

Chairperson Rutledge called the Planning Commission Work-Study session to order at 7:30 p.m.

**ROLL CALL:**

Present: Demick, Dupray, Koneczny, McEachin, Rutledge, Wojciechowski, Hayman, Burkhardt.

Absent: Boyles, Dailey, Plachcinski.

Also present: Thomas A. Goldenbogen, City of New Baltimore Mayor  
Greg Nikkel, City of New Baltimore Building Official  
Judy Sproat, New Baltimore Director of Planning & Economic Development  
Brian Wilson, Community Planning and Management

Motion by Demick, second by Wojciechowski, to excuse the absent members. No additional discussion by the commission. Voice vote. All ayes, motion carried.

**APPROVAL OF MINUTES:**

Motion by Wojciechowski, second by Demick, to approve the Regular Meeting Minutes of 3-17-09. No additional discussion by the commission. Voice vote. All ayes, motion carried.

**PUBLIC DISCUSSION:** None.

**APPROVAL OF AGENDA:**

Motion by Dupray, second by Koneczny, to approve the agenda as presented. No additional discussion by the commission. Voice vote. All ayes, motion carried.

**AGENDA ITEMS:**

**1. PUBLIC HEARING, SALU #255-03-09, Geri's Gift Boutique, Migliore/Leon, 35914 Green Street**

There was no public present to comment and no written comments were received therefore the public hearing was closed.

Motion by Koneczny, second by Demick to add SALU #255-03-09 Geri's Gift Boutique to the agenda as item number two. No additional discussion by the commission. Voice vote. All ayes, motion carried.

**2. SALU #255-03-09, Geri's Gift Boutique, Migliore/Leon, 35914 Green Street**

Our planner explained the commission needs to find the proposal meets the eight standards for Special Land Use Approval. The applicant is proposing to utilize a small portion of the existing building at 600 square feet. The planner recommended the limit of 600 square feet be a condition of approval. Additionally the applicant stated the building will not be utilized for residential purposes and he recommended that also be a condition of approval due to the parking limitations of the site. The applicant indicated he would pave a portion of the parking and it is not shown on the plan. With that area paved, the proposal would meet the ordinance requirements, which should also be a condition of approval. The planner explained the applicant indicated a sidewalk between the parking and the front of the site will be added and that also should be shown on the plan. The landscaping will be reviewed and at site expansion recommended additional screening.

The applicant agreed to all the conditions recommended. Cement is already arranged and they are waiting on the weather. The sidewalk has also been arranged. Additional screening was discussed. Commissioner Wojciechowski asked about the number of customers daily expected at the business. The response was approximately 10 per day and usually no more than 3 at a time.

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The Special Land Use standards were discussed by the commission.

1. The proposed Special Land Use will be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.

The commissioners agreed the proposal met standard number one because the business is relocating into a Business Transitional district and is harmonious with the surroundings.

2. The use will be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements, routes of traffic flow and parking lot circulation, proximity and relationship to intersections, adequacy of sight distances, location and access to off-street parking and provisions for pedestrian traffic, with particular attention to minimizing pedestrian vehicle conflicts.

The commissioners agreed the proposal met standard number two because the proposed use will generate low commercial activity and traffic. The commercial space is only 600 square feet. A directional sign for parking was recommended. If the site plan is expanded in the future, the parking will also have to be expanded at that time.

3. The proposed use will be designed so that the location, size, intensity, site layout and periods of operation of the proposed use eliminate any possible nuisance emanating there from which might be objectionable to the occupants of any other nearby uses.

The commissioners asked the hours of operation and the applicant indicated 10 – 7 on Tuesday and Thursday, 10 – 6 on Saturday and closed on Sunday. The commissioners agreed the proposal met standard number three as there is no modification to the existing structure being proposed and the hours of operation will not be a nuisance. There are no other occupants in the building and the proposal is in a business section along Green Street.

4. The proposed use will be designed so that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.

The commissioners agreed that the proposal met standard number four because there are no modifications to the structure being proposed. They felt the proposal would enhance the value of the area.

5. The proposed use will relate harmoniously with the physical and economic aspects of adjacent land uses as regards prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the City.

The commissioners agreed the proposal met standard number five because the proposal fits with the surrounding businesses and meets the requirements of the standard, while meeting a need for shopping in the community.

6. The proposed use has been designed to relate harmoniously with existing environmental, aesthetic, cityscape and surrounding neighborhood amenities.

The commissioners agreed the proposal met standard number six because the improvements will increase the value of the property and relate harmoniously with the surrounding properties.

7. The proposed use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected.

The commissioners agreed the proposal met standard number seven because the paving will improve the safety of the site.

8. The proposed use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.

The commissioners agreed the proposal met standard number eight because the proposal enhances the neighborhood and is an historic addition to the city.

Motion by Koneczny, second by Dupray, to recommend approval of SALU #225-03-09 Geri's Gift Boutique, Migliore/Leon, 35914 Green Street with the following conditions:

1. Any future expansion beyond the proposed 600 square feet of occupancy will require full site plan review.
2. There will be no residential use of the property.
3. Prior to occupancy, the parking will be paved including the handicapped area, and the sidewalk installed. The use of the alley for parking is prohibited.

These items need to be indicated on the site plan before being forwarded to city council. Additional discussion by the commission indicated the approval was based on the proposal meeting all eight standards for Special Approval Land Use in our ordinance. Roll call vote. Voting Yes: Demick, Dupray, Koneczny, McEachin, Rutledge, Wojciechowski. Voting No: None. Motion Carried.

### **3. Downtown Parking Map:**

Director of Planning and Economic Development, Judy Sproat, presented the parking analysis recommended by the Blueprints consultants. Angle parking was proposed. When the DDA did the streetscape they bumped out the sidewalks two feet on each side of the street. Angle parking will not work on both sides of the street because of the maneuvering width necessary. Angle parking on one side of the street would necessitate creating wider left hand turn lanes which would result in losing 10 parking spaces. The current recommendation is to leave downtown parking alone and look for additional parking elsewhere. It was disappointing. The DDA did the analysis so when petitioners come before the Planning Commission and ask for parking waivers, we will have data available to base a decision on. We will know where parking exists. The analysis included staff and owner spaces, tenant and 2 hour time limit parking. Angle parking on the side streets was also discussed. The city purchasing additional property for parking was proposed. The mayor explained there are grants available from the State to develop parking.

### **4. Review Planning Commission Process:**

This item has been tabled a number of times over the last few months. There were comments made by the Blueprints consultants regarding the slow and non business friendly process at the city for development. Since three members of the commission are absent, this will be added to the regular meeting April 21<sup>st</sup>.

Council Liaison Burkhardt explained that she understood the issue to be not necessarily the planning commission process, rather the entire process, going from Historic to Planning to Council. Judy Sproat explained they were critical of the entire planning process. Too many points of contact. Commissioner Wojciechowski asked about a process flow, and Judy Sproat explained she was working on that process. The mayor explained that a great portion of the Historic Applications are not historically significant, but are within the district and require their approval.

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The building official explained the process for the restaurant being proposed downtown. It is a change of use from the coffee shop and has to come to planning. They are applying for a liquor license. There are no changes to the outside of the building. They need the parking requirements waived. Commissioner Koneczny explained the impact of a coffee shop vs. a restaurant are dramatically different.

Discussion continued regarding the necessity of this site plan coming to planning just to waive the parking requirement when we are 99% sure we always will. Commissioner Koneczny explained that if you design ordinances for very unique instances, then you lose control over things that could have an impact. We are also not asking for full engineered drawings in this case and the applicant can probably get through the process very easily. The mayor continued, explaining that the only time this commission holds up a development is when the applicant will not address the required issues.

Judy Sproat explained the Blueprints consultants were more critical of internal processes and fees. Discussion continued regarding the property owners not wanting to provide stamped plans. Commercial property requires it. The building department requires permits. Commissioner Koneczny asked Judy Sproat and Greg Nikkel to put together a list of possible improvements to the process, including fees. Council Liaison Burkhardt asked for a specific list from the Blueprints consultants because they had indicated we had the most antiquated system, and he was rather harsh about it.

Council Liaison Hayman explained that the people who find the process cumbersome are the ones who want lots of variances, they don't want to follow our rules, and they don't want to get stamped plans.

Waiving some of the non significant Historic District requirements was also suggested. An inventory of the district was suggested and the mayor explained the cost is approximately \$35,000. Our planner explained that the Village of Romeo is getting their inventory for \$18,000. He suggested the downtown Washington could be done for around \$10,000.

Judy Sproat will bring some specific problem areas to our next meeting.

### **5. Fee Schedule for less than full blown reviews:**

Discussion followed regarding site plans not requiring full engineering reviews. Chairman Rutledge recommended adding this to our regular planning commission meeting when the full commission is present. The mayor suggested we invite the city engineer to our next meeting for his input and the commission agreed.

### **6. Sign Review Board Procedures:**

Our planner explained we used the planning commission procedures, changed the wording to the sign review board, and deleted anything unnecessary or planning commission related. The fee schedule was discussed. We would be making a recommendation to City Council. Currently a planning review fee is \$60.00 for a sign. The signs going directly to Greg are recommended at \$25.00. The Sign Review Board charge was recommended at \$75.00.

### **7. Sign Ordinance – Billboards:**

Our planner explained that we had discussed eliminating or regulating billboards more than we currently do. Billboards are regulated by the Highway Advertising Act and the language is specific regarding lighting and spacing. In discussion with the city attorney, he strongly recommends we not go beyond what the Highway Advertising Act allows and to keep our ordinance how it is.

The mayor explained that we were requested by the Heritage Route to prohibit billboards along the route. The request came from MDOT. We are investigating why they requested that when their own rules do not permit eliminating them.

**MISCELLANEOUS COMMUNICATION:**

Judy Sproat explained that Ron Bishop, owner of Aspen Glen Condo's came in to propose eliminating one of his buildings and replacing it with a senior assisted living center. The property is currently zoned RM-1, 2 story, and he is proposing a 3 story building. The commission discussed the proposal.

Our planner explained it would require a variance, or zoning change to RM-2, or being submitted as a PUD. The only RM-2 land use currently is the high-rise. The PUD sounds like the best option for this project. It was suggested the applicant contact the planner for discussion. The commission would be interested in seeing the project.

Judy Sproat also explained that a developer requested placing an open flag at the entrance to a development. Discussion from the commission resulted in there being no interest in recommending changing the ordinance.

**COMMITTEE REPORTS:**

John Dupray reported that the Road Commission met March 19<sup>th</sup> and are continuing their maintenance plan, separating the sewers and storm drains. Money was requested from the Federal Recovery Program, the stimulus package. It was approved for micro-surfacing Washington Street for \$300,000. We have to provide some engineering. The industrial street Cricklewood from Cypress to Birch, received a grant for \$500,000 from MDOT (Judy Sproat and TransNav take a bow). There is a path project on 24 Mile Road.

The Wastewater Treatment Plant is continuing the headworks building. They had to stop the outflow sewer because of unstable ground by the road. The pumps on Ashley, Ruedisale, Walpole and Miner are done. The communications still have to be completed.

The pumping station for Washington hasn't been worked on because of the frost laws.

Invoices approved for the wastewater plant were \$56,575.00. The completion date is still November 11<sup>th</sup>.

The Utility meeting was also March 19<sup>th</sup>. The 2009/2010 schedule calls for TV and cleaning of the sewers. It is ready to go out for bids. The maintenance program in Homestead Subdivision is continuing.

The City has approximately 100 bad manholes. They are going to be inspected to determine a course of action.

The water treatment plant still has a few problems with the membrane and the coating of the membrane tank. The control panel has some false alarms. The vacuum pumps are overheating. The problems have been forwarded to the contractor.

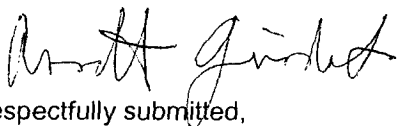
The old water tank in the park downtown needs to be painted. Bids will be solicited. Who is responsible for Washington Street from Green to Main Street is still in question. Andy Messina wants to replace the water lines before the street is resurfaced. They go back to the 1800's. Bids will be solicited.

Council Liaison Flo Hayman reported our mayor was re-elected to the executive committee at SEMCOG.

A Free Press article about our trail project was discussed. Unfortunately it was incorrect

**ADJOURNMENT:**

Motion to adjourn made by Wojciechowski, second by Demick. No additional discussion by the commission. Voice vote. All ayes, motion carried. Meeting adjourned at 9:22 P.M.



Respectfully submitted,  
Annette Girodat  
Recording Secretary

# Downtown Washington Street

## Staff and Owner Parking Analysis

by Max Plante. April 1, 2008

Summary: 43 Street-Level Units Facing Washington Street (incl 2 homes and 1 apt unit).

**5 Units Do Not Have Adequate Parking for Staff and Owners.**

West	Block 1	
	1 Plum Hollow Home Décor	Owner assign 2 spaces behind or in south vacant lot
Apts	One 6 Unit Apartment	Ample spaces on parcel north side gravel area
	2 Art & Mary's	2 spaces in grassy backyard [or use old garage (?)]
	3 Small shop 1 - Kret	<b>NO SPACES</b> Kret south bldg extends into rear yard
	4 Small shop 2 - Kret	<b>NO SPACES</b> Kret south bldg extends into rear yard
	5 Kret's (Garage) Entrance/Office	Ample spaces on parcel/Main St/rec center lot
East	Block 2	
	6 Police Station	Ample spaces City adjoining 36445 Front St rear lot
	7 Recreation Center	Ample spaces in rec center Main St Lot
West	Block 3	
	8 Stahl's Bakery	Main St parking and rec center lot [no/rear grass lot]
	9 Ciske Law Office	Ample spaces in Ciske adjoining dirt south lot
	10 Craftsmen Upholstery	Adequate spaces in grass north lot
	11 A-Washington Street Station	Adequate spaces in museum rear grass yard
	12 B-Museum	Adequate spaces in museum rear grass yard
	13 Mike's Comic's	Ample spaces in paved rear parking area
	14 Johnny's Café	Ample spaces in paved rear parking area
	15 Donna's Creative Images	Ample spaces in paved rear parking area
East	Block 4	
	16 Anchor Bay Pharmacy	Not use rear grassy lot. Never park on Washington
	17 Quilt Shop	Ample spaces in paved rear parking area
	18 Head-N-Hair Salon	Ample spaces in paved rear parking area
	19 Comforcare Senior Services	Ample spaces in paved rear parking area
	20 LPL Financial Services	Ample spaces in paved rear parking area
	21 Citizens State Bank	Ample spaces in rear paved distinct parking lot
	22 Serenity Memorial	<b>NO SPACE/use Alfred alongside owner barbershop</b>
	23 Red's Barber Shop	Spaces north alongside Alfred St or in rear garage
West	Block 5	
	26 ECCO Family Bookstore	Adequate paved spaces behind bldg
	27 Osterbeck, Mary Ann Atty	Ample paved spaces behind bldg
	28 Town Prof Bldg -6 Offices [A-F]	Ample assigned paved spaces behind bldg
	29 Backstage Hair Design	Barely adequate paved spaces behind bldg
	30 Soundwaves	Adequate spaces on paved parcel area
East	Block 6	

Home	Home-Jack Spens	Ample space on owner driveway or in good garage
	31 Catanese Clinic	Adequate paved spaces behind bldg
	32 Dr. Krause Dentist	Ample spaces in rear paved parking area
	33 Jack's Restaurant - being built	<b>PERHAPS NO SPACE</b> for future parking
	34 Bayshore Kitchen & Bath	Ample paved space behind bldg alongside Green St
West	Block 7	
	<del>35 Town Heating and Plumbing</del>	Ample paved space behind bldg alongside Green St
	36 Bob's TV Repair	Large ample paved space behind bldg
	37 Michigan Merchandisers	Large ample paved space behind bldg
	38 Rombach, Thomas Atty	<b>Large grassy (&amp; wet) back lot not used for parking</b>
	39 Geri's Gift Boutique (house)	Perhaps adequate back area but fenced dog area
Home	One Home-Blaine G Winther	Ample parking on north side Hathaway driveway
East	Block 8	
	40 <b>Walgreen's</b>	Very ample paved parking on large parcel

# Downtown Washington Street

## 2nd Floor Tenant Parking Analysis

by Max Plante. April 1, 2008

Summary: 15 2nd Floors with Possible Use by Rental Tenants or Owners

1 Unit Parks on Washington Street

<b>West</b>	<b>Block 1</b>	
	1 Plum Hollow Home Décor	2nd/3rd floor tenants have assigned rear spaces
<b>Apts</b>	One 6 Unit Apartment	
	2 Art & Mary's	Tenant (grand daughter) parks on Washington St
	3 Small shop 1 - Kret	
	4 Small shop 2 - Kret	
	5 Kret's (Garage) Entrance/Office	
<b>East</b>	<b>Block 2</b>	
	6 Police Station	
	7 Recreation Center	
<b>West</b>	<b>Block 3</b>	
	8 Ståhl's Bakery	Not currently being used
	9 Ciske Law Office	Probably no longer useable 2nd floor
	10 Craftsmen Upholstery	
	11 A-Washington Street Station	
	12 B-Museum	No tenants or Occupancy
	13 Mike's Comic's	
	14 Johnny's Café	
	15 Donna's Creative Images	
<b>East</b>	<b>Block 4</b>	
	16 Anchor Bay Pharmacy	Not used for rental space
	17 Quilt Shop	Tenants have ample paved parking in rear
	18 Head-N-Hair Salon	Tenants have ample paved parking in rear
	19 Comforcare Senior Services	
	20 LPL Financial Services	
	21 Citizens State Bank	
	22 Serenity Memorial	Possible tenant does not seem to park on Wash St
	23 Red's Barber Shop	Tenant does not seem to park on Washington St
<b>West</b>	<b>Block 5</b>	
	26 ECCO Family Bookstore	
	27 Osterbeck, Mary Ann Atty	
	28 Town Prof Bldg -6 Offices [A-F]	
	29 Backstage Hair Design	
	30 Soundwaves	
<b>East</b>	<b>Block 6</b>	

Home Jack Spens  
31 Catanese Clinic  
32 Dr. Krause Dentist

33 Jack's Restaurant - being built No tenants in an active 2nd floor restaurant

34 Bayshore Kitchen & Bath

West Block 7

35 Town Heating and Plumbing 2nd floor probably not rented over past years

36 Bob's TV Repair

37 Michigan Merchandisers

38 Rombach, Thomas Atty

39 Gen's Gift Boutique (house) Possibly park in rear

Home One Home-Blaine G Winther

East Block 8

40 Walgreen's

# Downtown Washington Street

## 2 Hour Limit Customer Parking Analysis

by Max Plante, April 1, 2008

**Summary: Only Jack's Restaurant Inconvenienced by 2 Hour Limit**

West	Block 1	
	1 Plum Hollow Home Décor	No inconvenience
Apts	One 6 Unit Apartment	No need for Washington St parking
	2 Art & Mary's	Vacant
	3 Small shop 1 - Kret	Vacant
	4 Small shop 2 - Kret	Vacant
	5 Kret's (Garage) Entrance/Office	Do not park on Washington St now (only owner)
East	Block 2	
	6 Police Station	No inconvenience. No use over 2 hours
	7 Recreation Center	Over 2 hours can use rec center lot
West	Block 3	
	8 Stahl's Bakery	No inconvenience
	9 Ciske Law Office	2 Hour use not likely
	10 Craftsmen Upholstery	No inconvenience
	11 A-Washington Street Station	No inconvenience
	12 B-Museum	2 Hour use not likely
	13 Mike's Comic's	No inconvenience
	14 Johnny's Café	Vacant
	15 Donna's Creative Images	No inconvenience
East	Block 4	
	16 Anchor Bay Pharmacy	No inconvenience
	17 Quilt Shop	2 Hour use not likely - even work shops
	18 Head-N-Hair Salon	No inconvenience - also use rear area
	19 Comforcare Senior Services	No inconvenience
	20 LPL Financial Services	No inconvenience
	21 Citizens State Bank	No inconvenience
	22 Serenity Memorial	No inconvenience
	23 Red's Barber Shop	No 2 hour customers
West	Block 5	
	26 ECCO Family Bookstore	Will be closing
	27 Osterbeck, Mary Ann Atty	No 2 hour customers likely
	28 Town Prof Bldg -6 Offices [A-F]	No 2 hour customers likely
	29 Backstage Hair Design	No 2 hour customers likely
	30 Soundwaves	Parking provided by Sound Waves
East	Block 6	

Home	Home-Jack Spens	Home owner uses own driveway
	31 Catanese Clinic	Not over 2 hour use
	32 Dr. Krause Dentist	Not over 2 hour use or use rear lot
	33 Jack's Restaurant - being built	Possible inconvenience
	34 Bayshore Kitchen & Bath	Probably not over 2 hours
West	Block 7	
	35 Town Heating and Plumbing	No inconvenience
	36 Bob's TV Repair	No inconvenience
	37 Michigan Merchandisers	No inconvenience
	38 Rombach, Thomas Atty	Not over 2 hours (only staff or owner)
	39 Gen's Gift Boutique (house)	Not over 2 hours (only staff or owner)
Home	One Home-Blaine G Winther	Home owner uses own driveway
East	Block 8	
	40 Walgreen's	Ample off-street parking