

CITY OF NEW BALTIMORE PLANNING COMMISSION
MEETING MINUTES
TUESDAY, June 27, 2023 AT 7:30 P.M.
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Location: City of New Baltimore
36535 Green Street, New Baltimore, MI 48047

Present: Michael Wojciechowski, Chairperson
Jack Dailey
Duane Gaedcke
Thomas Goldenbogen
Eric Haydamack
Laurie Huff
Stuart Meyer
Peter Fromm
Ed Koneczny
Florence Hayman, Council Liaison
Jacob Dittrich, Council Liaison

Also Present: Tom Semann, Mayor
Stephen Cassin, City Planner
Bill Klaassen, Building Official

CALL TO ORDER: Chairman Wojciechowski called the meeting to order at 7:30 p.m.

ROLL CALL: Dailey, Gaedcke, Goldenbogen, Haydamack, Huff, Koneczny, Meyer, Fromm, Wojciechowski, Hayman and Dittrich were present.

PUBLIC DISCUSSION: – None

APPROVAL OF MINUTES: 5-23-2023

**MOTION by Huff supported by Goldenbogen to approve the minutes as presented.
MOTION carried.**

APPROVAL OF AGENDA:

Meyer add CIP discussion.

**MOTION by Goldenbogen supported by Koneczny to approve the agenda as amended. No additional discussion.
MOTION carried.**

SITE PLAN ITEMS:

1. **308-13-18 Baker Building, 51005 Washington, Parcel #06-09-479-012, Revised 6-12-2023**

Planner Steve Cassin presented his review and recommendation.

Parking Review

Project Name: Baker Building
Zoning: CBD, Central Business District

Location: 51021 Washington Street
Property ID #: 06-09-13-479-012
Property Size: 0.144 acres
Review Date: June 19, 2023

Proposal

The subject property contains 0.144 acres of land and is currently zoned CB – Central Business. The proposal is to renovate the existing structure by having retail space on the first floor, two apartments, office space, and a short-term rental unit on the second floor. The applicant is also proposing four parking spaces to the rear of the building. To accommodate these parking spaces, the existing exterior stairs will be relocated to the interior of the building.



Compliance with the New Baltimore Zoning Ordinance

Section 60-163 (1) (b) of the New Baltimore Zoning Ordinance requires that each residential unit in the central business district have a minimum of 1.5 parking spaces per unit. In this regard, the proposed development would require three parking spaces. (Four parking spaces are provided.)

Section 60-163 (9) states that after a recommendation by the Planning Commission, the City Council may waive the required parking for the non-residential development portion of the building when located in the central business district. (The applicant is requesting this waiver.)

Recommendation

As the Planning Commission is aware, the applicant and City have been diligently working over the past year to provide a reasonable parking solution to allow the building to proceed with the renovation. The

proposed solution is viable and meets the requirements of the zoning ordinance. Therefore, I recommend approval.

Haydamack stated that with the change to two apartments and one short term rental they now meet the parking requirement.

Fromm asked about the duration of the short-term rental?

Whittlesey stated the short-term rental will be thirty days or less and the office is ancillary to the downstairs use.

Haydamack commented that in the packet there is a comment about stormwater tap, asked Whittlesey if they have looked at that?

Whittlesey stated yes, they have seen this and there is some engineering we have to deal with.

Chairman Wojciechowski read the comment from DPS dated 6/16/23 and from Sewer Department dated 6/14/23 into the record.

Haydamack noted the report from PCE, wants to make sure the applicant has this report and will complete all the items on the report and knows they have to put in the catch basin.

**MOTION by Haydamack supported by Goldenbogen to approve the site plan as revised, 308-03-18, Baker Building, 51005 Washington, Parcel #06-09-479-012, Revised 6-12-2023, with all conditions of DPS, Sewer Department and PCE Engineering being met and to waive the required parking for the non-residential portion of the building.
MOTION carried.**

2. 332-06-23, Pirate's Cove New Baltimore, 52151 County Line, Parcel #06-09-476-023.

Cassin stated a variance was granted by the ZBA for the front yard setback and the applicant is proposing a 5 ft sidewalk.

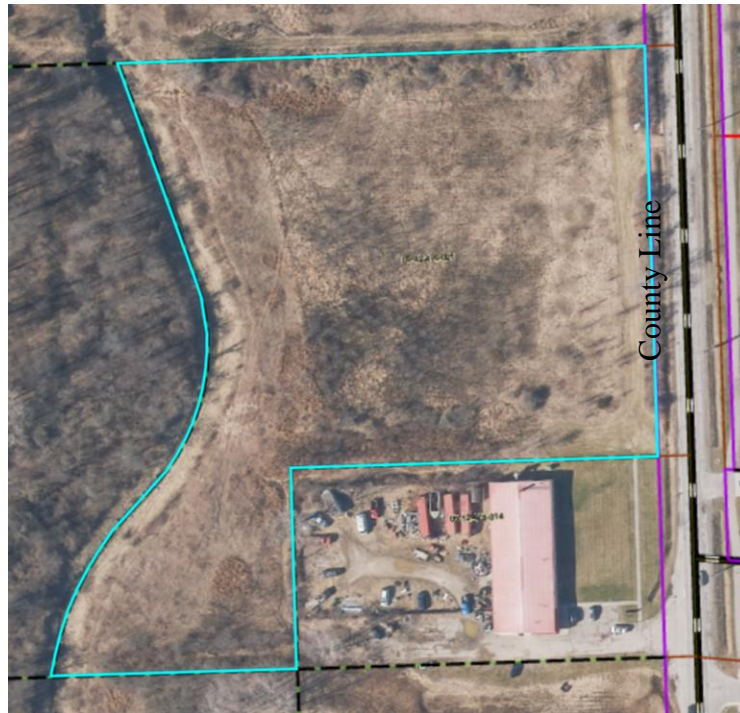
Cassin presented his review and recommendation.

Site Plan Review

Project Name: Pirates Cove New Baltimore Mini-Storage Building
Zoning: I, Industrial
Location: West side of County Line Road, north of Green Street.
Property ID #: 09-12-476-021
Property Size: 5.65 acres
Review Date: June 19, 2023

Proposal

The subject vacant property contains 5.65 acres and is currently zoned I, Industrial. The applicant requests site plan approval to construct a 3-story, 76,140-square-foot, climate-controlled self-storage facility. In addition, a 784-square-foot office building is proposed.



Compliance with the New Baltimore Zoning Ordinance

For the site plan to be approved, it must be compliant with the relevant provisions of the New Baltimore Zoning Ordinance, which are detailed below:

Dimensional Requirements

| | Required | Proposed | Compliant |
|-------------------------------------|--------------------------------------|----------|-----------|
| Front Yard Setback (Green Street) | 115' from the centerline of the road | 88' | X |
| Rear Yard Setback | 50' | 209.2' | ✓ |
| Side Yard Setback (south side) | 10' | 19' | ✓ |
| Side Yard Setback (north side) | 50' | 55' | ✓ |
| Maximum Height | 50' | 35' | ✓ |
| Maximum Impervious Surface Coverage | 80% | 31% | ✓ |

Items to be addressed: None

Parking Requirements

| | Required | Proposed | Compliant |
|---|------------|------------|-----------|
| Standard Parking Spaces Two (2) spaces for the residential caretaker unit (if applicable), plus one (1) space per fifty (50) square feet of floor area used for office purposes. | 14 | 14 | ✓ |
| Barrier-Free Parking Spaces | 1 | 1 | ✓ |
| Maneuvering Lane Minimum Width | 22' | 36', 47' | ✓ |
| Parking Space Size | 9.5' x 19' | 9.5' x 19' | ✓ |

Items to be addressed: None

Landscaping Requirements

Section 60-167 of the New Baltimore Zoning Ordinance requires a detailed landscape plan for all unpaved areas, indicating the names, locations, spacing, planting size, and staking details of all plantings to be installed.

An extensive landscape plan has been provided that proposes a mixture of 78 trees, ornamental trees, and evergreens.

Items to be addressed: None

Trash Container

Section 60-184 of the New Baltimore Zoning Ordinance specifies that the location of any trash receptacles shall be indicated on the site plan. The receptacles must be gated and screened on three sides. The walls of the enclosure shall be constructed of either color impregnated poured concrete with a simulated brick pattern or decorative brick and must match the materials used in the principal building. Furthermore, the trash receptacle enclosure shall be complemented with evergreen plantings, which provide a continuous screen. All trash receptacles shall be placed on a 10' x 12' concrete pad.

A screened trash receptacle is proposed on the northwest side of the front parking area. The receptacle meets zoning ordinance requirements.

Items to be addressed: None

Screening from Adjacent Residential Areas

Section 60-182 of the Zoning Ordinance requires that the development be screened from adjacent residential properties. The proposed development abuts residentially zoned land on both the north and west sides of the property.

The ordinance allows a couple of options for such screening:

Option 1 – A minimum buffer zone of ten feet shall be maintained between the protected use and the more intense use. The buffer zone shall be developed with a six-foot-high continuous, decorative masonry wall. One deciduous tree, not less than two and one-half-inch caliper, shall be planted within the greenbelt for every 20 lineal feet. Additional low-level plant material shall be required along the entire length of the wall to provide continuous coverage. All such plantings shall meet the height and spacing requirements specified herein.

Option 2 - A minimum buffer zone of 15 feet shall be maintained between the protected use and the more intense use. In addition, provide two continuous rows of evergreens (spruce or pine), measuring at least eight feet in height, evenly staggered, with each row planted at intervals not exceeding 20 feet on-center.

The plans propose a screening consistent with Option 2 along the north property line. No screening has been provided along the west property line. However, because of the distance from the property line and the existence of wetlands (including Crapaud Creek), screening would serve no useful purpose.

Items to be addressed: None

Sidewalks and Pathways

Section 60-63 (a) of the zoning ordinance requires an eight (8) foot wide concrete (or other durable surfaces acceptable to the Planning Commission and City Engineer) pathway along the frontage of all major public roads.

The site plan proposes a 5' concrete sidewalk.

Items to be addressed: The Planning Commission should make a determination as to whether the proposed 5' sidewalk will be sufficient.

Lighting

Section 60-189 of the Zoning Ordinance requires that all outdoor lighting used to light a specific site shall be shielded downward to reduce glare and shall be so arranged and designed to reflect light away from adjacent residential districts and public right-of-way.

A detailed lighting plan, meeting the requirements of the zoning ordinance, has been provided.

Items to be addressed: None

Signage

A proposed monument sign has been indicated within the front yard setback along County Line Road, but details have not been provided.

Items to be addressed: Although not required at the time of site plan approval, all signage will require approval from the Planning Commission prior to erection.

Recommendation

Based on the above, I am unable to recommend approval until the following issues are resolved.

1. A front yard setback variance is obtained from the Zoning Board of Appeals.
2. The Planning Commission's determination in allowing a 5' sidewalk along County Line Road.

Dailey stated the ZBA has granted a setback variance.

Haydamack noted there is already a 5' ft sidewalk along County Line Road the 5'ft sidewalk will be in line with the existing.

Goldenbogen noted there is no comment from the Fire department in the packet.

Haydamack read the department head comments and PCE site related items into the record.

Goldenbogen stated they usually make them do twenty feet drive (20') behind the building for access.

Fromm stated they will need a 301 and 399 permit from EGLE. The fire hydrant needs to be turned. New water main must meet standards (18"). Tress cannot be located on top of the water main and they will need sediment control. Do not see a fire hydrant on the North side of the building.

Mayor Semaan asked if the building is sprinkled?

Chairman Wojciechowski stated if the building is three stories, I would think it has to be sprinkled.

Klaassen stated it has to be sprinkled.

Whittlesey stated if the office is connected it will need to be if it is more than ten feet away it does not.

Meyer stated that all of the engineering aspects will be handled by the city engineer.

Haydamack stated that when the planning commission looks at a site plan, we only look at the site plan related items, not the engineering.

MOTION by Haydamack supported by Goldenbogen to approve site plan 332-06-23, Pirate's Cove New Baltimore, 52151 County Line, Parcel #06-09-476-021 conditioned on meeting all requirements of PCE Engineering, all department requirements, EGLE permits, approve sidewalk at 5 ft width, and ZBA setback variance of at 88ft.

MOTION carried.

3. 333-06-23, Nass Controls, 51509 Birch Street, Parcel # 06-06-13-301-026

Cassin presented his review and recommendation.

Site Plan Review

Project Name: Nass Controls Manufacturing & Storage
Zoning: I, Industrial
Location: 51509 Birch Road
Property ID #: 09-13-101-026
Property Size: 1.37 acres
Review Date: June 19, 2023

Proposal

The subject property contains 1.37 acres of land zoned I, Industrial. The property is developed with an 11,440-square-foot industrial building and accessory site improvements.

The applicant requests site plan approval to construct a two-phased expansion to the existing building. Phase 1 will be 4,800 square feet, and Phase 2 will be 3,250 square feet. These buildings are primarily intended to be used as warehousing.



Compliance with the New Baltimore Zoning Ordinance

For the site plan to be approved, it must be compliant with the relevant provisions of the New Baltimore Zoning Ordinance, which are detailed below:

Dimensional Requirements

| | Required | Proposed | Compliant |
|-------------------------------------|-------------------------------------|--------------|-----------|
| Front Yard Setback (Birch Road) | 70' from the centerline of the road | 70' | ✓ |
| Rear Yard Setback | 20' | 146.6' | ✓ |
| Side Yard Setback | 10' | 14.8', 40.6' | ✓ |
| Maximum Height | 50' | 35' | ✓ |
| Maximum Impervious Surface Coverage | 80% | 78% | ✓ |

Items to be addressed: None

Parking Requirements

Parking calculations for the building are based on one space per 500 square feet of floor area for the manufacturing portion of the building and one space per 1,700 square feet for the warehousing portion of the building.

| Use | Zoning Requirement | Parking Required | Parking Provided | Compliant |
|---------------|-------------------------------|------------------|------------------|-----------|
| Manufacturing | 1 space per 500 square feet | 23 spaces | 24 spaces | ✓ |
| Warehousing | 1 space per 1,700 square feet | 5 spaces | 5 spaces | ✓ |

In addition, Section 60-164 of the New Baltimore Zoning Ordinance requires a 9'6" minimum width for 90-degree angled parking spaces.

Items to be addressed: None

Landscaping Requirements

The current site is sufficiently landscaped to meet the requirements of the New Baltimore Zoning Ordinance.

Items to be addressed: None

Trash Enclosure

A 10' x 12' masonry dumpster enclosure is shown on the northwest portion of the site.

Items to be addressed: None

Off-Street Loading and Unloading

Section 60-166 of the zoning ordinance requires that a minimum 10' x 50' loading and unloading area must be provided.

Items to be addressed: None; adequate space for loading-unloading is provided to the rear of the current building and will be incorporated as part of a truck well in the future expansion.

Lighting

The site plan indicates wall pack lighting with shielding.

Items to be addressed: None

Recommendation

The site plan and supporting documentation comply with the requirements of the New Baltimore Zoning Ordinance. Therefore, I recommend approval subject to compliance with all building, engineering, and other applicable regulations of the City.

Haydamack stated the site plan meets all the ordinances.

Meyer asked about a 20'-foot fire lane, noted Bill Klaassen, Building Official comment, " at back of building is only 12' foot, 3" inches wide.

Whittlesey stated there is 10 ft on this parcel and 10 foot on the adjacent parcel for access to the pond.

MOTION by Haydamack supported by Goldenbogen to approve site plan 333-06-23, Nass Controls, 51509 Birch Street, Parcel # 06-06-13-301-026 conditioned on meeting all requirements of PCE engineering site plan related items be provided.

MOTION carried.

MISCELLANEOUS COMMUNICATIONS:

Accessory Dwelling Units

On June 14th the Oakland County Planning, Zoning and Land Use Department held a Virtual Planners Gathering zoom session on Accessory Dwelling Units.

Members of the planning commission and City staff attended the zoom meeting at the city or attended online.

Planner Steve Cassin noted that there are 13 states that mandate this use.

Board discussed and has added to the radar for the PC to continue the discussion for Accessory Dwelling Units.

Capital Improvements

Meyer stated the Capital Improvements Plan (CIP) for this year was built upon what we had last year, he provided copies of the CIP spreadsheet for all members. The electronic version CIP spreadsheet makes the process more streamlined. The point of the CIP is so departments have 4-6 years of projects that are proposed, and showing what is critical and what is discretionary. Meyer, we have to start this process in January to be ready for the budget process in March. The DDA is not on the spreadsheet, will be talking to them to explain what CIP is and ask if they would like to submit something.

Meyer stated he wanted to commend everyone; this is a team effort.

Mayor Semaan stated in order to qualify for grants we have to forecast out, project out expenses for future needs. The CIP helps to bring the departments and City Council on to the same page, it explains and shows council what is needed to operate each department. Meyer has helped to streamline the process with the spreadsheet. It is still vital that the Planning Commission recommended the CIP to council for approval.

Koneczny noted that the budget review committee did not look at forecasting out.

Mayor Semaan noted this is a legislative action.

Meyer stated we have buy in with the city, the Mayor, and the Department heads and this is what we have now. The Department heads need feedback. After the budget is adopted, we will sit down with the department heads.

Mayor Semaan stated the fiscal year budget was adopted and we can now sit down with the department heads and look the projects, once funding is capitalized, it is always capitalized but is not expensed until purchased.

Chairman Wojciechowski asked how do we get on the next DDA agenda with this?

Mayor Semaan stated he would take care of this.

Dailey thanked the department heads for their cooperation with the CIP process.

Fromm it will be good to look at this and see the department projects, this will help to look at merging projects for possible savings. There is a lot of work that goes into this.

MOTION by Meyer supported by Koneczny to approve the Capital Improvements Plan at the Planning Commission level.

MOTION carried.

Bed and Breakfast Ordinance Amendment

Girodat noted an amendment to the Bed and Breakfast ordinance is being worked on by Mayor Semaan, City Planner Steve Cassin and City Attorney Tim Tomlinson. Mayor Semaan asked that the Planning Commission make a motion to set aside and send to City Council for approval.

Huff reported that the grant money received by the DDA will be used toward improvements in the park, we hope to have them completed by fall.

Mayor Semaan noted the DDA received a \$20,000.00 placemaking grant from Macomb County.

Huff reported that Country fest has been postponed until September at the request of the Police Chief, it conflicts with the date of the Tri-Athlon.

Chair Wojciechowski asked about the bio swales?

Mayor Semann stated the city has been in contact with EGLE and the city can maintain the swales. We met last with SEMCOG.

Huff commented on the new stair railings in the park.

Mayor Semaan noted the DPS guys built the new stair railings in the park, they did a great job.

Hayman stated on the 4th of July the VFW will have Ring the Bell and a potluck dinner in the main hall.

Mayor Semaan stated New Baltimore officially became a Purple Heart City at the June 26, 2023 City Council meeting. Purple Heart signs will be placed at all 6 entrances to the city.

ADJOURNMENT:

MOTION by Goldenbogen supported by Fromm to adjourn at 8:30 P.M. No additional discussion by the commission. MOTION carried.

Lisa Hall, Recording Secretary