordinance. The Kobasic’s requested a use variance be granted for property located at 3086 Lake Shore Drive, which would allow them to build a detached garage at the property without first constructing a primary permitted use (i.e. single-family dwelling) on the premises. The request was denied.

- b. Delta County Planning Commission. Christine Williams stated there aren’t any new updates.
- c. Year-To-Date Zoning/Land Use Permits. Jim O’Toole stated the permit status to date as listed below.

**ZONING PERMITS REPORT**

**January 1, 2016 thru July 14, 2016**

3	NEW RESIDENTIAL HOME	\$ 460,000
24	RESIDENTIAL REMODEL	\$ 419,400
1	NEW COMMERCIAL	\$ 1,700,000
9	COMMERCIAL REMODEL	\$ 4,477,200
3	CHANGE OF USE	\$ -
1	HOME OCCUPATION	\$ -
0	LAND USE PERMIT	\$ -
4	DEMOLITION PERMIT	\$ 38,100
<b>45</b>	<b>TOTAL</b>	<b>\$ 7,094,700</b>

- d. Various. Jim O’Toole stated Craig Worpel with WYKX/WDBS Radio agreed to be the new voice for the master plan video. Also a softer choice of music will be used in place of the current music.

**GENERAL PUBLIC COMMENT**

None.

**COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS**

Paul Caswell questioned Jim O’Toole on the status of the Delta Plaza mall sale. Jim O’Toole replied there is a City Council meeting public hearing scheduled for July 21<sup>st</sup> to discuss Obsolete Properties Rehabilitation District No. 25 for 301 North Lincoln Road and 2601 3<sup>rd</sup> Avenue North. The Obsolete Properties Rehabilitation Act (PA 146 of 2000) allows partial exemption of property taxes for a specified period for certain types of property improvements within a specified area. The intent of the legislation is to encourage rehabilitation of underutilized or decaying commercial or commercial/residential properties in certain designated communities such as Escanaba. The first step in the OPRA process was the establishment of a district consisting of one or more eligible properties. In accordance with program requirements, the prospective buyer of 301 North Lincoln Road and 2601 3<sup>rd</sup> Avenue North, commonly known as Delta Plaza, has submitted a request that the City establish an OPRA District, which if approved, would allow for an Obsolete Property Rehabilitation exemption in the future.

**ADJOURNMENT**

**A motion was made by Commissioner Warstler, seconded by Commissioner Hellerman, to adjourn the meeting. The meeting adjourned at 6:24 p.m. Ayes were unanimous.**

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Kel Smyth, Vice Chairperson  
Escanaba Planning Commission

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James V. O'Toole, City Manager  
City of Escanaba

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Roy Webber, Secretary  
Escanaba Planning Commission