



Planning Commission
97 North Broad Street
Hillsdale, Michigan 49242-1695
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Planning Commission Agenda
January 15, 2025

- I. Call to Order 5:30 pm**
 - A. Pledge of Allegiance
 - B. Roll Call

- II. Public Comment**
 - Any agenda item – 3 min. limit

- III. Consent Items**
 - A. Approval of agenda
 - B. Approval of Planning Commission 12/18/2024 minutes

- IV. Old Business**
 - A. No Old Business

- V. New Business**
 - A. Officer Elections
 - B. Ordinance Review
 - a. Sec. 36-411 & 36-412

- VI. Zoning Administrator Report**

- VII. Commissioners' Comments**

- VIII. Public Comment**
 - Any Commission related item – 3 min. limit

- IX. Adjournment**
 - Next meeting: Wednesday, February 19, 2025 at 5:30 pm

Planning Commission Meeting Minutes
Hillsdale City Hall
Council Chambers
December 18, 2024
5:30 pm

I. Call to Order

Meeting opened at 5:30 pm followed by the Pledge of Allegiance, and Roll Call.

II. Members Present

- A. Members Present: Commissioner Roma Rogers, Vice Chair Kerry Laycock, Chairman Eric Moore, Commissioner Matt Kniffen, Commissioner William Morrissey, Christian Winter, Commissioner Elias McConnell
- B. Public Present: Zoning Administrator Alan Beeker, Matt Taylor
- C. Members Absent:

III. Public Comment

No public comment.

IV. Consent Agenda and Minutes

Motion by Commissioner Winter to amend the November minutes, to move Christian Winter's name from Members Absent to Public Present. Vice Chair Laycock supported, motion passed. Motion to approve the Consent agenda as amended made by Vice Chair Laycock seconded by Commissioner Morrissey motion approved unanimously.

V. Site Plan Review

- A. 246 Hillsdale St – Hillsdale College Mossey Library Addition
 - 1. Hillsdale College is proposing an addition to the Mossey Library located at 246 Hillsdale. The Library is located on the east side of the campus quadrangle. The project is an addition to the northwest side of the existing library. The project has been reviewed by the City Department Heads, the report is included. Planning Commission members shall visit the site for field review. Zoning Administrator is requesting approval of the site plan.
 - 2. Vice Chair Laycock asked if emergency response is being considered in the design and further development of the College Quad area.
 - 3. Matt Taylor and Alan Beeker assured the Commission that safety and emergency access and response are all considered and accommodated in the designs.Vice Chair Laycock moved to approve the plans for the addition to the Hillsdale College Library, Commissioner McConnell supported, motion passed.

VI. Old Business

No old business

VII. New Business

A. Officer Elections

1. Chair
2. Vice Chair

Commissioner Morrisey moved to nominate the standing officers for the coming year. Commissioner Kniffen supported, motion passed unanimously.

3. Secretary

Chair Moore nominated Commissioner Kniffen for Secretary. Commissioner Rogers supported, motion passed unanimously.

B. Ordinance Review

1. Sec. 36-411 & 412 – After some discussion the RD-1 single dwelling lot size guidelines should remain and be changed to reflect the minimum 66’-0” width requirement. The lot square footage would be calculated accordingly.

Commissioner Winter moved to amend the proposed ordinance, Vice Chair Laycock supported, motion passed.

2. Sec. 36-681 (2)&(3) – the Commission requested some rewording of Sec. 36-681(3)
3. Sec. 18-103 – Commission approved with the amendment and would add it to the list when the other ordinances were ready for a public hearing.
4. Sec. 18-113 – Commission approved with the amendment and would add it to the list when the other ordinances were ready for a public hearing.

VIII. Zoning Administrator Report

No report.

IX. Commissioners’ Comments

Commissioner Morrisey updated the Commission on the Keefer project.

Aldi opens in Spring of 2025.

Commissioner McConnell submitted his resignation to the Commission.

X. Public Comment

No public comment.

XI. Adjournment

Vice Chair Laycock moved to adjourn the meeting, Commissioner McConnell seconded.

Motion passed unanimously. Meeting adjourned at 7:00 pm.

XII. Next meeting: January 15, 2025 at 5:30 pm.



TO: Planning Commission

FROM: Zoning Administrator

DATE: January 15, 2025

RE: Ordinance Review

Background: The Schedule of Regulations have been amended per discussions at the December meeting.

DIVISION 16. – SCHEDULE OF REGULATIONS

Sec. 36-411. Limitations on height, bulk, density and area by land use.

Districts	Minimum Size Lot Per Unit		Maximum Height of Structures		Minimum Yard Setback (Per Lot in Feet)			Minimum Floor Area Per Unit (Square Feet)	Maximum Percentage of Lot Area Covered by All Buildings
	<u>Min.</u> Area in Square Feet	<u>Min.</u> Width in Feet	In Stories	In Feet	Front	Each Side	Rear		
R-1 one-family residential	(a) 8,400	(a) 70	3½	35	25	8	10	1,000 <u>Sec. 36-5</u>	30%
RD-1 one-family residential	(a) 6,500 <u>7,800</u>	(a) 60 <u>66</u>	2½	25	25	8	10	1,000 <u>Sec. 36-5</u>	30%
RD-1 two-family residential	(a) 8,400 <u>12,000</u>	(a) 70 <u>80</u>	2½	25	25	8	10	1,000 <u>Sec. 36-5</u>	35% <u>30%</u>
RM-1 multiple-family residential	(b)	<u>(p)</u>	4	40	25 (c)	8 (c)	10 (c)	1,000 (e) <u>Sec. 36-5</u>	35% (b)
B-1 local business	—	<u>(p)</u>	2½	35	(h) 25	(e, m)	(f, m)	none	(g)
B-2 central business	—	<u>(p)</u>	(i)	(i)	(h)	(e, m)	(f, m)	none	(g)
B-3 general business	—	<u>(p)</u>	2½	(h) 35	(h) 40	(e, m)	(f, m)	none	(g)
I-1 light industrial	—	<u>(p)</u>	—	(h) 50	50	(j, k, m, n) 10	(j, m, o)	none	(h)
P-1 vehicular	—	—	(j)	(j)	§ 36-354(a)	§ 36-354(a)	§ 36-354(a)	—	(h)
PRF parks and recreational facilities district	—	—	(i)	(i)	25 (h)	10	(f, m)	—	30%
C-1 college district	(b)	(b) <u>(p)</u>	4	50	(h) 40	10	(f, m)	(b)	35%

Notes:

- (a) In those instances where public sewers are not provided, all lot areas per dwelling unit shall equal at least 12,000 square feet. See sections 36-402 ~~36-401~~ and 36-403 regarding exceptions as to lot area and density controls.
- ~~(b) In an RM-1 multiple-family residential district, the total number of rooms as defined in section 36-6, in buildings consisting of more than four dwelling units shall not be more than the area of the parcel in square feet divided by 900. All units shall meet the International Property Maintenance Code (IPMC) occupancy area requirements.~~
- (c) Every lot on which a main building consisting of more than four dwelling units is erected shall be provided with a 40-foot setback on each exterior side of such lot. Each setback shall be increased by one foot for each ten feet or part thereof by which the length of the structure exceeds 40 feet in overall dimension along the adjoining lot line.

In all RM-1 multiple-family residential districts, the minimum distance between any two buildings shall not be less than the allowable distance as designated by the State of Michigan Single Construction Code. Parking shall not cover more than 30 percent of the area of any required yard, or any minimum distance between buildings. Properties must follow the landscape requirements as listed in chapter 36, sections 36-148 through 36-152.

- (d) See definitions under section 36-6. All row houses, terraces and other such multiple-type structures shall comply with the floor area requirements under apartments.
- (e) No side yards are required along the interior side lot lines, except as otherwise specified in the single state construction code. On the exterior side yard which borders on a residential district, there shall be provided a setback of not less than ten feet on the side or residential street. If walls of structures facing such interior side lot lines contain windows or other openings, side yards of not less than ten feet shall be provided.
- ~~(f) Loading space shall be provided in the rear yard in the ratio of at least ten square feet per front foot of building and shall be computed separately from the off-street parking requirements. Where an alley exists or is provided at the rear of buildings, the rear building setback and loading requirements may be computed from the center of the alley.~~
- (g) The maximum percentage of coverage shall be determined by the use and the provisions of required off-street parking, loading and unloading, and required yards.
- (h) Parking shall be permitted in the front yard after approval of the parking plan layout and points of access by the planning commission. The setback shall be measured from the nearest side of existing and/or proposed right-of-way lines, whichever is greater.
- (i) The maximum height of a structure in the B-2 district shall not exceed 12 feet above the property immediately adjacent. Any proposed structure over 50 feet tall shall require approval of the city planning commission.
- (j) No building shall be closer than 50 feet to the outer perimeter (property line) of such district when the property line abuts any residential district.
- (k) Side yards abutting upon a street and across from other industrial districts shall be provided with a setback of at least 20 feet.
- ~~(l) Planned developments involving five acres or more under one ownership shall be subject to the approval of the board of appeals, after public hearing, regarding modifications with respect to~~

height regulations. In approving an increase in structure height, the board of appeals shall require that all yards shall at least equal in their depth the height of the structure.

- (m) A four-foot-six-inch obscuring wall or fence shall be provided on those sides of the property abutting land zoned for residential use.
- (n) Parking shall be permitted on the side yard after approval of the parking plan layout and points of access by the planning commission.
- (o) All storage shall be in the rear yard and shall be completely screened with an obscuring wall or fence not less than six feet high, or with a chain-link type fence and a greenbelt planting so as to obscure all view from any adjacent district or public street.

(p) Commercial parcels resulting from land divisions must have a minimum of 104'-0" street frontage. Refer to HMC, Chapter 18 and Land Division Act MCL560.101 et seq.

(q) Residential parcels resulting from land divisions must have a minimum of 66'-0" street frontage. Refer to HMC, Chapter 18 and Land Division Act MCL560.101 et seq.

(Code 1979, § 17.28.010; Ord. No. 2005-14, 11-21-2005; Ord. No. 2014-6, 7-21-2014; Ord. No. 2016-005, 6-6-2016; Ord. No. 2018-004, 7-16-2018)

Sec. 36-412. Subdivision open space plan.

The intent of this section is to permit one-family, and one-family and two-family, residential subdivisions to be planned as a comprehensive unit, allowing therefore certain modifications to the standards as outlined in section 36-401 to be made in R-1, ~~R-2, R-3~~ one-family and RD-1 one-family and two-family residential districts, when the following conditions are met:

- (1) The lot area in all one-family and two-family residential districts may be reduced by 20 percent; provided, that the population density shall be no greater than if the land area to be subdivided were developed in the minimum square foot lot areas as required under R-1, ~~R-2, R-3~~ and RD-1 districts. In accomplishing the 20 percent lot reduction, no lot width in an R-1, ~~R-2~~ and RD-1 residential district shall be reduced by more than five feet and no lot width in an ~~R-3~~ district shall be reduced by more than ten feet. All calculations shall be predicated upon these districts having the following number of dwelling units per acre, including streets:

RD-1 (one-family)	=	5.0 dwelling units per acre
RD-1 (two-family)	=	7.75 dwelling units per acre
R-1 (one-family)	=	3.89 dwelling units per acre
R-2 (one family)	=	3.40 dwelling units per acre
R-3 (one family)	=	2.18 dwelling units per acre

- (2) For each square foot of land gained under the provisions of subsection (1) of this section within a residential subdivision through the reduction of lot size below the minimum requirements as outlined in section 36-401, equal amounts of land shall be dedicated to the subdivision. These dedications shall be either rights in fee or easement, and retained as open space for park, recreation and related uses. All lands dedicated in fee or easement shall meet the requirements of the city council.

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- (3) The area to be dedicated for public park and recreation purposes only shall in no instance be less than four acres, and shall be in a location and shape approved by the planning commission in reviewing the proposed subdivision plat. The land shall be so graded and developed as to have natural drainage.
 - (4) In approving the application of subdivision open space plan technique, the planning commission must be cognizant of the following objectives:
 - a. To provide a more desirable living environment by preserving the natural character of open fields, stands of trees, brooks, topography and similar natural assets;
 - b. To encourage developers to use a more creative approach in the development of residential areas;
 - c. To encourage a more efficient, aesthetic and desirable use of open area while recognizing a reduction in development costs, and by allowing the developer to bypass natural obstacles in the site.
 - (5) This plan for reduced lot sizes shall only be permitted if it is mutually agreeable to the council and the subdivider or developer.
 - (6) Under this open space approach, the developer or subdivider shall dedicate the total park area (see subsection (2) of this section) at the time of filing of the final plat on all or any portion of the plat.

(Code 1979, § 17.28.020; Ord. No. 2016-005, 6-6-2016)