

**PLANNING COMMISSION MEETING
ESCANABA, MICHIGAN
May 10, 2017**

A meeting of the Escanaba Planning Commission was held on Wednesday, May 10 2017, at 6:00 p.m. in Room C101 at City Hall, 410 Ludington Street, Escanaba, MI 49829.

PRESENT: Chairperson Kel Smyth, Vice-Chairperson Christine Williams, Secretary Roy Webber, Commissioner James Hellerman, and Commissioner Paul Caswell

ALSO PRESENT: Intern Superintendent for the Escanaba Schools District Steve Martin, City Resident Dan Phalen, City Manager Jim O'Toole, Code Inspector Blaine DeGrave, City Engineer Bill Farrell, and Executive Assistant Lisa Glish

ABSENT: Deputy Secretary Brian Black, Commissioners Tom Warstler, and Richard Clark

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

ROLL CALL

Executive Assistant Lisa Glish conducted roll call.

APPROVAL/CORRECTION OF THE MARCH 9, 2017 PLANNING COMMISSION MEETING MINUTES

A motion was made by Secretary Webber, seconded by Vice-Chairperson Williams, to approve the March 9, 2017 Planning Commission meeting minutes as submitted. Ayes were unanimous.

APPROVAL/ADJUSTMENTS TO THE MAY 10, 2017 PLANNING COMMISSION MEETING AGENDA

None.

CONFLICT OF INTEREST DECLARATIONS

Commissioner Hellerman wanted it to be known that his girlfriend works at the Community Action Head Start building that is involved in the project on the agenda, but he does not feel as though this should hinder any decision making on his part.

UNFINISHED BUSINESS

None.

PUBLIC HEARING

1. Site Plan Review – Phase I Paved Parking Lot – Lemerand Field Complex.

Blaine DeGrave stated that the Planning Commission will conduct a site plan review of the proposed Phase I Paved Parking Lot Project at the Lemerand Field Complex located on South 21st Street, between 18th Avenue South and 20th Avenue South.

Blaine then read the following Site Plan Review Report:

**CITY OF ESCANABA
SITE PLAN REVIEW REPORT
CASE NO. PC-051017-01**

REFERENCE: Lemerand Baseball Phase I Paved Parking Lot

DATE: May 10, 2017

PROPERTY OWNER/APPLICANT ADDRESS:

Daniel S. Block
Dynamic Design Group, Inc.
900 1st Avenue South
Escanaba, MI 49829

TYPE OF REQUEST:

Site Plan Review and Approval. In accordance with Section 1803 Site Plan Review of the City of Escanaba's Zoning Ordinance, a site plan review is required for approval.

CURRENT ZONING:

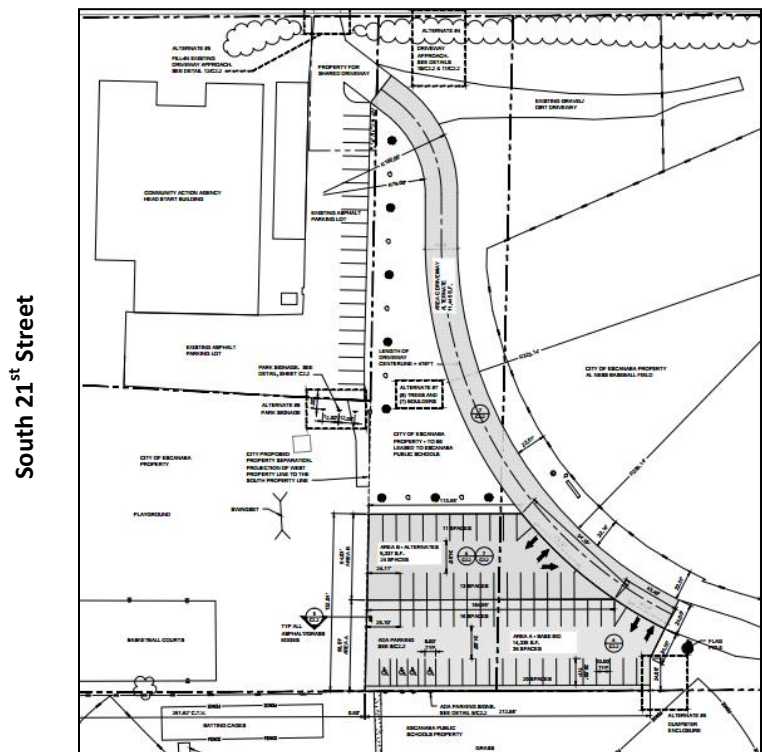
Residential "A" Single-Family – Open Space

ORDINANCE:

Ordinance No.1028 City of Escanaba Zoning Ordinance

DESCRIPTION OF PROPOSED PROJECT:

Proposed Phase I Paved Parking lot project at the Lemerand field Complex located on South 21st Street, between 18th Avenue South and 20th Avenue South



COMPLIANCE WITH DEVELOPMENT STANDARDS:

1. The proposed work will be located within property which is zoned a Residential "A" District. The proposed work will be on property where the permitted use is by right as outlined in Section 502 Principal Uses Permitted by Right; 502.1 General (D) Park, playground, school or college stadium or athletic field, golf course.
2. 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.

3. 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, an official City administration preliminary review was conducted on April 24, 2017 with DDA Staff, City Staff and Dan Block (see attached minutes) for comments as to the proposed development's conformance to all applicable standards and requirements.
4. 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 will deem the site diagram to be complete.
5. All notification requirements of the Ordinance have been accommodated.

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 site plan, the Planning Commission must hold a Public Hearing so as to facilitate public review and understanding of the proposed work.

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.

STAFF FINDINGS, COMMENT, GENERAL PLAN GOALS AND CONDITIONS OF APPROVAL:

Staff is recommending approval of the proposed parking lot paving and entry road construction project for the following reasons:

The proposed use is permitted by right as outlined in Section 502 Principal Uses Permitted by Right, Paragraph 502.1, Section (D) Park, playground, school or college stadium or athletic field, golf course.

The proposed project is a stated priority in the 2017-2021 City of Escanaba Recreation Plan as outlined in Table 1.8, page 38 of the plan.

The proposed project is designed to provide for future parking improvements and development of the sports complex.

The proposed project will integrate well with the surrounding neighborhood and result in an aesthetically attractive facility improvement.

FISCAL IMPACT:

\$100,000.00

PUBLIC CONTACT:

Notice of the Public Hearing 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.

The public hearing notice and site plan was posted on the City of Escanaba's Facebook Page.

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

ALTERNATIVES:

Not applicable.

ENFORCEMENT HISTORY:

None.

OTHER CONSIDERATIONS:

None.

BACK UP INFORMATION:

1. Application for Zoning Land Use Approval

2. Assessor's Property Information Card
3. 300' radius property owner/tenant notification letter
4. 300' radius labels

NOTES/COMMENTS:

None

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Steve Martin from the Escanaba School District stated to the Planning Commission the schools are appreciative for the City of Escanaba cooperation on this project. He went onto state that he feels this project will help to create a better/safer environment for the kids.

Blaine DeGrave added that the proposed project is only Phase I of the project as a whole. He went onto state that future projects will take place to finish the traffic area coming from 18th Avenue South to the proposed paved parking lot. Phase II will also include redirecting travel to divert traffic to use the Lake Shore Drive Exit.

Chairperson Kel Smyth opened the floor for Public Comment.

Dan Phalen owner and occupant of 1720 21st Avenue South addressed the Planning Commission that the road in front of his property and surround area are having an issue with dust due to the traffic going to and coming from the baseball fields. He went onto state that the roads in that area are gravel covered and not paved. He stated that Public Works has been there to spray a chemical on the road to help to reduce the dust issue, but he does not feel as though this will be a permanent solution to the issue. He stated he feels as though the only way this issue can be resolved would be to cut-off access to the fields from those roads.

City Engineer Bill Farrell stated that a Chip/Seal project will be taking place on South 20th Street and during that project 4' poles will be put into the ground in those areas to create a barrier to not allow access to and from the field. He stated that this project is set to take place before July 1.

Commissioner James Hellerman asked about the suggested new curb cut that is located in the plan off of 18th Avenue South. Bill Farrell responded that that is an alternative in the bid. Jim O'Toole stated that currently they use a shared driveway off of 18th Avenue South, but if the funding would become available the second curb cut would be looked into.

Jim stated that the money that is funding this project was a gift and is not coming from any tax dollars from the City. Jim went onto state that he feels the current proposed plan will help to create borders and boundaries. He also stated that trees will be planted to also help soften up the landscape.

Jim O'Toole went onto state that these improvements are part of the current Recreation Plan to use this area more than it is being used.

A motion was made by Commissioner Caswell, seconded by Commissioner Hellerman, to approve the Phase I of the Lemerand Field Parking Lot Paving Project as presented with the City of Escanaba comments. Ayes were unanimous.

NEW BUSINESS

1. Project Updates

- a. Zoning Board of Appeals Hearings/Decisions:** None.
- b. Delta County Planning Commission Updated:** Vice-Chairperson Williams stated that the Commission did not meet last month, so no updates area available.
- c. Zoning/Land Use Permit Update:** Blaine DeGrave updated the Planning Commission with the following information:

ZONING PERMITS REPORT

January 01, 2017 thru May 10, 2017

1	NEW RESIDENTIAL HOME	\$ 180,000
4	RESIDENTIAL REMODEL	\$ 92,800
0	NEW COMMERCIAL	\$ -
4	COMMERCIAL REMODEL	\$ 138,500
1	CHANGE OF USE	\$ -
0	HOME OCCUPATION	\$ -
0	LAND USE PERMIT	\$ -
0	DEMOLITION PERMIT	\$ -
10	TOTAL	\$ 411,300

- d. Various:** None

GENERAL PUBLIC COMMENT

Dan Phalen stated to the Planning Commission explaining that the area he is going to discuss is the Marvic Subdivision. He went onto to make two (2) suggest to the Commission concerning subdivisions in the area: 1.) When a new subdivision is developed money automatically be set aside at the beginning of the project for paving of the roads once the subdivision is complete; and 2.) Consider changing the City Ordinance on road paving to state 50% of the Home Owners/Occupants on the road verses how the City Ordinance currently states that 50% of the Property Owners support is needed to obtain approval for road paving.

Jim O'Toole suggested that the Planning Commission review the Plan of Work concerning Subdivisions at a future meeting.

COMMISSION/STAFF COMMENT AND ANNOUNCEMENTS

Jim O'Toole noted that the main agenda item for the June Planning Commission meeting will be the Site Plan for the new Jail.

ADJOURNMENT

Chairperson Smyth adjourned the meeting at 6:28 p.m.

Kel Smyth, Chairperson
Escanaba Planning Commission

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

Christine Williams, Vice-Chairperson
Escanaba Planning Commission