

CITY OF HILLSDALE

Planning Commission 97 North Broad Street Hillsdale, Michigan 49242-1695 (517) 437-6449 Fax: (517) 437-6450

Planning Commission Agenda July 17, 2018

I. Call to Order 5:30

- A. Pledge of Allegiance
- B. Roll Call

II. Public Comment

Any Commission related item – 3 min. limit

III. Consent Items/Communications

- A. Approval of agenda **Action**
- B. Approval of Planning Commission 06.19.2018 minutes **Action**

IV. Preliminary Site Plan Review

Hillsdale Commons

V. Old Business

VI. New Business

VII. Zoning Ordinance Review

- A. 36-6 Definitions
- B. Secs. 36-436 thru 36-437 Short Term Rentals
- C. Division 9 (I-1) Industrial District

VIII. Zoning Administrator Report

IX. Commissioner's Comments

X. Adjournment

Next meeting August 21, 2018 at 5:30 pm

CITY OF HILLSDALE



Planning Commission 97 North Broad Street Hillsdale, Michigan 49242-1695 (517) 437-6449 Fax: (517) 437-6450

PLANNING COMMISSION MINUTES HILLSDALE CITY HALL, 97 N. Broad Street June 19, 2018 at 5:30 PM

I. Call to Order 5:30 pm

- A. Members present: Chairwomen Amber Yoder, Vice Chairman Samuel Nutter, Mayor Pro-tem William Morrissey, Eric Moore, Eric Swisher, Ron Scholl
- B. Others present: Grant Baker, Andrew Gelzer, Ken Hodge, Jason Kyser, Matt Taylor, Mary Wolfram, Penny Swan, Dennis Wainscott
- C. Members absent: Secretary Kerry Laycock, Vice Chair Samuel Nutter

II. Public Comment

Penny Swan – voiced concerns with rumors that the City was holding up approvals for the Gelzer project.

Jason Kyser – stated that there are still some matters that are being worked out with the Gelzer project but that the City has been supportive and flexible in solving the issues.

III. Consent Items/Communications

May Minutes – Leutheuser Buick needs to be changed to the current business name. Commissioner Morrissey moved to accept with consent items with amendments, Commissioner Swisher seconded. All in favor.

IV. Site Plan Reviews

Gier Elementary Parking Lot Expansion – (Gier Elementary School is proposing a redesign of the existing Spring Street parking lot and an expansion of the parking into the lot immediately adjacent to the west. The plans have been reviewed by the Department Heads and request final approval.) – Matt Taylor attended as design engineer and representative for the school. Commissioner Scholl asked if the storm water runoff due to the new paving was addressed. Mr. Taylor pointed out the retention pond and that all of the calculations were addressed. The west lot was originally an alternate and most likely will not be constructed this year but the school is asking that it be approved as a whole so that they can build it without need for another approval. Commissioner Swisher asked how the calculations were done and Mr. Beeker and Mr. Taylor explained the way in which the calculations were illustrated and computed. Commissioner Morrissey asked if additional buffering was going to be added for the new lot. Mr. Taylor indicated that the remaining trees were being used to buffer the lot. No additional trees were scheduled. Commissioner Swisher moved to approve, Commissioner Moore seconded. Motion passed.

Gelzer Hardware – (Gelzer Hardware is proposing an addition to the existing property on E. Carleton. The plans have been reviewed by the Department Heads and request final approval.) – Grant Baker, Andrew Gelzer, Ken Hodge & Jason Kyser were in attendance representing the project. Mr. Beeker gave a brief overview. Commissioner Scholl asked about the parking in the easement. Mr. Kyser stated that the parking and the landscaping ordinances contradict, due to the size of the lots, it was proving difficult to meet both ordinances. He asked the Planning Commission how to address that. The storm water currently runs to the north toward the MDOT RR and the storm water coming toward the street will be addressed with a

metering system into the existing storm drain. Mr. Kyser also spoke to the DPS request of re-routing the bike path and stated that they would work together to come to a mutual agreement. Commissioner Scholl encouraged the City to work with Gelzer's to work out all of the details. Commissioner Morrissey approved contingent on the landscape plan and signage calculations being submitted according to the timelines. Swisher seconded. Motion passed.

V. Zoning Ordinance Public Hearing

Public Hearing Opened – 6:00 pm Public Hearing Closed – 6:11 pm

Public Comment:

Mary Wolfram – Addressed the Permitted and Special Uses, she noted that the chart still had some discrepancies. She also questioned the absence of the PUD district to the list on Sec. 36-142. The number of stories listed with the overall height did not correspond in Sec. 36-411, RM-1 District.

Commissioner Morrissey moved to send the ordinances listed to Council for adoption pending the amendments addressed during the public hearing:

Chapter 26 – Signs,

Sec. 36-411 with the RM-1 stories correction,

Sec. 36-142, with the addition of PUD District,

Sec. 36-413,

Division 2 (R-1) One-Family Residential District,

Table Sec. 36-414 pending a full review.

Commissioner Scholl supported the motion.

Commission Chair Yoder requested a roll call vote;

Eric Moore – yes,

Ron Scholl – yes,

Will Morrissey – yes,

Eric Swisher – yes,

Amber Yoder – ves.

Motion passed unanimously.

VI. Zoning Administrator Report

Project Rising Tide (PRT) Graduation – Mr. Beeker and Ms. Wolfram gave a brief overview of the advantages of PRT and that we have graduated. Gov. Snyder was in the City to celebrate completion of the program and the initiation of Adrian as the next PRT City in the Region.

RRC Certification – Mr. Beeker told the Commission that the City has achieved certification and the ceremony will occur in approx. 6 to 8 weeks.

VII. Commissioner's Comments

Commissioner Morrissey encouraged Mr. Beeker to include some of the good things happening in Hillsdale in the Newsletter.

VIII. Adjournment

Commissioner Morrissey moved to adjourn. Commissioner Swisher seconded. All in favor. Meeting adjourned at 6:38 pm.

Next meeting: July 17, 2018 at 5:30 pm.



TO: Planning Commission

FROM: Zoning Administrator

DATE: July 10, 2018

RE: Hillsdale Commons Preliminary Site Plan Review

Background: Chapter 18, Division 6 Condominiums requires that a Condominium Development must have a Preliminary Site Plan Review before the Planning Commission. The intent is for the Commission to review and give initial approval to move forward with the development. The plans must also be reviewed by the Department Heads, City Manager and City Engineer prior to the Commission. That meeting took place on July 9 and the staff response is included in the packet.

PRELIMINARY PLAN SUBMITTAL

HILLSDALE COMMONS

Respectfully submitted to: The City of Hillsdale Planning Commission

Proposed name of project: Hillsdale Commons

Purpose of project: Provide quality residential housing in the form of duplex units

Legal description of property: PART OF THE SOUTHEAST 1/4 OF SECTION 26, TOWN 6 SOUTH,

RANGE 3 WEST, DESCRIBED AS:

COMMENCING AT A POINT ON THE SOUTH LINE OF BACON STREET, 2 RODS SOUTH AND 16 RODS EAST OF THE CENTER OF SAID SECTION 26; AND RUNNING THENCE SOUTH AT RIGHT ANGLES WITH BACON STREET 50 RODS; THENCE EAST 32 RODS; THENCE NORTH 18 RODS; THENCE WEST 8 RODS; THENCE NORTH 32 RODS TO THE SOUTH LINE OF BACON STREET;

THENCE WEST 24 RODS TO THE PLACE OF BEGINNING. BEING A

PART OF LOT 5, MCCOLLUM'S

SOUTHEAST ADDITION TO THE VILLAGE, NOW CITY OF

HILLSDALE.

MORE COMMONLY KNOWN AS 266 E. BACON STREET,

HILLSDALE, MI

Number of acres in development: 8.4 acres (approximately)

Number of units to be developed: 18 duplexes providing 36 units

Proposed size and location of each unit: Duplex size approx. 3,200 sq. ft. - see plan for locations

Project applicant/owner: COMMONWEALTH DEVELOPMENT, LLC

590 Olds St.

Jonesville, MI 49250

Project engineer: Rick Jenkins, P.E.

Stoll Construction, LLC

590 Olds St.

Jonesville, MI 49250



PRELIMINARY PLANS FOR HILLSDALE COMMONS

CITY OF HILLSDALE, HILLSDALE COUNTY, MICHIGAN

GENERAL NOTES



SHEET INDEX

SHEET 1 TITLE SHEE SHEET 2 EXISTING SHEET 3 SITE PLAN SHEET 4 PHASES

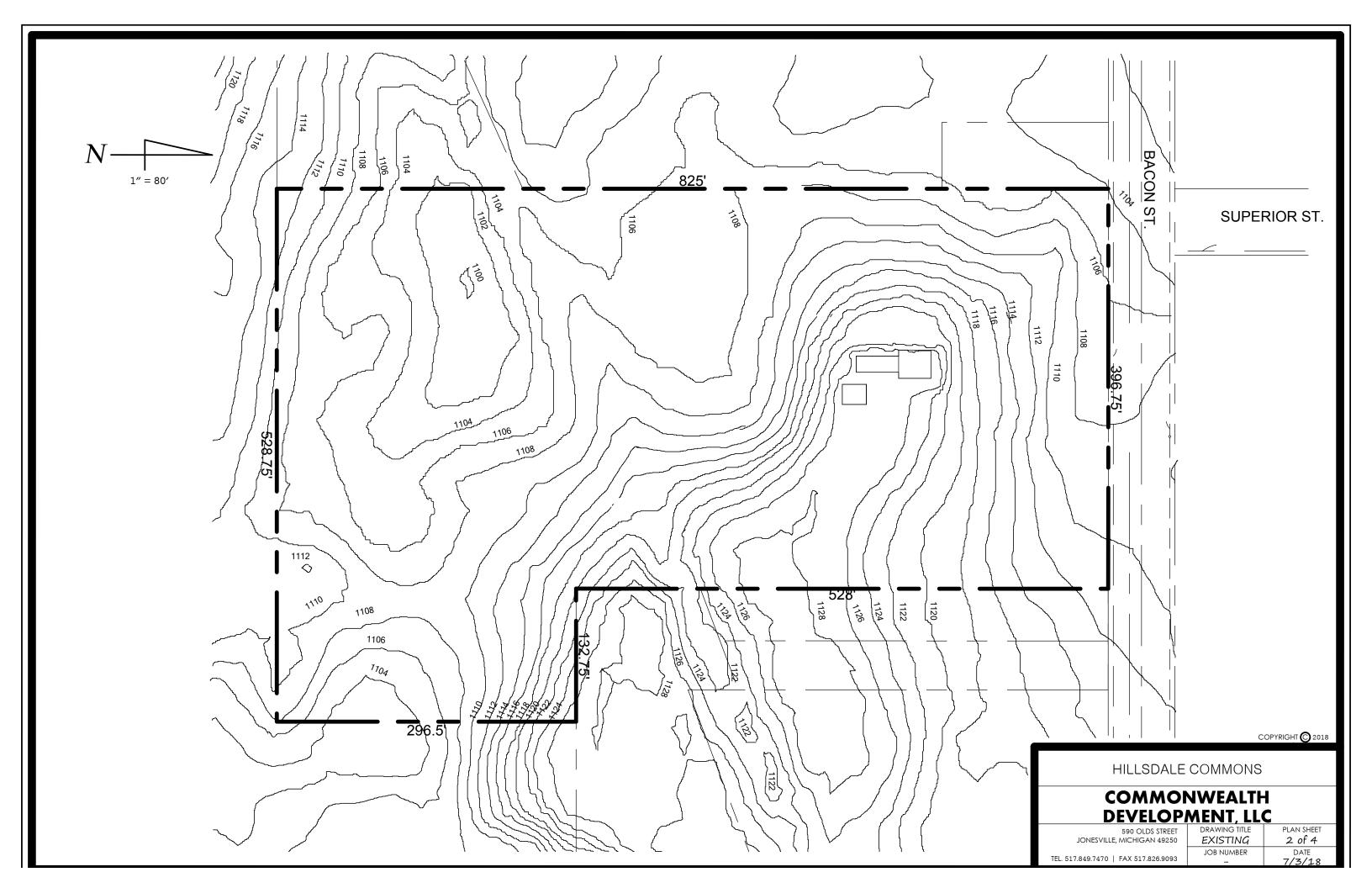
COMMONWEALTH DEVELOPMENT

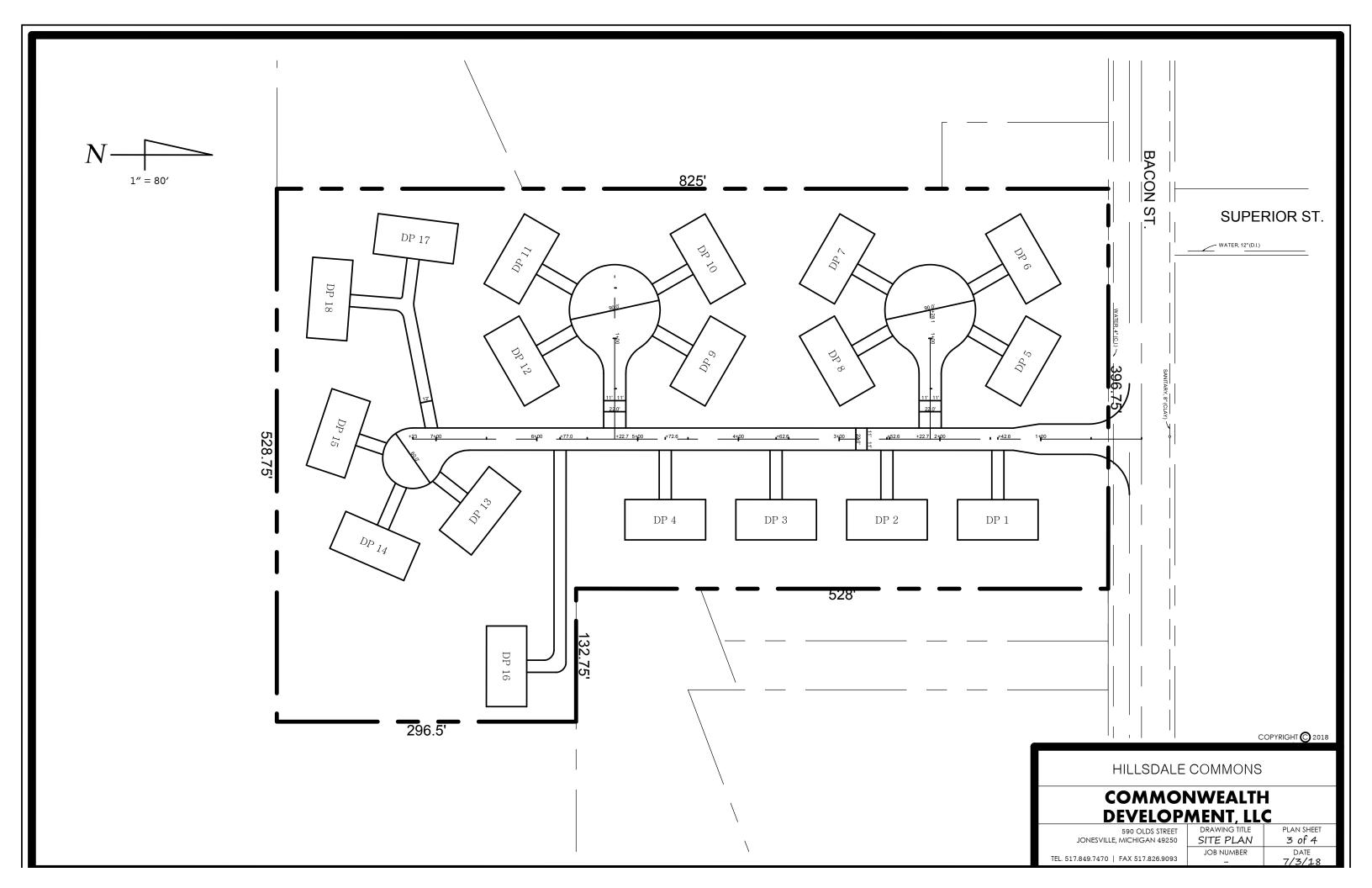
590 OLDS STREET JONESVILLE, MICHIGAN 49250 TEL. 517.849.7470 | FAX 517.826.9093

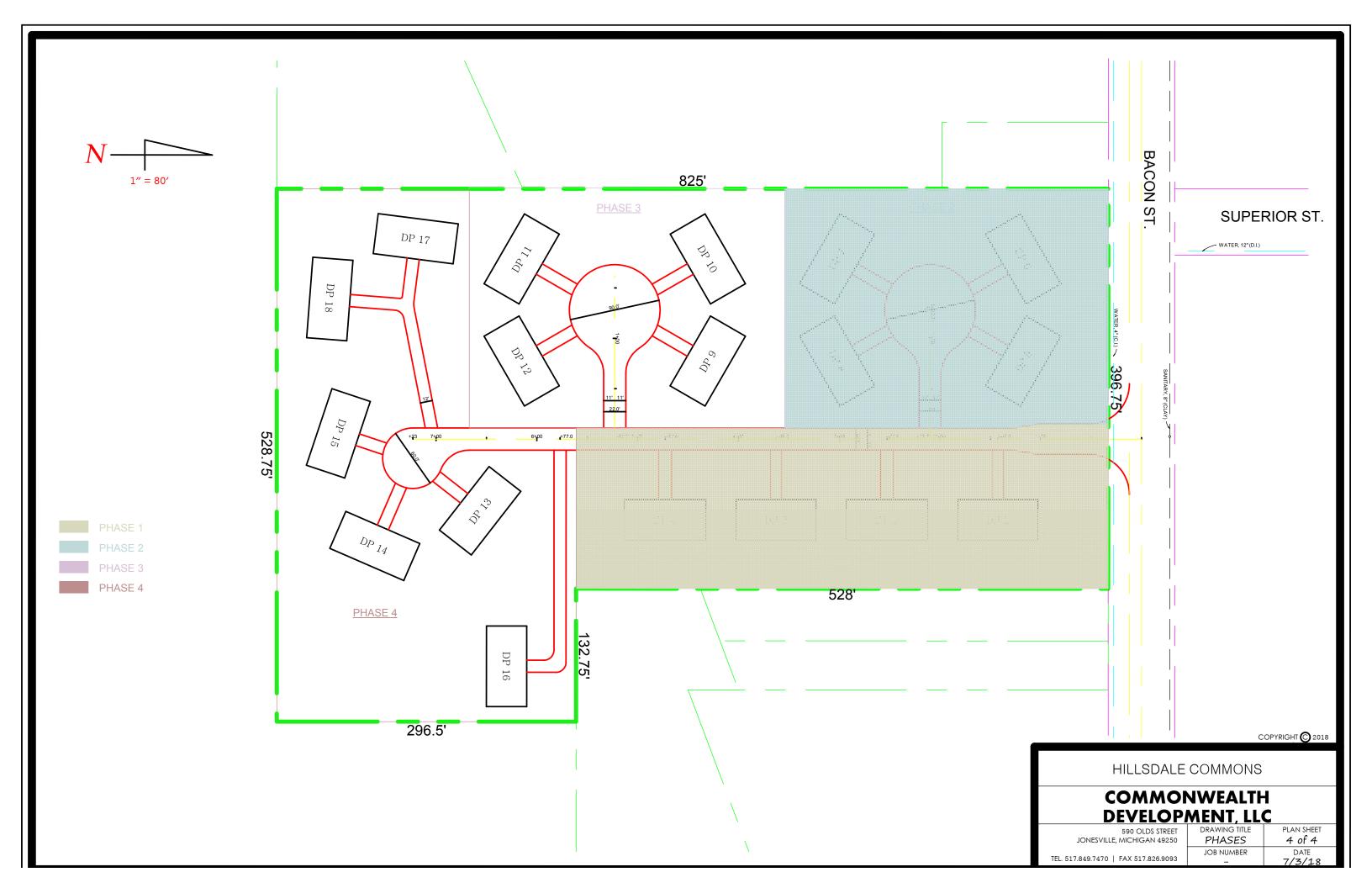
revisions		PLAN PREPARATION	
DATE	DESCRIPTION	DRAWN BY	DATE
		R.J.J.	7.2.18

HILLSDALE COMMONS
RESIDENTIAL DUPLEX HOUSING

TITLE SHEET









CITY OF HILLSDALE

ALAN C. BEEKER
ZONING ADMINISTRATOR
97 NORTH BROAD STREET
HILLSDALE, MICHIGAN 49242-1695
(517) 437-6449 FAX: (517) 437-6450

July 10, 2018

Steve Stoll Commonwealth Development LLC 590 Olds St. Jonesville, MI 49250

Re: 266 E. Bacon Street

Dear Mr. Stoll,

The submitted preliminary plans were reviewed by the Directors of Public Services, Police Department, Fire Department, Forestry, Board of Public Utilities (BPU) Water and Mapping Departments, City Engineer, Zoning and the City Manager. Below is a list of items that were discussed as you move forward with the development of the project.

BPU

- A new fire hydrant will need to be located in the project to insure proper fire coverage.
- A new 8" water main will supply the project. This will include the upgrade of an existing 4" main along E. Bacon to a 12" main with the new 8" water main looping through the development and connecting with the existing main on Griswold. The main will remain a public main and required easements will be developed accordingly.
- A new 8" sanitary line will connect to the existing 8" line at E. Bacon. A possible lift station may need to be a part of the project and will be determined as the engineering continues.
- Water taps and sanitary laterals should be installed for all of the planned structures at the time of initial water and sanitary installations to reduce costs moving forward.
- New electrical will be underground and will connect with the existing mains along E. Bacon.

Zoning

• The project will be subject to Chapter 18, Division 6 as well as those relevant sections in Chapter 36 of the Hillsdale Municipal Code.

DPS

- The new drive approach at E. Bacon will need to be a MDOT "M" opening.
- Storm water calculations and design will be reviewed by not only DPS but also the City Engineer.
- Storm water will need to be designed based on post development run-off rate not to exceed predevelopment run-off rate, design Run-off rates based on a 24 hr., 100yr storm with a Type II distribution, 5.54 inch rain event. Method preferred to be rational method or SCS method.
- The intent is to create a retention basin at the southeast corner of the development.
- The City Forester will verify that there are no city trees along any of the areas to be cleared and will assist the developer in suggesting the best types of landscape plantings for the project.

Including some of the other things discussed;

• The drive is not intended to have curb and gutter.

- The cul-de-sac in Phase 4 may be redesigned to be larger for public safety equipment accessibility.
- A construction drive may be allowed off of Lakeview Ct. into the site from the south.

At this time, the project will be referred to the Planning Commission for their preliminary site plan review. The Planning Commission meeting will be held in the 2^{nd} floor conference room of City Hall on July 17, 2018 at 5:30 pm.

Sincerely,

Alan Beeker

Zoning Administrator

Jan C Berlan



TO: Planning Commission

FROM: Zoning Administrator

DATE: July 17, 2018

RE: Zoning Ordinance Amendments

Background: Zoning Ordinance Secs 36-6, 36-436 and 36-437 and Division 9 are included for further discussion and approval of the Commission prior to holding a public hearing.

Additional Definitions for 36-6

Short- Term Rental means the rental or subletting of any dwelling for a term of 27 days or less, but the definition does not include the use of campgrounds, hotel rooms, transitional housing operated by a non- profit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance- abuse rehabilitation clinic, mental- health facility, or other health-care related clinic.

Chapter 36, Article IV- Supplemental Regulation

Sec. 36-436 Bed and Breakfast Operations as defined in Sec. 36-6 are permitted subject to the following:

- 1. The bed and breakfast operation shall be conducted entirely within the dwelling unit on the premises, which dwelling unit shall comply with the International Property Maintenance Code (IPMC) bedroom and living room requirements as adopted by the City, and which dwelling unit shall be located on a private lot. The dwelling unit shall not be physically altered for the primary purpose of increasing the space available for the bed and breakfast operation.
- 2. A bathroom shall be provided on each floor where bed and breakfast sleeping rooms are provided and there shall be at least one bathroom for every four bed and breakfast sleeping rooms.
- 3. There shall be provided a minimum of one parking space for the dwelling unit plus one additional parking space for each bed and breakfast room within the dwelling unit.
- 4. There may be one unanimated, non-illuminated sign attached to the dwelling unit according to allowances within Chapter 26 of the sign ordinance.
- 5. During such times as the bed and breakfast operation is being conducted, the premises shall not be used for any other permitted use or use subject to special conditions, other than as a single-family dwelling unit. The facilities provided on the premises shall be exclusively for the use of bed and breakfast guests and residents of the dwelling unit.
- 6. If the Owner is not on-site at the time of rental, the Owner must provide a contact person. This contact person must be available to accept telephone calls at all times that the dwelling is rented. The contact person must have a key to the dwelling and be capable of being physically present at the dwelling within two hours to address issues within the same time frame.

Sec. 36-437 Short Term Rentals as defined in Sec. 36-6 are permitted subject to the following:

- 1. Occupants shall not encroach on neighboring properties.
- 2. Campfires shall be maintained in designated fire pits and comply with Hillsdale Municipal Code, Sec. 16-46.
- 3. Owners shall provide sufficient waste receptacles which shall be screened from view. Premises shall be free of visible debris. Garbage shall be disposed of on not less than a weekly basis.
- 4. Room Area: shall comply with International Property Maintenance Code (IPMC) bedroom and living room requirements as adopted by the City.
- 5. Occupants shall not create a nuisance. For purposes of this subjection, a nuisance includes but is not limited to the following:
 - a. An activity that violates the city noise regulations found in the Hillsdale Municipal Code, Chapter 14, Article III; and
 - b. Any activity that violates the city firework regulations found in the Hillsdale Municipal Code, Sec. 22-234.
- 6. If the owner of the Premises does not reside in the dwelling unit, the owner must provide him or herself, or provide a contact person. This contact person must be available to accept telephone calls at all times that the dwelling is rented. The contact person must have a key to the dwelling and be capable of being physically present at the dwelling within two hours to address issues within the same time frame.

DIVISION 9. - I-1 INDUSTRIAL DISTRICT

Sec. 36-311. - Generally.

The I-1 Industrial District is designed so as to primarily accommodate wholesale and warehouse activities, and industrial operations whose external physical effects are restricted to the area of the district and in no manner affect in a detrimental way any of the surrounding districts. The I-1 district is so structured as to permit, along with any specified uses, the manufacturing, compounding, processing, packaging, assembly and/or treatment of finished or semi-finished products from previously prepared material. It is the intent of this division that the processing of raw material for shipment in bulk form, to be used in an industrial operation at another location, not be permitted.

Sec. 36-312. - Principal uses permitted.

In an I-1 industrial district, no land or building shall be used and no building shall be erected except for one or more of the following specified uses, unless otherwise provided in this chapter:

- (1) Any of the following uses when conducted wholly within a completely enclosed building, or within a designated area enclosed on all sides except the front with a six-foot obscuring fence or solid wall. The fence or wall shall be completely obscuring on those sides where abutting or adjacent to districts zoned for residential use:
 - a. Warehousing and wholesale establishments, and trucking facilities.
 - b. The manufacture, compounding, processing, packaging, or treatment of products such as but not limited to bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food products (excluding the slaughtering of animals), hardware and cutlery; tool, die, gauge, and machine shops, and the manufacturing, compounding, processing or treatment of light sheet metal products, including heating and ventilating equipment, cornices, eaves and the like.
 - c. The manufacture, compounding, assembling, or treatment of articles or merchandise from previously prepared materials, such as but not limited to bone, canvas, cellophane, cloth, cork, feathers, felt, fiber, fur, glass, hair, horn, paper, plastics, precious or semiprecious metals or stones, sheet metal, shell, textiles, tobacco, wax, wire, wood, yarns, and leather.
 - d. The manufacture of property and figurines or other similar ceramic products using only previously pulverized clay, and kilns fired only by electricity or gas.
 - e. Any of the following production or manufacturing uses, not including storage of finished products; provided that they are located not less than 500 feet distant from any residential district and not less than 200 feet distant from any other district:
 - 1. Electric Arc furnace, blooming or rolling mill;
 - 2. Manufacture of corrosive acid or alkali, cement, lime, gypsum, or plaster of Paris;
 - 3. Smelting of copper, iron, or zinc ore;
 - 4. Slaughterhouses when conducted within a completely enclosed building.
 - f. Manufacture of musical instruments, toys, novelties and metal or rubber stamps, or other small molded rubber products.
 - g. Manufacture or assembly of electrical appliances, electronic instruments and devices, radios and phonographs.
 - h. Laboratories, experimental or film, or testing.
 - i. Warehouse, storage and transfer and electric and gas service buildings and yards; water supply and sewage disposal plants; water and gas tank holders; railroad transfer and storage tracks; heating and electric power generating plants, and all necessary uses; railroad rights-of-way; freight terminals.
 - j. Storage facilities for building materials, sand, gravel, stone, lumber, open storage of contractor's equipment and supplies, provided such is enclosed within a building or within an obscuring wall or

fence on those sides abutting all residential, office, or business districts, and on any front yard abutting a public thoroughfare. In any I-1 district, the extent of such fence or wall may be determined by the board of appeals on the basis of usage. Such fence or wall shall not be less than six feet in height, and may, depending on land usage, be required to be eight feet in height.

- k. Junkyards, provided such are entirely enclosed within a building or within an eight-foot obscuring wall. There shall be no burning on the site and all industrial processes involving the use of equipment for cutting, compressing, or packaging shall be conducted within a completely enclosed building.
- (2) All public utilities, including buildings, necessary structures, storage yards and other related uses including:
 - a. Offices;
 - b. Telephone exchange buildings;
 - c. Electrical transformer stations or substations;
 - d. Gas regulator stations or gas tank holders; and
 - e. Water supply plants, water tank holders, wells or pumping stations.
- (3) Accessory buildings and uses customarily incidental to any of the above permitted uses.
- (4) Other uses of a similar character subject to such conditions, requirements, and safeguards as set forth in sections 36-314 and 36-315.

Sec. 36-313. - Uses subject to special conditions.

The following uses shall be permitted in an I-1 industrial district, after review and approval of the site plan by the planning commission or zoning administrator, whichever is indicated, subject to the conditions imposed in this section for each use:

- (1) Restaurants or other places serving food or beverage except those having the character of a drive-in so called, automobile filling stations, newsstands and tobacco shops, which in the opinion of the planning commission are intended to serve the convenience needs of persons working in the industrial district subject to the regulations applicable to such uses.
- (2) Auto repair station and undercoating shops when completely enclosed. Dismantling of unlicensed vehicles and/or the sale of dismantled parts of vehicles is expressly prohibited.
- (3) Lumber and Planing Mills when completely enclosed and when located in the interior of the district so that no property line shall form the exterior boundary of the I-1 district.
- (4) Incineration of garbage or refuse when conducted within an approved and enclosed incinerator plant.
- (5) Metal plating, buffing and polishing, subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances.
- (6) Other uses which in the determination of the board of appeals, after requesting and receiving a recommendation from the planning commission, are of a similar character to the above uses, and subject to the requirements set forth in sections 36-314 and 36-315.
- (7) Family day care home, as defined in section 36-6, the in-home care of one to six or fewer minor children subject to the following conditions:
 - a. No dormitory facilities shall be provided or permitted.
 - b. A designated outdoor play area shall be required which complies with state licensing rules. The outdoor play area must be located in the rear yard, as defined in section 36-6, and be enclosed by a fence of at least $4\frac{1}{2}$ feet in height.
 - c. Signs, as defined in section 26-2, shall be allowed in accordance with the regulations applicable to zone district in which the property is located.

- d. No family day care home may commence operations until and unless the zoning administrator first approves of occupancy, which approval shall be subject to the applicant providing him or her proof of compliance with all of the following:
 - 1. Registration of said operation with the city as a family day care home;
 - 2. Licensure by the state for the operation of a family day care home;
 - 3. Submission to and compliance with other requirements and restrictions established in this division and other applicable inspections required under the property maintenance code adopted by the city;
 - 4. Compliance with all other requirements and restrictions established in this division and other applicable provisions of this chapter.
- (8) Group day care home, as defined in section 36-6, the in-home care of seven to 12 minor children subject to the following conditions and restrictions:
 - a. No dormitory facilities shall be provided or permitted.
 - b. A designated outdoor play area shall be required which complies with state licensing rules. The outdoor play area must be located in the rear yard, as defined in section 36-6, and be enclosed by a fence at least $4\frac{1}{2}$ feet in height.
 - c. Signs, as defined in section 26-2, shall be allowed in accordance with the regulations applicable to the zone district in which the property is located.
 - d. No group day care home may commence operations until and unless the zoning administrator first approves of occupancy, which approval shall be subject to the applicant providing him or her proof of compliance with all of the following:
 - 1. Registration of said operation with the city as a group day care home;
 - 2. Licensure by the state for the operation of a group day care home;
 - 3. Submission to and compliance with other requirements and restrictions established in this division and other applicable inspections required under the property maintenance code adopted by the city;
 - 4. Compliance with all other requirements and restrictions established in this division and other applicable provisions of this chapter.
- (9) Child care facility, as defined in section 36-6, for the care of one or more minor children in other than a private home, subject to the following conditions and restrictions:
 - a. All conditions and restrictions as are applicable to a group day care home pursuant to subsection (8) of this section.
 - b. A designated outdoor play area shall be required which complies with state licensing rules. The outdoor play area must be located in the rear yard, as defined in section 36-6, and be enclosed by a fence at least $4\frac{1}{2}$ feet in height.
 - c. Signs, as defined in section 26-2, shall be allowed in accordance with the regulations applicable to zone district in which the property is located.
- (10) An educational facility which is a trade or vocational school shall be permitted in the l-1 industrial district.
- (11) An animal hospital shall be permitted in the I-1 industrial district, kennels located on the lot must meet all conditions in this section.
- (12) A kennel which meets all of the following conditions shall be permitted in the I-1 industrial district:
 - a. If the lot on which the kennel is located abuts a Residential District, any structure shall be not less than 50 feet from each abutting residential lot line.

- b. Each kennel which has an outside exercise run or treatment area shall have a lot size of not less than ten acres.
- c. If a kennel has an open exercise run or treatment area, the open exercise run or treatment area shall be located not less than 400 feet from any lot line.
- (13) The use of a lot for the sale or lease of new or used automobiles, trailers, boats, farm machinery or equipment, recreational vehicles, lawn furniture, playground equipment or garden supplies, which meets all of the following conditions, shall be permitted in the I-1 industrial district:
 - a. Each point of vehicular ingress and egress to the lot shall be not less than 60 feet from the intersection of any two streets.
 - b. Any repair or refinishing which is done on the lot shall be done within the confines of an enclosed structure.
 - c. Lighting shall be confined within and directed onto the sales, lease or parking area only.
 - d. The portion of the lot on which the items described in this subsection are located shall have a buffer zone of at least eight feet from all lot lines adjacent to the public right-of-way, excluding approved driveways, and any residentially zoned property.
- (14) A motor vehicle repair station which meets all of the following conditions shall be permitted in I-1 industrial district:
 - a. All activities shall be conducted within an enclosed structure.
 - b. Any vehicle stored on the lot shall be stored in an enclosed structure or within a completely fenced area.
- (15) A clinic shall be permitted in the I-1 industrial district, if the lot on which the clinic is located has not less than one lot line abutting a principal or minor street. Each point of ingress or egress shall be directly onto a principal or minor street.
- (16) A structure which is used by a governmental entity may be permitted in the I-1 industrial district.
- (17) A residential use which meets the lot area and parking requirements of the residential zoning district may be permitted in the I-1 industrial district.

Sec. 36-314. - Required conditions.

Any use established in the I-1 district after the effective date of the ordinance codified in this chapter shall be operated so as to comply with the performance standards set forth in article VII of this chapter.

Sec. 36-315. - Area and bulk requirements.

See division 16 of this article limiting the height and bulk of buildings and the minimum size of lot by permitted land use in the I-1 industrial district.

Secs. 36-316—36-330. - Reserved.