



**Planning Commission Minutes of Meeting
Commission Chambers, City Hall**

CALL TO ORDER & ROLL CALL:

A regular meeting of the Bay City Planning Commission held in the Commission Chambers, City Hall, was called to order by Lori Dufresne at 7:00 p.m.

Present: Lori Dufresne, Matt Lance, Ashley Dardas, Dan Matthews.

Absent:

Excused: Bob Shea.

Others: Staff Liaison Terry Moutane, AICP, Planning & Zoning Manager; City Commission Liaisons Chris Girard & Kerice Basmadjian.

APPROVAL OF MINUTES:

Motion by M. Lance, seconded by A. Dardas to approve past meeting minutes for December 18, 2019. Motion carried.

PUBLIC COMMENT - NON-AGENDA ITEMS:

None.

NEW BUSINESS:

1. Staff Review of Proposed Zoning Ordinance Articles

T. Moutane explained there were parts of the ordinance that were still under staff review but the document is nearly ready for the proofreading stage. He also stated color coding matching the table of index may be implemented, but stressed plain standard text is still important for Muni Code used by many municipalities. The document will be available as a pdf file as well as being accessible in flip-book format on the website.

T. Moutane said the expectation is for the proposed zoning ordinance to be adopted in April. Rezoning notifications would be sent to property owners. A series of public hearings would need to be held, along with meeting with the management boards and DDA, to explain form-based code.

T. Moutane reviewed Sections 122-81 through 122-362 of the proposed zoning ordinance with the commission members. Zoning districts and classification changes; district regulations and setback requirements; permitted uses; site plan and administrative review processes; planned unit developments and the Uptown Development; and an explanation of special use standards were all included. He mentioned the table of permitted uses may be changing, such as not allowing drive-thru services in the downtown area; existing businesses would be grandfathered in.

T. Moutane stated language was removed from the zoning ordinance that allowed special use decisions on applications to be appealed to the Zoning Board of Appeals. Applicants would need to petition the Circuit Court.

2. Election of Officers

T. Moulane stated filling vacancies would still be several months down the road as there had not been any applications submitted. He explained the role of each officer's position to the new members at L. Dufresne's request.

Nominations:

President: L. Dufresne
Vice President: M. Lance
Secretary: A. Dardas

Motion to accept the election of officers as nominated.
Motion carried unanimously. Nominations closed.

OTHER BUSINESS:

None.

BUSINESS – NOT ON THE AGENDA:

T. Moulane presented the 2019 Annual Report for the Zoning and Planning Dept.

T. Moutane listed the 10 industrial uses that had been put into the special use table in 2002/2003 with a separation requirement of 2,640 feet. He said the ordinance as stated makes certain platted M1 and M2 zoned properties almost unusable. He will be proposing a text amendment to the current zoning ordinance to eliminate the separation requirement at the February meeting. It was a time sensitive issue for a company trying to locate in the city or it would just have been changed as part of the new ordinance and he did not prefer to have to pursue a variance for this.

T. Moulane announced workshops by Michigan Association of Planning would be available in Frankenmuth again this year; information would be forthcoming.

ADJOURNMENT:

Motion made by M. Lance, seconded by D. Matthews, to adjourn the meeting at 8:05 p.m.
Meeting adjourned.

Prepared by: Lisa Griffiths, Planning & Zoning Administrative Secretary