

DRAFT

**Village of Lake Isabella
Planning Commission Minutes**
Regular Meeting January 13, 2009

**1010 Clubhouse Drive
Lake Isabella, MI, 48893**

Planning Commission Chairman Dunham called the meeting to order at 7:00 PM.

Members Present: Kenney, LaPointe, Gloden, Grey, Boyd, and Dunham
Members Absent: Kerr

The agenda was accepted as presented without objection.

The minutes from the December 2, 2008 meeting were approved as presented.

Reports were received from the Village Manager, Village Council, and Chairman.

Public Hearings

1. Proposed Zoning Ordinance 2009-01: Fencing Regulation Update

Dunham opened the public hearing at 7:17 PM

Public Comments: None

Dunham closed the public hearing at 7:18 PM

Public Comments

- Mike Scherba of Lincoln Drive: Commented on the variance granted for lot 101 of Lake Isabella North. He stated he was against any further changes in the setbacks for that lot.

Existing Business

1. Proposed Zoning Ordinance 2009-01: Fencing

The Planning Commission reviewed the staff report on the proposed ordinance. Staff's recommendation on the proposed ordinance is:

1. *The matter of privacy fences on residential lots that have adjoining rear yards be reconsidered and examined further.*
2. *The Planning Commission consults with the Village Council regarding the desired scope of regulations and enforcement obligations of the Village.*

Short of these two issues being resolved, it is staff's recommendation that the Planning Commission not recommend the draft as written to the Village Council for adoption.

Kenney questioned the need for requesting a survey for fences on lot lines.

Boyd discussed his position regarding privacy fences on back-to-back residential lots. He stated that fences do not enhance neighborhoods, and that privacy fences would be an eyesore.

LaPointe commented that his son in Tennessee lives in a development where nearly everyone has a privacy fence and there are not any issues.

Fence Committee member Hiither was recognized by the chair. Hiither commented that he did not receive a copy of the staff report and wanted to know why. He stated that if he had, he would have had comments during the public hearing. He further commented that if staff had issues with the draft they needed to be addressed during the committee process, not now. He concluded by stating that if the Village adopted regulations in conflict with the "building and use" restrictions of the LIPOA it would only cause conflict for the residents of the community.

Wolff apologized to Hiither for any offense he took from not receiving a staff report. The report had been distributed to members of the Planning Commission and 1 copy to a resident who

requested a copy. He noted that the objections raised in the staff report were voiced during the committee process but were not acted on by the committee. He reminded the Planning Commission that the Village encompasses a larger geographic area than the LIPOA, and these regulations would affect all, not just those who live in plats under the LIPOA.

Dunham stated that staff should not be viewed negatively for issuing a report on a proposed ordinance since that is their job. He also stated that additional public input on this should be sought.

Grey agreed that additional input be sought before a recommendation is made to the Council.

Kenney asked for Mike Scherba's views on the matter since he was a member of the Fence Committee. Scherba stated that the draft is probably to large in scope and needs to be condensed.

Kenney offered to help with any further work on the matter.

The members requested that Grey and Dunham submit a plan for further public input along the lines of what was done with the Major Street Project.

Further action was tabled until the next meeting.

2. Master Plan Update: Staff Report

Wolff provided a report on survey options for the Master Plan. It was agreed that a survey should be conducted for the Master Plan Update. The Planning Commission discussed different means of conducting the survey, mainly an on-line survey or a hard copy print survey.

3. Unbuildable Lots: Staff Report

Wolff provided a report updating the Planning Commission on unbuildable lots issue.

New Business

1. By-Laws Update

The Planning Commission discussed the proposed rules changes. There was consensus to leave 2 periods of public comment. Grey raised the issue of allowing repeated excused absences. Per the rules of the Planning Commission, notice must be provided prior to adoption of any rules changes; as such action was tabled until the February meeting.

2. 2009 Goals

The Planning Commission reviewed the list of on-going projects that staff is working on. No changes were made to the list. Grey raised the issue of a community center as part of our long-term plan. Boyd discussed the need to further plan for the Coldwater Business corridor. Wolff responded to Grey and Boyd by noting that those two projects would best be included with the Master Plan.

Public Comments:

- None

With no further business the Planning Commission adjourned at 9:38 PM.

Jeffrey P. Grey
 Village Clerk X _____

DRAFT

**Village of Lake Isabella
Planning Commission Minutes**

**1010 Clubhouse Drive
Lake Isabella, MI, 48893**

Regular Meeting February 10, 2009

Planning Commission Chairman Dunham called the meeting to order at 7:00 PM.

Members Present: Boyd, LaPointe, Kenney, Grey, Gloden, and Dunham

Members Absent: Kerr

The agenda was accepted as presented without objection.

The minutes from the January 13, 2009 meeting were approved as presented.

The Chairman gave a report discussing the ideas for additional public input regarding the proposed Fence Regulation Update. They plan to request input from residents in each plat, and to wait until the seasonal residents return for the summer.

The Manager gave a report detailing the Form Based conference he and Chairman Dunham attended earlier that day.

Grey gave a report on the January Village Council meeting and the upcoming public hearing to renew the Broomfield Township Fire District Special Assessment.

Public Hearings

1. Proposed Planning Commission By-Law Amendments

Dunham opened the public hearing at 7:17 PM

Public Comments: None

Dunham closed the public hearing at 7:18 PM

Public Comments

- None

Existing Business

1. Proposed Zoning Ordinance 2009-01: Fence Regulation Update

Wolff presented the Planning Commission members with copies of other fence regulations in the community (LIPOA, Whispering Pines Cove, and the original zoning code language).

2. Unbuildable Lots: Staff Report

Wolff presented an update to the Planning Commission on the status updates posted on the Village's blog. He gave a brief overview of workings of decentralized systems.

3. Planning Commission By-Laws Amendment

A motion was made by LaPointe, which was seconded by Kenney, to adopt the proposed amendments to the Planning Commission By-Laws as amended.

ROLL CALL VOTE: YEAS: Boyd, LaPointe, Kenney, Grey, Gloden, and Dunham NAYS: None. MOTION CARRIED UNANIMOUSLY

New Business

1. 2008 Annual Report

Wolff presented the annual report to the Planning Commission.

A motion was made by Grey, which was seconded by LaPointe, to accept the report and present it to the Village Council. VOICE VOTE: MOTION CARRIED.

2. Lake Isabella Airpark Land Use

Wolff presented a concept plan for land use for Lake Isabella Airpark if the building and use regulations were amended. The Planning Commission was favorable to the concept, but asked that further action be delayed until the restrictions were actually amended.

Public Comments:

- Mike Scherba of Lincoln Drive: Commented that he thinks it is an excellent idea for the village to have additional professional input on the plans for southern Lake Isabella beyond Rowe Inc.

With no further business the Planning Commission adjourned at 7:55 PM.

Jeffrey P. Grey
Village Clerk X _____

Village of Lake Isabella
Planning Commission Minutes
Regular Meeting April 14, 2009

1010 Clubhouse Drive
Lake Isabella, MI, 48893

Planning Commission Chairman Dunham called the meeting to order at 7:00 PM.

Members Present: Boyd, LaPointe, Kenney, Grey, Gloden, and Dunham
Members Absent: None

The agenda was accepted as presented without objection.

The minutes from the February 10, 2009 meeting were approved as presented.

The Manager gave a report detailing the Zoning Board of Appeals meetings on April 13, 2009.

Grey gave a report on the March Village Council meeting.

Public Hearings

- None

Public Comments

Larry Hiither of Queens Way: Speaking on the behalf of Doris Dale, questioned whether or not a “life alert” type system was available in the Lake Isabella area. *Gloden talked about the benefits of the program as a relative utilized the system in the Upper Peninsula. LaPointe also commented that his neighbor has a system and he and his wife are on their emergency contact list.*

Existing Business

1. Lake Isabella Airpark Development Plan

The Planning Commission discussed the possibility of planes being able to taxi down Bonanza Lane to the airport for hangars not located adjacent to the airport. The primary areas of concern were lots 2-9 and 19. These lots present a unique set of circumstances due to their size and not being adjacent to the airport. Grey voiced objection to prohibiting airport related uses on these lots. He stated that if a plane could be taxied or towed to and from the property they should be allowed to use them for airport purposes. Several Commissioners disagreed with this and voiced concern over allowing aircraft to be taxied or towed down Bonanza Drive.

Wolff also voiced concern over how airport use from these lots would affect the residential lots on the north side of Bonanza. He also discussed the need to orientate non-residential structures on these lots to minimize any negative impact on residential development.

The Commission discussed the height limitations from the FAA and MDOT. There was review of the FAA Part 77 and MDOT Approach Plans. The Commission also discussed how to plan for development to enhance public areas. This includes a build from zone along Bonanza, and a required build from line for hangars along the airport.

Wolff pointed out that the intent of the Development Plan needs to focus on the character of the development, not the uniformity of what is developed. There was agreement to this statement. The Planning Commission discussed setting minimum standards for style in housing stock, but having regulations that were flexible enough to provide uniqueness to individual homes.

2. Unbuildable Lots: Staff Report

Wolff presented a report the Planning Commission about the unbuildable lots. He discussed the scheduled water testing and Lake Isabella Airpark and Canterbury Estates. He also discussed the plan for an independent review of the feasibility for Lake Isabella South and Lake Isabella Golf Estates II.

3. Proposed Fence Regulation Ordinance – Review Group

Wolff presented a list generated by Village staff of randomly selected residents from each plat, and un-platted area of the Village for consideration. Upon review of the list, Dunham suggested that he and Grey host 4 or 5 workshops in May. He suggested that they invite everyone on the list, and have them select one of the four workshops to attend. Dunham asked for staff's help in preparing the invitations and presentation for the workshop.

New Business

1. Planning Commission Resignation

A motion was made by LaPointe, which was seconded by Grey, to accept with regret and thanks the resignation of Roger Kerr from the Planning Commission. VOICE VOTE: MOTION CARRIED UNANIMOUSLY

2. Election of Planning Commission Vice-Chair

Jim Kenney was nominated by Grey; the nomination was seconded by LaPointe.

A motion was made by Boyd, which was seconded by LaPointe, to close nominations and ~~cast~~ cast a unanimous ballot for Jim Kenney. VOICE VOTE: MOTION CARRIED UNANIMOUSLY

3. SOB Material Review Work Group

Wolff presented the needed steps needed to update the Village's regulation of sexually oriented businesses. He detailed the need for an in-depth literature review of the subject, which includes news articles, studies from other communities, and scholarly articles which discuss the impact that sexually oriented businesses have on a community. To accomplish this he presented two options for the Planning Commission to consider. The first option was to provide all members with the materials and have discussion each month on selected items until all were covered. The other option was to provide all the members with the materials reviewed, but select 2 Commissioners to work with him to generate a finding of fact. This finding of fact would be presented to the entire Planning Commission and Village Council once completed.

After discussion the Planning Commission opted for appointing Kenney and LaPointe to work with Wolff in generating a finding of fact.

4. Anti-Funneling Regulations

The Planning Commission discussed the practice of funneling. The Commission discussed the need to grandfather existing plats and developments, but have greater regulation of the practice for new plats, site condos, and other developments which could funnel more people onto the lake. Wolff was requested to have an ordinance drafted to address this issue.

Public Comments:

- None

With no further business the Planning Commission adjourned at 9:11 PM.

Jeffrey P. Grey
 Village Clerk X _____

Village of Lake Isabella
Planning Commission Minutes
Regular Meeting May 12, 2009

1010 Clubhouse Drive
Lake Isabella, MI, 48893

Planning Commission Chairman Dunham called the meeting to order at 7:00 PM.

Members Present: Boyd, LaPointe, Kenney, Gloden, Mortier and Dunham
Members Absent: Grey

The agenda was accepted as presented without objection.

The minutes from the April 14, 2009 meeting were approved as corrected without objection.

The Chairman reported on the dates set for the proposed "Fence Ordinance" review groups.

The Manager gave a report detailing year to date permit totals, year to date code enforcement stats, restoration on the DTE natural gas project, firms submitting qualifications for the Lake Isabella South & Lake Isabella Golf Estates II decentralized wastewater study, and a tax foreclosed property on Par Drive.

Grey arrived at 7:24 PM.

Grey gave a report on the April Village Council meeting and two public hearings for the May meeting.

Public Hearings

- None

Public Comments

Larry Hiither of Queens Way: Thanked the Planning Commission for their work and for the follow-up on the concern shared last month from Doris Dale.

Existing Business

1. Lake Isabella Airpark Development Plan

The Planning Commission continued its discussion over the concept of a Form Based plan and code for development in the Lake Isabella Airpark Plat. There was discussion over elements to include in the code as to the architectural requirements for detached single family homes along the north side of Bonanza Lane.

2. Unbuildable Lots: Staff Report

Wolff provided an update to the Planning Commission on the Unbuildable Lots. He shared a memo sent to the stakeholder organizations detailing work in each respective plat. A copy of the letter is available on the Village's blog.

3. Proposed Ordinance: Regulation of Funneling

A proposed ordinance to regulate funneling for future developments was introduced. A public hearing was set for the next meeting.

New Business

1. Proposed Ordinance: Sign Regulation Update

There was lengthy discussion over the proposed changes to the sign ordinance of the Village. The ordinance was introduced at the Village Council meeting in April. The Council referred the matter back to the Planning Commission for review and comments.

A main point in the discussion centered over how large of a sign to allow on Coldwater Road in the business districts. There was also discussion over the use of cube-vans, sign trucks, and

trailers to advertise in parking lots. The Planning Commission was unanimous in their support of regulating this practice as it is a clear attempt to skirt signage regulations.

2. Unbuildable Lots: Citizen Requests

The Planning Commission reviewed two requests made by owners of unbuildable lots.

The first request was to amend the zoning ordinance to allow a gazebo to be built as a standalone structure without a conforming primary structure. There was discussion over how property owners can presently use unbuildable lots, and whether or not a change in the ordinance would create additional nuisance issues. Concerns were voiced over people bringing in electrical service to the gazebos, increased vandalism, port-a-johns, storage sheds, and overnight camping.

The second request was to consider the possibility of allowing an unbuildable lot to be serviced by a private septic system across the street from the unbuildable lot. The Planning Commission was unanimous in their opposition to this request. Wolff reported that if the resident was serious a variance would be needed as the zoning code clearly states that “lots separated by a street are not contiguous,” in addition to the approval of either the Street Administrator or Village Council to install a private septic line underneath a Village owned street.

Public Comments:

- None

With no further business the Planning Commission adjourned at 9:34 PM.

Jeffrey P. Grey
 Village Clerk X _____

Village of Lake Isabella

Planning Commission Minutes

Regular Meeting June 9, 2009

**1010 Clubhouse Drive
Lake Isabella, MI, 48893**

Planning Commission Chairman Dunham called the meeting to order at 7:02 PM.

Members Present: Boyd, Grey LaPointe, Kenney, Gloden, Mortier and Dunham

Members Absent: None

The agenda was accepted as presented without objection.

The minutes from the May 12, 2009 meeting were approved as corrected without objection.

The Chairman reported on the Fence Ordinance Focus Group meetings.

The Manager gave a report detailing year to date permit totals, year to date code enforcement stats, the proposed 2009-2010 budget, and Consumer's Energy proposal to build out natural gas for their side of Lake Isabella.

Grey gave a report on the May Village Council meeting.

Public Hearings

- None

Public Comments

- None

Existing Business

1. Unbuildable Lots: Staff Report

Wolff presented a report to the Planning Commission detailing the firms selected to bid on the peer review of Rowe's Decentralized Feasibility Study. He also reported on the application submitted to the CMDHD to amend the restrictions in Lake Isabella Airpark and Canterbury Estates.

2. Proposed Ordinance 2009-03: Regulation of Funneling

Due to a publishing error, the public hearing was rescheduled for the July meeting.

3. Proposed Sign Code Update Ordinance: Review

The Planning Commission completed its review of the draft. They also reviewed a memo issued regarding upgrading the Citgo sign at Out-a-Bounds. The members of the Planning Commission were in unanimous agreement with the memo, and encouraged staff to work with Out-a-Bounds and Coyne Oil to help find a sign that meets their needs and conforms to the Village's sign code.

There was no object to the changes in the draft being submitted to the Council for their review.

New Business

1. Master Plan Exercise – Future Land Use Map

The Planning Commission discussed the future land use map. Further action was tabled until the July meeting.

Public Comments:

- None

With no further business the Planning Commission adjourned at 8:39 PM.

Jeffrey P. Grey

Village Clerk X_____

Planning Commission Minutes

Rescheduled Regular Meeting July 28, 2009

Planning Commission Chairman Dunham called the meeting to order at 7:02 PM.

Members Present: Boyd, Grey LaPointe, Kenney, Gloden, and Dunham

Members Excused: Mortier

Mortier was excused without objection.

The agenda was accepted as presented without objection.

The minutes from the May 12, 2009 meeting were approved as presented without objection.

The Chairman reported on his work on a Village Cemetery.

The Manager gave a report detailing year to date permit totals, year to date code enforcement stats, and Lake Isabella being selected as a pilot community to test the new Michigan Form Based Guidebook.

Grey gave a report on the July Village Council meeting.

Public Hearings

Proposed Ordinance 2009-03: Regulation of Funneling

Dunham opened the public hearing at 7:17 PM.

Public Comments: John Bishop of Pueblo Pass asked what “funneling” is? *Dunham replied and explained that it was the practice of reserving a small section of lake front property to allow access to back lot owners. He also explained that the intent of the ordinance was prevent future development from creating their own funneling locations, but rather to use the existing park network for lake access.*

Dunham closed the public hearing at 7:22 PM.

A motion was made by Grey, which was seconded by LaPointe, to submit proposed ordinance 2009-03 to the Village Council with a recommendation of adoption. ROLL CALL VOTE; YEAS: Boyd, Grey LaPointe, Kenney, Gloden, and Dunham; NAYS: None; MOTION CARRIED UNANIMOUSLY (6-0-0).

Public Comments

- John & Sharon Bishop of Pueblo Pass commented on a notice from the Village that requests the fence they recently installed near the lake be removed as it is within 35’ of the ordinary high water mark. They cited problems with dogs and geese and think that prohibiting all fencing near the lake is not warranted.

Existing Business

1. Unbuildable Lots: Staff Report

Wolff presented a report to the Planning Commission detailing the status of the feasibility study that Rowe has been commissioned to complete. The final copy is due at the August Council meeting.

2. Proposed Ordinance 2009-04: Fence Regulation Update: Final Mark-up Session

The Planning Commission reviewed the feedback provided via the focus groups and the on-line survey and completed a mark-up session of the ordinance.

There was discussion regarding the need to require a survey and the requirement that fences must be setback at least 3 feet from a property line without consent and a survey. After discussion the consensus was to keep the requirement, but waive the survey if the lot corners were found.

There was lengthy discussion over garden fences. No changes were made from the presented draft with the exception of additional items added to the prohibited materials list.

The Planning Commission added the suggestion that pet enclosures be allowed to screen two sides to provide shade to animals.

The Planning Commission discussed the issue of privacy panels. After discussion it was agreed to increase the allowed section length from 12' to 16', and total amount per parcel from 24' to 32' provided that one of the sections be attached to a structure.

A motion was made by Boyd, which was seconded by Kenney, to submit proposed ordinance 2009-04 to the Village Council, as amended, with a recommendation of adoption. ROLL CALL VOTE; YEAS: Boyd, Grey LaPointe, Kenney, Gloden, and Dunham; NAYS: None; MOTION CARRIED UNANIMOUSLY (6-0-0).

New Business

1. Introduction of Proposed Ordinance 2009-05: Accessory Structure Regulation Update

Proposed Ordinance 2009-05 was introduced and a public hearing set for the August meeting.

2. Election of Officers

A motion was made by Kenney, which was seconded by Grey, to nominate Bill Dunham to serve as Chairman, and for nominations to be closed and a unanimous ballot cast for Dunham. VOICE VOTE; MOTION CARRIED UNANIMOUSLY

A motion was made by Grey, which was seconded by LaPointe, to nominate Jim Kenney to serve as Vice-Chairman, and for nominations to be closed and a unanimous ballot cast for Kenney. VOICE VOTE; MOTION CARRIED UNANIMOUSLY

A motion was made by Grey, which was seconded by Kenney, to nominate Ardith Gloden to serve as Secretary, and for nominations to be closed and a unanimous ballot cast for Gloden. VOICE VOTE; MOTION CARRIED UNANIMOUSLY

A motion was made by LaPointe, which was seconded by Boyd, to nominate Bill Dunham to serve as the Planning Commission member of the Zoning Board of Appeals, and for nominations to be closed and a unanimous ballot cast for Dunham. VOICE VOTE; MOTION CARRIED UNANIMOUSLY

A motion was made by LaPointe, which was seconded by Boyd, to nominate Ardith Gloden to serve as the Planning Commission member of the TSI Committee and for Justin Mortier to serve as the alternate member of the Planning Commission for the TSI Committee. VOICE VOTE; MOTION CARRIED UNANIMOUSLY

Public Comments:

- Larry Hiither of Queens Way asked for clarification on what the final resolution on privacy panels was.

With no further business the Planning Commission adjourned at 9:40 PM.

Jeffrey P. Grey
Village Clerk X_____

Planning Commission Minutes

Regular Meeting August 11, 2009

Planning Commission Chairman Dunham called the meeting to order at 7:02 PM.

Members Present: Boyd, Grey LaPointe, Kenney, Gloden, Mortier, and Dunham

Members Absent/Excused: None

The agenda was accepted with the addition of Existing Business #2 – Village Cemetery

The approval of minutes from the July 28, 2009 meeting was postponed until the next meeting as the packets were missing page 2 of 3 from the minutes.

The Manager gave a report detailing year to date permit totals, year to date code enforcement stats, the Form Based Code event on September 9th, and the upcoming MAP Conference.

Site Plan Presentation: Isabella Bank 125 N. Coldwater Road

A site plan to build an addition for a drive-thru teller complex was presented by Isabella Bank. Wolff submitted a report to the Planning Commission on the proposed site plan. Steve Pung from Isabella Bank and John Schwark from Thompson-Phelan presented the project. Jim Kenney requested to be excused from the discussion as his business is a tenant of Isabella Bank at the property under consideration. Kenney was excused without objection.

There was discussion regarding site lighting, dumpsters, landscaping, and parking. Schwark stated that part of the existing parking was built over the property line into the Coldwater Road right-of-way.

A motion was made by Grey, which was seconded by Boyd, to approve the site plan with the following conditions:

1. A Zoning Application, final site plan, and required fee are submitted.
2. All external lighting conforms to the requirements of Chapter 634 of the codified ordinances of the Village of Lake Isabella, and any illuminated sign or logo be turned-off between the hours of midnight and 5:00 AM.
3. If a dumpster is provided at a later date in time; the conditions of section 1212.11 of the codified ordinances of the Village of Lake Isabella are satisfied.
4. A letter of approval is provided for form the Isabella County Road Commission for the work being proposed in the right-of-way.

Voice vote: The motion was carried unanimously (6-0-1).

Public Hearings

Proposed Ordinance 2009-05: Accessory Structures

Dunham opened the public hearing at 7:55 PM.

Public Comments: None

Dunham closed the public hearing at 7:57 PM.

The Planning Commission discussed the proposed draft. There was discussion over requiring a minimum pitch on roofs of accessory structures over 200 square feet. There was also discussion over the foundation requirements for accessory structures.

After the discussion, the Planning Commission requested that staff make the discussed changes to the draft for the September meeting.

Public Comments

- None

Existing Business

1. Master Plan/Future Land Use Map Discussion

Each member of the Planning Commission presented a draft of a future land use map that they produced. The members discussed each respective map and noted the following ideas:

More area set aside for recreation, such as: ball fields, walking paths, and green belts

A possible energy or industrial park along Drew Road

An area set aside for a school

An area for community gardens

An area set aside for addition attached single-family development

An area set aside for a community center/building.

There was discussion about a change in the zoning ordinance to change a term. The Planning Commission agreed that the phrase “multi-family residential” should be changed to “attached single-family” as the intent of the ordinance is for single family units in a multiple unit structure, not multi-family units.

2. Village Cemetery

Dunham presented his work on creating a Village Cemetery. After a brief discussion the Planning Commission tabled this item until the September meeting without objection.

New Business

- None

Public Comments:

- None

With no further business the Planning Commission adjourned at 9:47 PM.

Jeffrey P. Grey
 Village Clerk X _____

Village of Lake Isabella

1010 Clubhouse Drive
Lake Isabella, MI, 48893

Planning Commission Minutes

Regular Meeting September 8, 2009

Planning Commission Chairman Dunham called the meeting to order at 7:01 PM.

Members Present: Grey, LaPointe, Kenney, Gloden, and Dunham

Members Excused: Boyd and Mortier

Boyd and Mortier were excused without objection.

The agenda was accepted as presented.

The minutes from the July 28, 2009 and August 11, 2009 meetings were approved as presented.

Public Hearings

- None

Public Comments

- None

Existing Business

1. Proposed Ordinance 2009-05

The Planning Commission reviewed the draft. There was discussion over free standing carports and they are regulated. The Planning Commission requested that carports be addressed and the draft further discussed in October.

2. Village Cemetery

Planning Commission continued the review of the proposed Village Cemetery. The Planning Commission set a goal of having a final proposal and a RFP for review of the proposal due at the January 2010 meeting.

New Business

- None

Public Comments:

- None

With no further business the Planning Commission adjourned at 8:54 PM.

Jeffrey P. Grey

Village Clerk X _____

Planning Commission Minutes

Regular Meeting October 13, 2009

Planning Commission Chairman Dunham called the meeting to order at 7:00 PM.

Members Present: Boyd, Grey, LaPointe, Kenney, Mortier, Gloden, and Dunham

Members Excused: None

The agenda was accepted as presented.

The minutes from the September 8, 2009 meeting were approved with one correction.

Public Hearings

- None

Public Comments

- None

Existing Business

1. Proposed Ordinance 2009-05: Accessory Structures

The Planning Commission continued its review over the proposed update to the regulation of accessory structures. The Planning Commission discussed the best means to regulate carports, porticos, lean-tos, and covered storage areas on accessory structures. The Planning Commission reviewed pictures of different design options for each, and how the draft would or would not regulate them.

No action was taken, Wolff was directed to modify the draft based on the discussion.

2. Master Plan Focus Groups: Follow-ups

Wolff presented the PowerPoint to the Planning Commission that was used in the focus groups. He discussed the feedback from the meetings. Specifically people expressed a desire to see increased walking and bike paths, a walkable connection from one side of the lake to the other, and high standards in building design.

Wolff also highlighted a scale display of the Coldwater Road area to help illustrate how different code options might impact development in that corridor.

New Business

1. Land Use Classification Request

The Planning Commission reviewed a request from Rick Bishop for a land use classification. Mr. Bishop is considering a mix use of retail and manufacturing. Presently no zoning district in the Village also that combination of mix use, but the zoning ordinance allows the Planning Commission to determine what district a use may be located in as a Special Land Use if that use is not addressed in the code.

In reviewing the request, the Planning Commission discussed whether or not the use would best be suited for the Industrial District or the East Coldwater Business District. Wolff discussed that in his opinion it could be view in a similar fashion to a "brewpub."

He also stated that in his opinion as the Zoning Administrator the most logical way to address this was to establish a percentage of space ratio to determine what district the use could be situated in.

A motion made by Kenney, seconded by Mortier, to classify a mix use of non food/beverage retail and manufacturing/production/processing by the following ratio: If the retail use is equal to or greater than 51% of the square footage of the primary structure the use shall be allowed as a Special Land Use in the East Coldwater Business District, if less than 51% of the primary structure's square footage use is dedicated to retail use, the use shall be allowed as a Special Land Use in the Industrial District. .

ROLL CALL VOTE; YEAS: Kinney, LaPointe, Gloden, Boyd, Mortier, and Dunham;
NAYS: Grey; MOTION CARRIED (6-1-0)

2. Coldwater Business Districts Review

Due to the time, this item was tabled until the November meeting.

Public Comments:

- None

With no further business the Planning Commission adjourned at 10:03 PM.

X

Jeffrey P. Grey
Village Clerk

Planning Commission Minutes

Regular Meeting November 10, 2009

Planning Commission Chairman Dunham called the meeting to order at 7:01 PM.

Members Present: Boyd, Grey, LaPointe, Kenney, Mortier, Gloden, and Dunham

Members Absent: None

The agenda was accepted as presented.

The minutes from the October 13, 2009 meeting were approved as presented.

Village Manager Wolff submitted a report to the Planning Commission regarding the upcoming ZBA meeting, code enforcement, and progress on the Village's salt barn.

Public Hearings

- None

Public Comments

- Larry Hiither of Queens Way: Thanked the Village for the extent to which technology is being utilized to increase public involvement. He commented on the website and the technology upgrade to the Council Chambers.

Existing Business

1. Proposed Ordinance 2009-05: Accessory Structures

The Planning Commission continued its review over the proposed update to the regulation of accessory structures. The Planning Commission discussed and made changes to the proposed definitions. Changes were also made reflecting the Planning Commission's desire to prohibit free standing carports.

A motion was made by Grey, seconded by Mortier, to recommend adoption of proposed ordinance 2009-05 to the Village Council. VOICE VOTE: MOTION CARRIED UNANIMOUSLY 7-0-0.

2. Coldwater Business Districts

Wolff presented a series of questions to the Planning Commission regarding things which may need to be reviewed or amended in the Coldwater Business Districts. Those questions and concerns were as followed:

- *In the WCBD single family dwellings are permitted. Is this something should continue to allow? If so, should we revamp the design requirements so that the businesses take on a form that more closely resembles a dwelling?* After discussion the Planning Commission felt that single family dwellings continue to be permitted on single lots, and that form elements should added to the code which result in a style of structures which could be used as either dwellings or office uses.
- *In the ECBD the code allow "mini-warehouses" and "seasonal plant/food stands." Is this something we desire to continue? Wolff recommends that if they are allowed,*

that they be restricted to Baseline Road and not Coldwater Road. Or, mini-warehouses made a permitted use in the Industrial District. After discussion, the Planning Commission felt that prohibiting seasonal plant and food stands would be more desired, and that mini-warehouses should be on Baseline Road parcels and Industrial parcels, not Coldwater Road parcels.

- *Wolff questioned if gable roof ends over doors if some type of architectural enhancement is made?* The Planning Commission felt that gable ends over entrance ways would be appropriate, provided that the gable was part of a hipped or mansard roof.
- *Wolff recommend prohibiting vinyl siding, T-111, brick veneer, and aluminum siding on façades facing parking lots and right-of-ways.* The Planning Commission discussed this, and requested more detail on the materials. They also discussed allowing a limited percentage of the façade to contain these materials.

The Planning Commission discussed being more flexible with the landscaping requirements of the code and screening barriers. The Planning Commission discussed reviewing the percentage of transparent glass required on façades facing right-of-ways and parking lots.

New Business

1. Proposed Ordinance 2009-04: Fences

Proposed Ordinance 2009-04 was returned to the Planning Commission by the Village Council. Gloden and Kenney both questioned what specifically the Council would like to see in the ordinance. Wolff shared the comments of the Village Council, and highlighted one of the main concerns of enforceability.

Wolff also addressed a main concern of the Council that both the Village and LIPOA have similar regulations, and that both entities need to work together to draft a set of regulations different than what each presently has.

Dunham requested that he and Wolff meet to discuss how to proceed.

Without objection, this item was tabled until Dunham and Wolff could meet to present a condensed version to the Planning Commission and Village Council.

Public Comments:

- Mike Scherba of Lincoln Drive: Stated that he feels it is excessive to require certain garage doors to contain windows. He also suggested that the Village adopt the LIPOA rules on fences.

With no further business the Planning Commission adjourned at 9:23 PM.

X

Jeffrey P. Grey
Village Clerk

Planning Commission Minutes

Regular Meeting December 8, 2009

Planning Commission Chairman Dunham called the meeting to order at 6:59 PM.

Members Present: Boyd, Grey, LaPointe, Kenney, Mortier, Gloden, and Dunham

Members Absent: None

The agenda was accepted as presented.

The minutes from the November 10, 2009 meeting were approved as presented.

Public Hearings

- None

Public Comments

- None

Existing Business

1. Proposed Ordinance 2009-04: Fences

Dunham reported that he and Manager Wolff had not yet met to discuss changes to the draft. Wolff reported that the Village Council did not meet in November, as such he had no new information on the matter.

2. Coldwater Business Districts

The Planning Commission reviewed the percentage of transparent glass to require on certain façades. The Planning Commission agreed to a 30% to 60% requirement for the front façade, and at least one additional façade based on the parking orientation.

The Planning Commission discussed working with the Isabella County Road Commission for a service drive or other enhancements to mitigate on-site parking requirements. There was discussion over structure placement requirements along the front and side lot lines to help facilitate parking areas. There was discussion and disagreement over having parking behind the structure adjacent to the golf course.

Dunham asked if it would be worthwhile to incorporate a set of goals with the district. Wolff discussed making it a site specific plan like the one being constructed for the Airport.

Mortier suggested generating a pattern book for the single lots on the west side of Coldwater Road. This would assist developers and could even be used as a pre-approved site plan.

New Business

1. Variance Expiration Dates

The Planning Commission reviewed a legal opinion of the Village's attorney and asked to have an ordinance drafted to place an expiration period for all variances into the

zoning code. The requested time frame for the expiration is 12 months, with a possible 6 month extension.

Public Comments:

- None

Members LaPointe and Mortier requested to be excused for the January 12, 2010 meeting.

With no further business the Planning Commission adjourned at 9:03 PM.

X

Jeffrey P. Grey
Village Clerk