



CITY OF MARINE CITY

Planning Commission Meeting Agenda

Marine City Fire Hall, 200 South Parker Street

Regular Meeting: Monday, October 12, 2020 7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Commissioners Graham Allan, William Beutell, Keith Jenken, Madelyn McCarthy, Joseph Moran, Brian Ross; City Commissioner William Klaassen; City Manager Elaine Leven

4. COMMUNICATIONS

- A. Planning/Zoning Approval Process

5. APPROVE AGENDA

6. PUBLIC COMMENT *Anyone in attendance is welcome to address the Planning Commission. Please state name and limit comments to five (5) minutes.*

7. APPROVE MINUTES

- A. September 14, 2020 Meeting Minutes

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- A. Hidden Harbor Condominium Association – Traffic Review
B. Site Condo Plan: Degurse Avenue (Charles Beattie)

10. ADJOURNMENT

PLANNING/ZONING APPROVAL PROCESSES

Development Options

Condominium/Site Condominium Subdivision (Site Condo):

Reference Ordinance Section 160.228

Planning Commission:	Preliminary Site Plan Review
Planning Commission:	Final Site Plan/Condominium Documents Review
City Commission:	Final Site Plan/Condominium Documents Review and Approval

Planned Development Project Subdivision (PDP):

Reference Ordinance Section 160.236

Public hearing and 300-foot notices are required

Internal City Officials:	PDP Plan Review
Planning Commission:	PDP Plan Review (<i>Send Notices</i>)
City Commission:	PDP Plan/Development Agreement Review and Approval

Platted Subdivision (Plat):

Reference Ordinance Section 159.01

Notices to adjacent property owners are required

Planning Commission:	Pre-Preliminary Plat Review
City Commission:	Pre-Preliminary Plat Review and Approval
Planning Commission:	Tentative Preliminary Plat Review (<i>Send Notices</i>)
City Commission:	Tentative Preliminary Plat Review and Approval
City Commission:	Final Preliminary Plat Review and Approval
City Commission:	Final Plat Review and Approval

Additional Review Processes

Site Plan Review:

Reference Ordinance Section 160.300

Internal City Officials:	Review for Site Plan Completeness
Planning Commission:	Site Plan Review and Approval

Special Land Use (uses permitted subject to special conditions):

Reference Ordinance Section 160.270

Public hearing and 300-foot notices are required

Note: Site Plan Review is also required for all Special Land Use requests

Planning Commission:	Special Land Use/Site Plan Review and Approval
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Rezoning:

Reference Ordinance Section 160.301

Public hearing and 300-foot notices are required

Planning Commission:	Rezoning Review (<i>Send Notices</i>)
City Commission:	Rezoning Review and Approval

Conditional Rezoning:

Reference Ordinance Section 160.306

Public hearing and 300-foot notices are required

Planning Commission:	Conditional Rezoning Review (<i>Send Notices</i>)
City Commission:	Conditional Rezoning Review and Approval
City Commission:	Approval of Formal Written Statement of Conditions

Miscellaneous

Zoning Ordinance Amendment (Text or Map):

Reference Ordinance Section 160.301

Public hearing is required; 300-foot notices may be required

Planning Commission:	Ordinance Amendment Review
City Commission:	Ordinance Amendment Review and Approval

Non-Zoning Ordinance Amendment:

Reference Ordinance Section 10.08

Requires general public notice and public hearing

City Commission:	Ordinance Amendment Review and Approval
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Property Split (Division of Parcels of Land and Splitting Lots):

Reference Ordinance Section 160.227

Building Inspector:	Review and Approval of Application
Planning Commission:	Review and Approval of Application
City Commission:	Final Approval of Application

Special Assessment:

Reference Ordinance Section 154.001

Requires notice to the special assessment district and public hearing

City Commission:	Request or Receive Advisory Petition
City Commission:	Initiatory Resolution to Make Improvement
City Manager:	Prepare Report as Requested (may include plans)
City Commission:	Set Public Hearing, Conduct Public Hearing
City Commission:	Resolution of Determination

Construction Board of Appeals:

Reference Ordinance Section 158.006

Public hearing and 300-foot notices are required

Building Official:	Decision regarding state construction code item
Construction Board:	Public Hearing and Decision within 30 days

Dangerous Building Board:

Reference Ordinance Section 158.110

Hearing Board:	Hearing and Decision (date specific)
City Commission:	Hearing and Decision if no action past date
Judicial Review:	<i>Must be filed within 20 days of CC decision</i>
Building Official:	Place lien and notify assessor of cost of demolition
Assessor:	Place cost of demolition on next tax roll

In most cases, State Law dictates when public hearings and property-owner notifications are required. Public hearings and notifications within Marine City shall follow the procedures as outlined in applicable State Laws.

**City of Marine City
Planning Commission Meeting
September 14, 2020**

A regular meeting of the Marine City Planning Commission was held on Monday, September 14, 2020 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Chairperson Moran at 7:00 pm.

The Pledge of Allegiance was led by Chairperson Moran.

Present: Chairperson Joseph Moran; Commissioners Graham Allan, William Beutell; Madelyn McCarthy; Brian Ross; City Commissioner William Klaassen; City Manager Elaine Leven, Deputy Clerk Michele Goodrich

Absent: Commissioner Keith Jenken

Communications

None.

Approve Agenda

Motion by Commissioner Beutell, seconded by Commissioner Ross, to approve the Agenda. All Ayes. Motion Carried.

Public Comment

No residents addressed the Board.

Approve Minutes

Motion by Commissioner Ross, to approve the August 10, 2020 meeting minutes with an amendment to the last paragraph prior to adjournment to read "Commissioner Allan volunteered to assist." Seconded by Commissioner Klaassen. All Ayes. Motion Carried.

Unfinished Business

None.

New Business

Public Hearing: Text and Map Amendments to Zoning Code

Chairperson Moran announced that the Planning Commission would conduct a Public Hearing to receive public comments for and against the proposed text and map amendments to the Zoning Code.

Chairperson Moran opened the Public Hearing at 7:03pm.

Cynthia Mann, business owner of M-29 Outpost on Broadway, stated that she was unable to reference original ordinances online to compare changes and that two of her neighbors had not received notice of the public hearing. She addressed parking requirements and storage under the amendments; Chairperson Moran informed the business owner that proposed changes were for new businesses and she would be grandfathered in.

Kurt Heidebright, Del-Dot Harbor Condominiums, asked the Board how the amendments would affect the boat wells as individual condominium owners. Chairperson Moran stated that, as condominium owners, the proposed changes should have no impact.

City Manager Leven advised that the meeting was primarily about receiving public comment and feedback regarding the proposed changes. She noted that just the proposed changes would impact the areas already included in the Nautical Mile District, but those in the extension areas would be affected from the whole perspective of the ordinance. She advised that the complete ordinance was online on the City website.

Mike Weber, Del-Dot Harbor Condominiums, asked how the sale of the Dunn Marina would affect the condominiums. He questioned what the value of the expansion of the Nautical Mile District was. Chairperson Moran stated that there were benefits regarding parking and signage for business owners. City Manager Leven stated that property in the Nautical Mile District becomes more eligible for state and federal grants because it would be in a defined district.

Connie Termini, Marine City Marine and Service, 1109 South Belle River Road, stated that she read the original Master Plan for the Nautical Mile District and stated that she believed that there has never been a true Nautical Mile as the original ordinance intended. She would like the Nautical Mile to highlight the marina area in addition to the downtown district. She addressed the high dust levels that came from the aggregate yard and the high wakes caused by boat traffic.

Commissioner Allan stated that one of the main priorities of the Master Plan was to create a marina.

Commissioner Ross asked if any of the loop signs identified the marina area; Chairperson Moran responded that they did not.

Chairperson Moran closed the Public Hearing at 7:40pm.

Text and Map Amendments to Zoning Code - Discussion

Zoning Code Section 160.81: Commissioner Ross stated his concern that the language may encourage a high rise building. City Manager Leven advised that the City has a limit of three stories. He expressed that he liked the idea that businesses should be paramount and living spaces should not draw attention to themselves.

Zoning Code 160.175(A): Commissioner Ross questioned what the DDA District was. City Manager Leven stated there was no DDA District. The DDA District used to exist but it was replaced with TIFA District 1 and that the City is looking to clean up ordinances and signify that area as the Nautical Mile overlay. Commissioner Ross addressed the final sentence of 160.175(A), and stated that, to a degree, it sounded contrary to the building standards that he and Commissioner Allan would be working on and that the Board needed to pay attention to that language. City Manager Leven replied that it was a statement of intent and referred to the details within the ordinance.

Zoning Code 160.175(B)(7): Commissioner Ross felt that the existing wording was fairly vague and addressed expanding the language to perhaps include that a person would need to prove that renovation of a building was far costlier than demolition. City Manager Leven stated that the handout Commissioner Klaassen passed out from the City of New Baltimore may provide guidance for expanded language.

Zoning Code 160.176(A): Chairperson Moran asked if the language should be expanded to include the B-2, W-M and R-M Districts. City Manager Leven replied that the paragraph was for permitted uses and those were special conditions. She advised that permitted uses were something that would be allowable without coming before the Planning Commission and that special conditions would need to come before the Planning Commission for approval. Chairperson Moran questioned if those Districts should be included under Principal Uses Permitted. City Manager Leven responded that it would be dependent upon what the Board wanted to do and that what was allowable and that it could only be one or another – either a permitted principal use or subject to special conditions. Commissioner Ross stated that he needed additional time to investigate.

Commissioner Allan stated that if the use was not permitted then there would be a backup through special considerations.

Zoning Code 160.179(A): Commissioner Ross stated that the Sub-Area Plan was what he and Commissioner Allan were working on and noted that the Board would need to revisit this section to ensure it coordinated with this specific article of the ordinance when it was completed so they weren't confusing people by listing two documents which may or may not contain the information they were looking for.

Zoning Code 160.179(B): Commissioner Ross identified a grammatical error in the second sentence and recommended the word "the" be added before the term, design review so that the sentence read: The purpose of *the* design review...

Further on in the same sentence, Commissioner Ross would prefer to change the word "nautical" theme to be "historical" theme. Chairperson Moran believed that the sentence became redundant if it was changed to read historical theme. Commissioner Klaassen stated that the Board hadn't yet determined what a nautical theme was and Chairperson Moran replied that was what Commissioners Ross and Allan were working on.

Zoning Code 160.181(B)(1): Commissioner Allan stated that the spotlights located by the old Ferry station were still on and questioned who was paying for the lighting and how enforcing lighting was addressed. Commissioner Ross stated that the proposed change does not provide any recommendations regarding the areas outside the Nautical Mile and wanted to ensure that the verbiage was clear as to what the general guidelines for the City were versus what they were for the Nautical Mile District; he did not believe it outwardly specified the difference between the two. Chairperson Moran directed City Manager Leven to follow up with Wade Trim to specify Nautical Mile.

Zoning Code 160.183(A)(1-5): Commissioner Ross questioned if there were any examples of this construction to a parking structure that existed within the City; City Manager Leven replied that the most recent construction that followed the terms was the Inn on Water Street.

City Manager Leven stated that the City would provide the meeting minutes to the City Planner and come back with revisions to the ordinances. Commissioner Allan requested to re-mail notices; City Manager Leven stated that the City had fulfilled its obligations and that people may look at the Agendas online. She informed the Board that the City would recheck the addresses.

Motion by Commissioner Klaassen, seconded by Commissioner Allan, to table the Text and Map Amendments to Zoning Code. All Ayes. Motion Carried.

Site Plan: 6700 South River Road

Applicant Tom Palushai, introduced himself to the Planning Commission to answer questions on behalf of the owners of 6700 S. River Road. Chairperson Moran asked if the plans submitted were for a façade change, Mr. Palushai stated that they were. Chairperson Moran asked if the addition was open to the roof or if they were going to have dining in that area. Mr. Palushai replied that the area was just the vestibule. City Manager Leven clarified that the area would be used for seating for people waiting to be seated in the restaurant.

Chairperson Moran advised the Board that the preliminary review had been approved by the Building Official, Tracy Kallek.

Motion by Commissioner Beutell, seconded by Commissioner Klaassen, to approve the proposed renovations. All Ayes. Motion Carried.

City Manager Leven advised Mr. Palushai that the approvals received at Planning Commission were only good for one year and that they would need to start construction within one year.

Adjournment

Motion by Commissioner Beutell, seconded by Commissioner McCarthy, to adjourn at 8:04 pm. All Ayes. Motion Carried.

Respectfully submitted,

Michele E. Goodrich
Deputy Clerk

Kristen Baxter
City Clerk



M A R I N E C I T Y

To: Planning Commission
From: Elaine Leven, City Manager
Date: October 1, 2020
Re: Hidden Harbor

At the September 3, 2020 meeting of the City Commission, they reviewed the submission for Hidden Harbor and received public comment (see attached meeting minutes). At that meeting they made a motion to remand the project back to the Planning Commission for further review of the following:

- 1) The impact on local roads from construction equipment traffic.
- 2) The impact of the project on local traffic as a whole.

To assist with your review I requested DPW Supervisor Mike Itrich prepare a summary of the surrounding roads that could be impacted.



**CITY OF
MARINE CITY**
DEPARTMENT OF PUBLIC WORKS

303 S. Water Street
MARINE CITY, MICHIGAN 48039
(810) 765-9711 • Fax (810) 765-1796

TO: Elaine Leven
FROM: Michael Itrich
DATE: September 23, 2020
SUBJECT: STREET & WATER-SEWER EVALUATION

Elaine,

Please find attached, a copy of the street & water-sewer evaluation table from 2016. The roads listed in the table were installed for residential use. These roads are made up of approximately 3 to 4 inches of asphalt and 4 to 5 inches of stone. Since the evaluation in 2016, Metropolis St. from Fifth St. to Sixth St. has continued to deteriorate.

Respectfully,

Michael Itrich

Michael Itrich
DPW Superintendent

CITY OF MARINE CITY

STREET & WATER/SEWER SYSTEM EVALUATION

Rating Key: 1 to 20 *10 & under = Low 11 & above = High
Low score: Minor defects in road; Crack Sealing/Patching may be needed
High score: Mill/Repave Road; Curb Work may be needed; San. & Storm may need replacement

Street Name	Street Dimensions	Curb Length (FT)	Curb Material	Storm Sewer Length (FT)	Sanitary Sewer Length (FT)	Sanitary Sewer Size/Material	Sanitary Installation Year	Water Main Size/Material	Water Main Length (FT)	Water Installation Year	Overall Rating	Notes
N. Sixth	612' x 24'	1224	Cement	612	612	10" Clay	Before 1966	4" Ductile	612	1949	9	Road Patch/ Crack Seal
N. Fifth	616' 24'	1232	Cement	616	616	10" Clay	Before 1966	2" Galvanized	616	1949	8	Crack Seal
N. Fourth	616' x 24'	1232	Cement	616	616	12" Clay	Before 1966	6" Ductile	616	1987	9	Road Patch/ Crack Seal
Butler	626' x 24'	1252	Cement	626	626	10" Clay	Before 1966	2" Galvanized	627	N/A	9	Road Patch/ Crack Seal
Catherine	494' x 24'	988	Cement	0	0	N/A	N/A	N/A	0	N/A	5	Road Patch/ Crack Seal
Frederick	469' x 24'	938	Cement	0	0	N/A	N/A	No Main	0	N/A	5	Road Patch/ Crack Seal
Metropolis (N. Parker to West City Limits	1503' 24'	3006	Cement	1249	1249	12" Clay	Before 1966	12" Cement	1502	1973	10	Road Patch/ Crack Seal

**City of Marine City
City Commission
September 3, 2020**

A regular meeting of the Marine City Commission was held on Thursday, September 3, 2020 at 200 South Parker Street, Marine City, and was called to order by Mayor Dave Vandenbossche at 7:00 pm.

Present: Mayor Dave Vandenbossche; Commissioners Jacob Bryson, Elizabeth Hendrick, Wendy Kellehan, William Klaassen, Paul Merchant, Cheryl Vercammen; City Manager Elaine Leven, City Clerk Kristen Baxter

Also in Attendance: City Attorney Davis

PUBLIC COMMENT

Rosalie Skwiers, 211 Michigan, spoke in opposition to proposed Hidden Harbor Condominium development.

Karen Bell, 114 Murray Court, spoke in opposition to proposed Hidden Harbor Condominium development.

Betty Babel, 162 N. 6th Street, spoke in opposition to proposed Hidden Harbor Condominium development.

Dave, N. 6th Street & Metropolis, asked who was going to be responsible for repairing the roads from the proposed Hidden Harbor Condominium development.

Pam Lindsay, 166 N. 6th Street, spoke in opposition to proposed Hidden Harbor Condominium development.

Sharon Stoffel, 142 N. 5th Street, spoke in opposition to proposed Hidden Harbor Condominium development.

Michele Jandron, 165 N. 5th Street, spoke in opposition to proposed Hidden Harbor Condominium development.

Ray Skwiers, 211 Michigan, commented on the number of hours the Code Enforcement Officer worked each week, and spoke in opposition to proposed Hidden Harbor Condominium development.

Jay Folske, 6800 King Road, spoke in support of proposed Hidden Harbor Condominium development.

NEW BUSINESS

Hidden Harbor Condominium Association

Site Plan approval was requested on the 26-unit, 6.2 acre site located on Metropolis Street. The project received preliminary approval from Planning Commission on March 11, 2019. The project received final Site Plan approval from the Planning Commission on June 10, 2019. Conditions of the final Site Plan approval included submitting all required condominium documents to the City Commission for review and approval.

Mayor Vandebossche said with all the public comment made, the project needed to go back to Planning Commission for review.

City Attorney Davis said if remanded back to the Planning Commission, they would need direction and language based on comments made, and based on legal requirements. He suggested having the Planning Commission review, consider, and study the impact on local roads from construction equipment traffic, and the impact of the project on local traffic as a whole, and report back to City Commission after Planning Commission completed the review.

Commissioner Hendrick commented that the planned development ordinance that took all of this into consideration was not used.

Planning Commission Chairperson Joe Moran addressed the Board and pointed out that the Planning Commission was constrained by our Charter that if the petitioner met all of the requirements of the city ordinance and the zoning, the Planning Commission had to approve the project.

Commissioner Hendrick responded and said that this was because they used the condominium ordinance, not the planned development ordinance.

Adam Wade, Planning Representative from Wade Trim, said clear direction to the Planning Commission was very helpful so they knew what they need to look into to report back to the City Commission. He cautioned the Board that this was not a planned development. He said the Planning Commission could use the planned development ordinance as a consideration factor to refer to the language, but technically it was not a planned development.

Motion by Mayor Vandebossche, seconded by Commissioner Hendrick, to remand the project back to Planning Commission to conduct a further review on the following:

- 1) The impact on local roads from construction equipment traffic.
- 2) The impact of the project on local traffic as a whole.

I further move that the Planning Commission report back to the City Commission when the Planning Commission had completed this review process.

Commissioner Hendrick thanked everyone from the neighborhood for coming to say their piece and apologized for them not being notified.

Commissioner Bryson inquired if this was not a planned development, why send it back to the Planning Commission.

City Attorney Davis responded and said the motion worked under any ordinance and asked that the Planning Commission take another look at how to manage construction traffic. He said it shouldn't be sent back to be guided by the planned development ordinance.

Roll Call Vote. Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to adjourn at 9:16 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

**City of Marine City
Planning Commission Meeting
June 10, 2019**

A regular meeting of the Marine City Planning Commission was held on Monday, June 10, 2019, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Chairperson Moran at 7:00pm.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson Moran.

Present: Chairperson Joseph Moran; Commissioners Graham Allan, Trent Attebury, Keith Jenken, Brian Ross; City Commissioner William Klaassen; Building Official Susan Wilburn; City Manager Elaine Leven; Deputy Clerk Elizabeth Desmarais

Absent: Commissioner William Beutell

Motion by Commissioner Attebury, seconded by Commissioner Ross, to excuse Commissioner Beutell from the meeting. All Ayes. Motion Carried.

Communications

None.

Public Comment

No residents addressed the Board.

Approve Agenda

Motion by Commissioner Attebury, seconded by Commissioner Ross, to approve the Agenda with the following additions:

Item #9-B New Business: Appointment of Community & Economic Development Board Representative

Item #9-C New Business: Commissioner Privilege

All Ayes. Motion Carried.

Approve Minutes

Motion by Commissioner Allan, seconded by Commissioner Ross, to approve the May 13, 2019 meeting minutes of the Planning Commission. All Ayes. Motion Carried.

Unfinished Business

None.

New Business

Site Plan Review ~ 930 Metropolis: Hidden Harbor Condominiums

Building Official Wilburn stated that this Site Plan contained the requested revisions from the Board and Wade Trim. Wade Trim recommended the Site Plan receive conditional approval as minor revisions were still needed.

Commissioner Klaassen inquired if the Board would have the opportunity to review the condo documents.

City Manager Leven responded that the condo documents were not typically reviewed by the Planning Commission.

Commissioner Jenken expressed concern about possible strain and damage to the roads near the construction site caused by the heavy equipment.

Motion by Commissioner Attebury, seconded by Commissioner Allan, to approve the Site Plan for Hidden Harbor Condominiums contingent upon the recommendations by Wade Trim. All Ayes. Motion Carried.

Appointment of Community & Economic Development Board Representative

Chairperson Moran said that the Board needed to appoint a representative from the Planning Commission to serve on this new Board that came out of the TIFA Tripartite Board. He said it would serve as an advisory Board only to make recommendations to the City Commission on projects and other items and consist of the following members:

- (1) City Commission Representative
- (1) Planning Commission Representative
- (1) TIFA Board Representative

- (1) Chamber of Commerce Representative
- (1) Marine City Business Owner
- (2) Marine City Residents

Motion by Commissioner Allan, seconded by Commissioner Ross, to appoint Chairperson Moran as the Planning Commission representative to the Community & Economic Development Board. All Ayes. Motion Carried.

Commissioner Privilege

Chairperson Moran and the Board members thanked Deputy Clerk Desmarais for her years of service to the City and said that she would be missed by everyone.

Adjournment

Motion by Commissioner Ross, seconded by City Commissioner Klaassen, to adjourn at 7:28 pm. All Ayes. Motion Carried.

Respectfully submitted,

Elizabeth Desmarais
Deputy Clerk

Kristen Baxter
City Clerk

**City of Marine City
Planning Commission Meeting
March 11, 2019**

A regular meeting of the Marine City Planning Commission was held on Monday, March 11, 2019, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Chairperson Moran at 7:00pm.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson Moran.

Present: Chairperson Joseph Moran; Commissioners Graham Allan, Trent Attebury, William Beutell, Brian Ross; City Commissioner William Klaassen; City Manager Elaine Leven; Building Official Susan Wilburn; Deputy Clerk Elizabeth Desmarais

Absent: Commissioner Keith Jenken

Motion by Commissioner Allan, seconded by Commissioner Ross, to excuse Commissioner Jenken from the meeting. All Ayes. Motion Carried

Communications

Received:

Spring Metropolitan Planning Commission Workshop – Save the Date

Public Comment

No residents addressed the Board.

Approve Agenda

Motion by Commissioner Beutell, seconded by Commissioner Allan, to approve the Agenda. All Ayes. Motion Carried.

Approve Minutes

Motion by Commissioner Beutell, seconded by Commissioner Ross, to approve the February 11, 2019 meeting minutes of the Planning Commission. All Ayes. Motion Carried.

Unfinished Business

Parks Plan ~ Results of Park Inventory

Commissioner Attebury reported that he and the other Board members tasked with this did not have a chance to complete the park inventory due to the weather.

Commissioner Ross stated that he had interviewed business owners on ideas for the parks and had received suggestions such as bollards in the park.

Chairperson Moran requested that the park inventory be completed and results be brought back to the Board at the April 8, 2019 meeting.

New Business

Site Plan Review ~ Hidden Harbor Condominiums: 930 Metropolis Street

Building Official Wilburn said that she had received a letter and list from Wade Trim regarding their concerns with the project as presented. She also reminded the Board that this was a preliminary Site Plan Review and that the applicant would need to come back to the Board in the future and receive final Site Plan Review approval.

The water and sewer infrastructure for the project was discussed and Building Official Wilburn reported that Department of Public Works Superintendent Mike Itrich advised her that there would be no foreseen issues with water and sewer.

Item #1 within the Wade Trim letter regarding sidewalks for the proposed condominiums and surrounding area were discussed at length, especially the sidewalk gap along the north side of Metropolis Street. It was questioned whether the applicant or the homeowner should be responsible for paying to install the sidewalk.

City Manager Leven stated the City's Sidewalk Inspection Program would not be addressing spalled or gapped sidewalks for some time. She suggested that the City provide contact information for the homeowner allowing the applicant to contact the homeowner and come to an agreement on who would pay for the sidewalk.

Commissioner Allan expressed concern about ignoring Wade Trim's recommendation of requiring the applicant to install sidewalk at the gapped area in addition to the already required areas.

The Board decided that Wade Trim should be contacted with regard to the sidewalk recommendation and determine if it was a requirement that the Planning Commission could make the applicant comply to due to the area in question being in front of a private residence.

Applicant representative, Phil Porte of BMJ Engineering, addressed the Board with regard to the trash enclosure and waste hauling plan as referred to in Item #2. He proposed to change the plan from a trash enclosure to utilizing curbside pickup. The Board agreed that this would be a viable solution.

City Commissioner Klaassen stated that he was concerned about the fact that there was not an additional street to exit the condominium site in case of a fire emergency.

Building Official Wilburn said that the Site Plan was not reviewed by the Marine City Area Fire Authority.

City Manager Leven stated that if Wade Trim did not raise it as a concern in their letter then it should not be an issue, but she could request that Fire Chief Joseph Slankster look at the Site Plan prior to final Site Plan approval by the Board.

Mr. Porte responded and said that normally larger condominiums with hundreds of units were required to provide a second street exit, but smaller sites were not generally required to provide this.

He also addressed Item #6 and questioned why the existing industrial site that was adjacent to the proposed condominium location had not been required to install buffering in the past. He did agree that landscaping should be utilized as a buffer for the benefit of the future condo owners.

Chairperson Moran suggested the use of a greenbelt to meet the buffering requirements between the industrial and residential sites.

Motion by Commissioner Allan, seconded by Commissioner Beutell, to approve the preliminary Site Plan Review for Hidden Harbor Condominiums at 930 Metropolis Street with the stipulations that further research be conducted with regard to the Wade Trim sidewalk recommendation, review of Site Plan by the Marine City Area Fire Authority, and the trash enclosure be changed to curbside pickup. All Ayes. Motion Carried.

Site Plan Review ~ John Reichle: VJ Storage, 827 Degurse Avenue

Chairperson Moran reminded the Board that the applicant was adding a storage building addition to their existing manufacturing building. He said that the applicant already received a Variance for the eleven feet side yard encroachment.

Applicant representative, John Reichle, addressed the five concerns that were discussed in Wade Trim's letter and said that they were willing to comply with Items 1-4, and said that Item #5 was able to be completed, but requested that it not be required as there was only one other property on Degurse that had a sidewalk.

Building Official Wilburn said that it was common for sidewalk installation to be required for new construction projects.

Motion by Chairperson Moran, seconded by Commissioner Beutell, to approve the Site Plan Review for VJ Storage at 827 Degurse Avenue, contingent upon Items 1-4 within Wade Trim's letter being addressed on a revised Site Plan submitted to the City for building plan approval and sidewalks being installed at the property. All Ayes. Motion Carried.

Adjournment

Motion by Commissioner Beutell, seconded by Commissioner Ross, to adjourn at 7:56 pm. All Ayes. Motion Carried.

Respectfully submitted,

Elizabeth Desmarais
Deputy Clerk

Kristen Baxter
City Clerk



City of Marine City
Building Department
303 S. Water St.
Marine City, MI 48039
(810) 765-9011
buildingdepartment@marinecity-mi.org

SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST FOR PLANNING COMMISSION

Cash Receipting Code: Plan Com

Application Fees:	\$200.00	Single & Multi-Family (up to 3 units)
	\$300.00	Commercial, Industrial, Subdivisions, Condos, Multi-Family (4 or more units)
	\$200.00	Special Use Application

When this completed application is filed in conjunction with the site plan for the proposed development, it will serve to initiate processing of the plans in accordance with the review procedure as described in the City of Marine City Zoning Ordinance. The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the City of Marine City Zoning Ordinances, which are available on the City's website at www.cityofmarinecity.org, and complying with the various requirements therein. Further, these professionals shall make themselves aware of all master plan requirements including, major thoroughfares, land use, recreation, etc. Be sure to complete each applicable section of this application, omission of any required information will delay the review process. **Applicant will reimburse the City of Marine City for all planning Consultant fees and Engineering Consultant fees associated with this application prior to being placed on the agenda.**

Applicant Name(s): Charles Beattie

Applicant Address: 780 S. Water Street Marine City, MI 48039

Phone: 810-765-5343 Fax: _____ Email: Jtmonte@PCE-ENG.COM

Property Owner Name(s): Charles Beattie

Property Owner Address: 780 S. Water Street, Marine City MI 48039

Phone: 810-765-5343 Fax: _____ Email: N/A

Name of Proposed Development: The Brickyard

Address of Development: Degurse Ave.

Parcel No.: 74-02-001-2001-001 Description of Development: ☒ New ☐ Addition

☒ Copy of Legal Description Attached

Proposed Use: 12 Unit Site Condominium Development

I (We) hereby attest that all of the information provided in this application and attachments submitted, are true and correct to the best of my (our) knowledge and belief.

Applicant's Signature: Charles W. Beattie Date: 4-20-20

Owner's Signature: Charles W. Beattie Date: 4-20-20

Site Plan Preparer Signature: [Signature] Date: 4-15-20

If petitioner is not the owner, state the basis for representation (i.e. Attorney, Representative, Option-to-Buy, etc.): _____



Wade Trim Associates, Inc.
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October 1, 2020

City of Marine City
303 South Water Street
Marine City, MI 48039

Attention: Planning Commission

Re: Proposed Site Condominium Development – “The Brickyard” (Charles & Molly Beattie)
Preliminary Plan Review
8.29 Acre Site with Frontage on Degurse Avenue and Gladys Street
Wade Trim File No.: MRN 6001-20D, Task 103

Dear Commissioners:

We are in receipt of a plan for a proposed one-family residential site condominium development located along the south side of Degurse Avenue and the north side of Gladys Street. The applicant is Charles & Molly Beattie. The subject site is 8.29 acres in size and is presently zoned R-1A, One-Family Residential District. (A rezoning to the R-1A District was approved by the City Commission in September.) One-family detached dwellings are allowed as a principal permitted use in the R-1A District.

The site condominium project would consist of the establishment of 12 units to accommodate one-family detached residential dwellings. The units range in size from 0.22 acres to 0.69 acres. Half of the units would have direct frontage on Degurse Avenue, while the other half would have direct frontage on Gladys Street. The central portion of the property is proposed to be a common area under a conservation easement, totaling 4.57 acres in size. Much of this proposed common area consists of an existing wetland.

Site Condominium Review Process

Site condominium developments are regulated by Section 160.228 of the City’s Zoning Ordinance. A two-stage review process is dictated by the Ordinance. The first stage is “preliminary plan review,” where the Planning Commission “shall review the overall plan for the site, including basic road and unit configurations and the consistency of the plans with all applicable provisions of the Marine City Zoning Ordinance and Master Plan.” If the preliminary plan is approved by the Planning Commission, the project moves to the final plan review stage, which consists of review by the Planning Commission followed by final approval by the City Commission.

Preliminary Plan Review

We have reviewed the preliminary plan, prepared by Project Control Engineers, Inc. and dated June 3, 2020 (the plan is the same plan submitted for the earlier rezoning request), for consistency with the City of Marine City Zoning Ordinance and sound planning principles. We note the following concerns or omissions:

1. A note should be added to the plan confirming that monuments will be provided throughout the development in accordance with Section 160.228, (F).
2. Section 160.228, (I), (9) outlines standards for sidewalks within the development, requiring that sidewalks be provided along all streets. The proposed development complies, as it will

include the installation of new sidewalks along both Gladys Street and Degurse Avenue. The Section further states that "pedestrian access to all general common areas shall be provided." Because each proposed unit has direct frontage on the proposed common area, we do not believe that additional internal sidewalks would be necessary. The Planning Commission should confirm.

3. Section 160.228, (I), (10), (a) requires an adequate storm drainage system, with provision made for "proper drainage of storm water from the rear yards of condominium units." We presume that drainage will be directed toward the common wetland area. Additional details on the proposed storm drainage plan for the development should be provided.
4. Section 160.228, (I), (10), (b) and (c) require connection to public sewer and water systems. To confirm compliance, the plan should indicate how the proposed units will be served through public water and sanitary systems. Presently, public water and sewer lines run along Degurse Avenue, presumably allowing for tap-ins by the 6 proposed units. Public water and sewer lines are in the vicinity but do not run directly along Gladys Street where the other 6 units are proposed. Water main and sewer main extensions along Gladys Street may be required.
5. In accordance with Section 160.228, (I), (13), street trees in the ratio of at least 1 per dwelling unit will need to be provided within the rights-of-way of both Degurse Avenue and Gladys Street. The trees would normally be planted within the strip between the sidewalk and the curb. However, in both cases (Degurse and Gladys), that strip is only approximately 5 foot wide. The Planning Commission may give consideration to allowing the required street trees on the opposite side of the sidewalk, within the condominium unit limits.
6. Please note that additional condominium information, such as a draft master deed and by-laws, will need to be provided by the applicant to the City for review in accordance with Section 160.228, (I), (2). We suggest this information be provided as part of the final plan review stage.

Recommendation

We recommend that the Planning Commission grant preliminary plan approval of the condominium project, which is the necessary first step in the condominium approval process per Section 160.228, (I), (1), (a). However, additional information and revisions must be incorporated on a final site plan and submitted for further review by the Planning Commission, as described in our above review comments.

If you have any questions, please feel free to contact me at 313.961.3650 or ayoung@wadetrim.com.

Very truly yours,

Wade Trim Associates, Inc.



Adam C. Young, AICP
Professional Planner