



**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, Jim Reaume, Shelley Niedzwiecki

Absent:

Excused:

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

APPROVAL OF MINUTES:

Motion by B. Shea, seconded by D. Rise to approve past meeting minutes for January 20, 2021.

Motion carried unanimously.

PUBLIC COMMENT - NON-AGENDA ITEMS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

Site Plan Review: Case SPR 21-02, 1601 S. Euclid Avenue, Region VII Area Agency on Aging

Proposed additional parking area improvements.

Present: Jay Wheeler

T. Moulane explained the parking lot was being constructed by a residential dwelling whose use was being converted into office space. The parking lot would provide an extension from the current parking lot into the new site. He said there had been discussion with MDOT based on access management and the treatment of existing drives. He said the intention was to try and keep the current drive for the residential parcel open but MDOT had requested the drive be terminated since the commission members had received the site plan.

Mr. Wheeler stated an addition had been built about 10 years ago, but additional office space was needed. He said they had taken advantage of the opportunity for extra space when the house had become available and it was recognized additional parking would be required for the additional office space. Mr. Wheeler explained Serenus Johnson had been hired to renovate the interior of the building. He also stated the new parcel was higher than the existing site, but they were able to work the drains so

that they tied into the existing drains that lead to a detention area. He said obtaining a storm water management permit was one of the conditions from engineering and they would be expanding the pond area in the rear to account for the new hard surface. Mr. Wheeler added sidewalks and lighting had been added for safety and they would be submitting a landscaping plan for administrative review consisting of a tree and eight shrubs for the additional off-street parking area.

Mr. Wheeler briefly touched on the MDOT issue. He said the parcels were separate and would remain separate even though they were owned by the same owner. He related one driveway was concrete that lead to a garage in the back of the house and the other was just a curb-cut in the grass and he was waiting on the owner to decide if he was going to agree with closing them. Another thought was to plant a row of bushes so people couldn't use the driveway instead of totally closing it off.

L. Dufresne inquired if both existing buildings were being kept. T. Moulane answered both buildings would remain.

L. Dufresne asked if the existing drive would be connected to the driveway on the new property. T. Moulane said it would not. He said the access drive was new.

Mr. Wheeler clarified there was a connection to the south which is where most of the traffic would go because it ties in with the existing parking lot. He said all the work planned was for on private property.

T. Moulane asked if now would be the time to put in an access drive for parking. He said he was trying to protect the property in the future so that it would be able to function with that parking lot if it was ever sold off.

Mr. Wheeler said he does a lot of work in Saginaw Township and that it was quite common to do. He explained driveways were tied together so that it lessened the flow out onto the main road allowing cars to be able to drive back and forth between businesses without having to pull out onto the main road.

B. Shea said the house lies in approximately a 150' x 160' piece of property and asked if the property would be taken over by the developer, and if the fence would remain. Mr. Wheeler said the property would be taken over. They had allowed for a connection in the corner of the parking lot so the asphalt would connect, as well as having a sidewalk and walkway from one parcel to another. He said some of the existing fencing will be removed but otherwise he thought it would remain. B. Shea thought the split-rail fencing was really nice.

D. Rise asked if they would need to come in front of the planning commission if there was a problem with MDOT working out an agreement with the existing drive approaches on Euclid.

T. Moulane answered he had put a note in the staff report about the "bump-out" or "flare-out" on the north-end terminus that would allow for someone to back into that small space and then pull out. Mr. Wheeler said there was enough room for someone to get out of the last space. By requesting both drives to be closed, Mr. Wheeler felt MDOT was not taking into account that the parcels were separate and could be sold individually in the future.

Mr. Wheeler said he had made an inquiry if they would qualify as an exemption in the ordinance for an essential service facility. He confirmed it would not affect the layout or number of parking spaces shown.

L. Dufresne questioned if the parking area would have access to that drive. T. Moulane confirmed it would not. He said it would be the ending point. L. Dufresne commented it would be nice for them to have access by that drive for deliveries etc. so as not to interfere with any of the parking area.

T. Moulane explained they did access management a few years ago and it does apply to the Euclid corridor. He said they have to defer to MDOT because it is adjacent to their right-of-way and qualifies them for this type of review. He stated MDOT had approached businesses on the east side of Euclid during the sewer project to volunteer closing some of the curb-cuts. He said that had been a volunteer effort but MDOT has the authority to go in on a site plan review and he was obligated to notify them because of the shared ordinance.

Mr. Wheeler commented he had been an engineer for Monitor Township for 30 years and stated MDOT does not have the same agreement on their side of Euclid. T. Moulane thought it had also been adopted by the townships as that was part of the contract for the corridor itself but was not sure.

L. Dufresne thought they might be able to gate the drive at the street to keep people from using it if they were allowed to keep it.

Motion made by D. Matthews based upon the findings-of-fact staff recommends that the planning commission approve SPR 21-02 with the conditions with the site plan revisions submitted to staff.

Part III Departmental Review

Building Code Enforcement	Approved
Public Works/Engineer	Approved. Stormwater Management Permit is required.
Electric	Approved
Economic Development	Approved
Fire	NC
Sewer:	Approved
Water	Approved
Wastewater	

Part IV Zoning Requirements

Zoning Setback Requirements

Sec. 122-304. Office, business and waterfront zoning district schedule of regulations.

Zoning District	Lot Area and Width		Height		Minimum Setbacks (c)				Max. Front Set-back	Min. Floor Area	Max. Lot Coverage
	Area	Width	Stories	Feet	Front (a) (b)	Side	Both Sides	Rear			
O-1	None		2 ½	35	0	(d)			None	None	None
C-1			2 ½	35	0						
C-2-A			3	45	0						
C-2-B			3	45	20						
C-3			None	100	0						
WF			3	45	20						

Sec. 122-326. Review and approval.

- A. The planning commission shall review the site plan and any reports or findings prepared by the planning division and other city departments. The planning commission may approve, approve with conditions or deny approval of the site plan. It may also table action on the application at the request of the applicant or pending receipt of a revised site plan or other supplemental information requested by the planning commission, deemed necessary to an informed decision.

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. *Meets requirements.*
- C. The location and design of driveways is safe in relation to streets providing access to the site and in relation to pedestrian traffic. *The City Engineer has approved the project as submitted however MDOT is requiring the driveways that once served the residential use be removed per the Access Management Ordinance.*
- 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 requirements.*
- E. Safe and convenient pedestrian and bicycle access and circulation are provided. *A sidewalk is proposed adjacent building and to the parking area which will provide a sidewalk along the building frontage.*
- F. Off-street parking and loading areas comply with the provisions of article XVII. *Meets requirements.*
- G. Greenbelts, landscaping and screening are provided in accordance with the regulations of article XVIII. *Landscaping is required in the new front yard area.*

- H. Walls and fences, if required, are provided in accordance with the regulations of article XIX. *Not required.*
- I. Signs comply with the provisions of article XX. *No signage proposed.*
- J. Refuse receptacles are adequately screened from view from streets and adjoining property in accordance with the regulations of section 122-66. *None being shown, if placed, must be screened.*
- 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 information has been provided meeting regulations.*
- 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.

PART V STAFF FINDINGS/RECOMMENDATIONS

Findings-of-fact and conditions

1. Sections 122-153, 304, 322, 326, 327, 381 and 402 are met.
2. The application is complete and in accordance with applicable zoning regulations.

Recommendation

Based upon the above findings-of-fact, staff recommends that the Planning Commission approve SPR 20-01 with the conditions for the site plan revisions being submitted to staff.

Conditions:

1. A Stormwater Management Permit is required through the Engineering Department.
2. One tree and eight shrubs shall be provided in the front yard area of the off-street parking areas.
3. A revised site plan with landscaping submitted to staff for administrative review for meeting these conditions

Seconded by B. Shea.

Motion carried unanimously.

OTHER BUSINESS:

T. Moulthane talked briefly about working with the businesses to get the sidewalk café/social district program open and shared it was time to start reviewing for the 5-year Master Plan for 2022 and hoped to be able to meet in the chambers soon. He said the goal was to work on the plan without having to hire a consultant.

L. Dufresne inquired if it was known when regular meetings in the chambers would resume. Neither T. Moulthane or Chris Girard had an answer.

T. Moulthane was concerned regarding the challenge of scheduling public meetings and presentations that will need to be held for the new zoning ordinance because the finished draft was delivered to him

from the consultant. He explained there will be two near areas that will be new to staff, one being form based code.

Motion to adjourn by D. Rise, seconded by S.Niedzwiecki.

Meeting adjourned at 7:35 pm.

Prepared by Lisa Griffiths, Planning & Zoning Administrative Assistant