



**Planning Commission Minutes of Meeting
Remote Meeting by Zoom**

CALL TO ORDER & ROLL CALL:

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

Present: Lori Dufresne, Bob Shea, Doug Rise, Dan Matthews, Ashley Dardas

Absent:

Excused: Jim Reaume

Others: Staff Liaison Terry Moulane, AICP, Planning & Zoning Manager; Chris Girard, City Commission Liaison

APPROVAL OF MINUTES:

The minutes noted Matt from Bay City Gardens was indicated as present for Case SPR 20-06 but did not mention a last name and was questioned by D. Rise. Staff replied the last name had not been given during introductions.

Motion by D. Rise, seconded by D. Matthews to approve past meeting minutes for November 18, 2020.

Motion carried unanimously.

PUBLIC COMMENT - NON-AGENDA ITEMS:

L. Dufresne introduced Shelley Niedzwiecki as a planning commission applicant and thanked her for attending the meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

Site Plan Review: Case SPR 21-01, 1645 Marquette Avenue, Department of Public Works

Proposed new service buildings for Department of Public Works

Present: Kevin Koets, OHM Advisors

T. Moulane introduced Kevin Koets and explained Mr. Koets was going to walk the commission through the site plan regarding several site uses and new buildings. He also commented the planning commission would need to evaluate the need for and discuss gravel versus a paved surface.

Mr. Koets presented the site plan stating the site on Marquette Ave. was an existing site with an existing building that was going to be renovated to include all departments of DPW: Fleet, Water, Streets, Bridges, Sanitation, Parks, Sewer and Engineering. Employee parking would be set away from

operations and the plan was to separate public parking from employee parking and circulation of the site with different entrances and exits for safety.

Mr. Koets referred to three separate buildings to the north of the existing building on the site plan that would be used for cold storage: one building each for Parks, Streets and Sanitation Department. A small gravel-lay-down area at the back of the site will be used for materials and equipment such as trailers, fire hydrants and piping, etc. The entire operations portion of the site will be fenced with gate-controlled access and will have a water detention pond in the very back.

The Andre Street site sits east of the Marquette site and will be used for a structure to house salt and a shed for brine tank and spoils storage along with the hot patch and loader. The access drive will be gravel but the vehicle turn-around and loading areas will be concrete. The site will also be fenced with gate-controlled access with a water detention pond in the back.

L. Dufresne wondered if there was a practical reason for certain areas to be gravel and asked if they were going to be chip and seal or pea gravel.

Mr. Koets answered 22AA crushed concrete would be used which is larger in size, not normal road gravel and should not have the amount of dust as seen on gravel roads. He explained the cost issue was the reason for using it compared to paving the entire area especially with the budget constraints. He reiterated only the actual access drives would be gravel.

L. Dufresne asked if it could be done in stages. Mr. Koets said it could, but that area would mainly only be used in the winter and the area for the other site was mostly just used for cold storage and materials.

D. Rise asked how often the gravel would have to be maintained and if it would have to be leveled or refilled. Mr. Koets answered some of the aisles may need to be adjusted every five to seven years. He explained the sub-base would be 12 to 14 inches thick with six inches of 22AA crushed concrete for a total of 18 inches. Mr. Koets used the site plan to point out the existing two drives and parking lot on the Marquette site and stated only the back section would be new.

T. Moulane said the existing parking lot didn't meet the 20-foot setback but the setback would be required for the new portion. Mr. Koets replied it could easily be shifted down to meet the setback.

D. Rise inquired if a variance had ever been given from the setback requirement for the existing parking lots. T. Moulane said there had not.

Storm water retention was mentioned by B. Shea. Mr. Koets indicated the locations of storm water drains and explained catch basins were planned for the gravel that would be tied into the drains and would run into the detention pond.

T. Moulane relayed there was more of a concern about pavement and outdoor storage on the Andre Street site because a hard surface is required in site plan review. He stated he would prefer some type of phasing to be consistent with previous site plan reviews regarding drives and storage areas. Mr. Koets said the front section could be included as part of their first phase and then the long driveway would be part of phase two within a year or so.

T. Moulthane asked for the height of the fence. Mr. Koets replied it would not be more than seven feet. T. Moulthane thought a fence seven feet or higher would need a building permit. D. Rise looked in the ordinance and confirmed it would.

D. Rise asked about their implementation plans. Mr. Koets answered they were looking at June for a building permit with construction to start in July or August. He said they would be trying to get all the footings and foundations in before winter. He said construction would take about a year with completion planned for July of 2022.

T. Moulthane mentioned the front part of the building was currently being used. Mr. Koets confirmed that it was. He said Fleet was using a portion and the front offices had been demolished. Renovations would occur in two phases with Fleet being flipped back and forth within the building as the interior construction plans were completed.

D. Rise asked how the setback encroachment should be addressed. T. Moulthane explained the new parking lot would need the 20-foot setback. He said lots were allowed to be resurfaced without changing the setbacks, so the existing lots were just going to be repaved and kept as-is. Mr. Koets confirmed the existing lots would be resurfaced with new striping.

Motion made by D. Rise based upon the review and discussion of the application and in accordance with staff's finding-of-fact and conditions with special attention to phased in paving of the secondary site on Andre Street, with staff's recommendations cited on the staff report to approve the site plan.

Sec. 122-327. Approval standards.

The planning commission shall approve a site plan upon finding that:

- A. The uses proposed comply with applicable zoning district use and dimensional regulations. *Meets requirements.*
- B. All elements of the site plan are harmoniously and efficiently organized in relation to the size, shape and character of the lot, the type and size of proposed buildings, the location and layout of landscaping and off-street parking areas, and the character of uses on adjoining properties. *City Staff from the various DPW departments were involved in the design and use of the site for city operations. A presentation during the meeting will explain the various uses being accommodated in the two sites. Discussions relating to the unpaved portions of the property and how the site will be used is necessary.* Outcome: Conditions with special attention to phased in paving of the secondary site on Andre Street as discussed.
- C. The location and design of driveways is safe in relation to streets providing access to the site and in relation to pedestrian traffic. *Approved by Engineering with the condition access permits are obtained. Three new access drives will be installed: one for the employee parking lot on Andre Street and two on Marquette Drive for the service yard.*
- D. Access to the site is designed to minimize conflicts between vehicles and pedestrians and with traffic using adjacent streets and driveways. Vehicular circulation on the site is designed to be safe and convenient. *Meets requirement.*
- E. Safe and convenient pedestrian and bicycle access and circulation are provided. *Sidewalks have been constructed on Marquette Avenue and will remain.*

- F. Off-street parking and loading areas comply with the provisions of article XVII. *Meets requirements for number of parking spaces provided however the setback to the parking area is 20 feet.*
- G. Greenbelts, landscaping and screening are provided in accordance with the regulations of article XVIII. *Screening from adjacent residential uses is not a factor at this site. A landscaping plan indicating the number of existing and proposed landscaping is included that meets landscaping requirements.*
- H. Walls and fences, if required, are provided in accordance with the regulations of article XIX. *Any fence being construction requires a building permit if greater than 7 feet in height and shall be shown on the building construction plans.*
- I. Signs comply with the provisions of the sign code. *Sign permits will be required for installation.*
- J. Refuse receptacles are adequately screened from view from streets and adjoining property in accordance with the regulations of section 122-66. *Meets requirement.*
- K. All exterior lighting (building mounted and free-standing) is designed and installed to comply with the regulations of section 122-59, to result in minimal light trespass onto adjoining property, and to avoid interference with the vision of motorists on adjoining streets. *Lighting plans have been submitted and parking lot light fixtures will be 20 feet in height.*
- L. Access routes to all buildings, structures and uses are provided for emergency services vehicles. *Meets requirements.*
- M. Public utilities are provided in accordance with the regulations of public utility providers. Storm water management is consistent with city, state and federal regulations. *Meets requirement.*

PART V STAFF FINDINGS/RECOMMENDATIONS

Findings-of-fact and conditions

1. Article XV, Article X, Section 122-192 BB are applicable. Based on staff review, the site plan meets all zoning regulations.
2. Sealed plans for final site plan approval by city staff prior to issuance of the building permit.
3. A 20-foot setback for the new parking area from Andre Street.
4. Department review and comments in Part III must be met and a Storm Water Management permit obtained.
5. Sign permits will be required and approved according to Chapter 85, City Code of Ordinances.
6. Proper permits obtained for the construction of the fence on the sites.

Seconded by B. Shea.

Motion carried unanimously.

OTHER BUSINESS:

T. Moulane had started updating the commission about 905 Columbus when Zoom suddenly shut down and ended the session. The session reconvened with some having connection issues. It was agreed T. Moulane would just send an email with updated information regarding 905 Columbus to the commission members.

Motion to adjourn by D. Rise, seconded by A. Dardas.

Meeting adjourned at 7:35 pm.

Prepared by Lisa Griffiths, Planning & Zoning Administrative Assistant