

Planning Commission

Workshop Meeting Agenda

Thursday, November 1, 2012
5:30 p.m., Council Chambers



City of South Haven

1. Call to Order
2. Roll Call
3. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda
4. Discussion of M-43/I-196 Corridor Zoning Overlay – Bob Petko, Progressive Eng.

A light meal will be served

5. Adjourn

RESPECTFULLY SUBMITTED,
Linda Anderson
Zoning Administrator

South Haven City Hall is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0700.

Planning Commission

Regular Meeting Agenda

Thursday, November 1, 2012
7:00 p.m., Council Chambers



City of South Haven

6. Call to Order
 7. Roll Call
 8. Approval of Agenda
 9. Approval of Minutes – October 4, 2012
 10. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda
 11. Presentation and discussion of the proposed Recreation Plan – Brandy Gildea, Parks and Recreation Supervisor
- The draft plan link is attached to the staff report
12. Commissioner Comments
 13. Adjourn

RESPECTFULLY SUBMITTED,
Linda Anderson
Zoning Administrator

South Haven City Hall is barrier free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Hall.

Planning Commission

Regular Meeting Minutes

Thursday, October 4, 2012
7:00 p.m., Council Chambers



City of South Haven

1. Call to Order by Paull at 7:00 p.m.

2. Roll Call

Present: Frost, Heinig, Paull, Soukup, Wall
Absent: Bugge, Miles, Smith, Brunvand

Motion by Wall, second by Soukup to excuse absent members Bugge, Miles, Smith and Brunvand.

All in favor. Motion carried.

3. Approval of Agenda

Motion by Wall, second by Heinig to approve the October 4, 2012 agenda as presented.

All in favor. Motion carried.

Bugge arrived at 7:03 p.m.

4. Approval of Minutes – September 6, 2012

Motion by Wall, second by Soukup to approve the September 6, 2012 regular meeting minutes as presented.

All in favor. Motion carried.

5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

Public Hearing

6. Zoning Ordinance Text Amendment

The City of South Haven has initiated a text amendment to Section 601 of the zoning ordinance. This proposed amendment will help allow overnight parking in city parking lots for residents living above retail businesses in the Central Business District (CBD). The parking will be administered through a permitting program.

Motion by Wall, second by Soukup to open the public hearing.

All in favor. Motion carried.

Anderson gave an overview of the reason for the text amendments. There is interest in adding apartments above some of the stores downtown; there is some grant money available to assist in the renovations. There will be a need for residents of the downtown to be able to park overnight in the downtown. There is a zoning ordinance that prohibits parking overnight. The city attorney drafted the proposed amendment. City Council will be dealing with changes needed to the City Code of Ordinances. Anderson described this agenda item as “just a first step”, noting that Council will likely not move quickly on this but wanted the Planning Commission to deal with this aspect of the amendment first.

Motion by Wall, second by Soukup to close the public hearing.

All in favor. Motion carried.

Bugge expressed a concern with how broad the wording is; it poses no limitation as to which spaces to which this would pertain. Bugge explained that since the intent is to allow residential uses above retail spaces perhaps that should be addressed in this amendment. Paull noted that the Commission’s responsibility is to open the door for something we do not currently permit. The regulatory aspect is in the hands of the City Council.

Bugge said we should address whether this amendment is just for redevelopment or for all residential development in the downtown. Bugge can see the City becoming the provider of all parking spaces in the downtown.

Wall proposed that Anderson can clear this up to which Anderson responded Bugge’s idea is not a bad idea and the Commission could send this document on with the recommendation that Council add clarification that this permitting process only pertains to new residences above existing retail stores and not to future residential condo projects.

Motion by Bugge, second by Soukup to recommend that City Council consider the ordinance as stated along with the recommendation that it be reworded to reflect redevelopment of residential spaces over existing retail stores.

After discussion of the variety of offices and other types of businesses besides retail in the downtown, the motion was amended to read:

Motion by Bugge, second by Soukup to recommend that City Council consider the ordinance as stated along with the recommendation that it be reworded to reflect redevelopment of residential spaces over existing uses only. Soukup second.

All in favor. Motion carried.

Unfinished Business

7. PUD Amendment

Discussion of PUD amendment following city council decision to return the ordinance to the planning commission.

Anderson explained that the City Council asked that this draft ordinance come back to the Planning Commission because Council wanted the Commission to revisit the removal of the waiver ability for City Council. Council wanted to know why; wanted to have the Commission look a little closer at the reasons for the recommendation to eliminate the waiver.

Anderson noted that she has reviewed all waivers granted since 1995 and only in one instance did the City Council grant a waiver against the Planning Commission's recommendation. The Planning Commission recommended most of these waivers to City Council. Anderson pointed out that in our Zoning Ordinance, in the Planned Unit Development (PUD) section; the Zoning Board of Appeals does not have authority to hear appeals to Planned Unit Development projects. There has to be, in the Zoning Ordinance, a way for people to seek relief from the requirements of the Planned Unit Development. The consultant that worked on drafting this ordinance allows City Council to grant a waiver; which was put in because the part about the Zoning Board of Appeals was taken out. Anderson's recommendation is to leave the part about waivers in and send it back to City Council.

Motion by Wall, second by Heinig to return the Planned Unit Development Amendment to Council with the waiver clause still intact.

Bugge made several comments about the one waiver that was granted by City Council and asked whether height is mentioned in this ordinance. Anderson explained that the height waiver Bugge is referring to was granted over the underlying zoning. Paull noted that there was no abuse of the waiver process and Anderson has explained that.

Paull called the question.

All in favor. Motion carried.

New Business

8. Site Plan Review – 1026 E. Wells Street

The City of South Haven requests site plan approval for 6010 square feet of additions and alterations to the Public Safety Building located at 1026 E. Wells Street.

Paull noted for clarification that this is the Police and Fire Complex on Blue Star Highway.

Anderson pointed out that the information is provided in the agenda packet; the plan shown on the overhead screen is just a portion of the site plan for reference purposes. Anderson introduced Ben Baker from Abonmarche and noted that Baker is prepared to talk about this project. Anderson also pointed out that there are three (3) trees that are required to be added to accommodate additional parking.

Ben Baker, Abonmarche, noted that this is a fairly straightforward plan including three additions: one for the police, one for offices and one maintenance bay. Baker noted that there are thirty-eight (38) existing parking spaces and this plan proposes eight (8) to twelve (12) more squad car spaces to the south end of the plan. Along with proposing more parking spaces, Baker pointed out that there would be additional pavement provided to access the maintenance bay.

Baker addressed the proposed lighting, which was chosen to match the existing lighting; it is a similar fixture, the new version of the existing lights. Baker pointed out that the proposed fixture is night-time friendly as full cut off.

Baker explained that regarding the tree situation, he spoke with the chief regarding locations. The proposed tree closest to the training center may be in conflict with training access. There were questions regarding the location of the tree. Bugge asked whether the buildings have any lights and whether they are sharp cutoff, to which Ben responded that there are fixtures planned for the building and they are sharp cut off.

Heinig questioned whether this site plan has the details on the drainage, and noted that the drain toward the southwest may need to be looked at very carefully to be sure there is enough drainage provided for the extra impervious pavement.

Bugge asked whether any of the runoff is filtered, to which Baker responded, "No", and explained that is not required.

Anderson noted that she had comments from Halberstadt which she read. Halberstadt stated that these were minor things that will need to be addressed prior to construction.

Motion by Bugge to approve the site plan subject to satisfying the requirements of the engineer and the fire chief. Second by Wall.

All in favor. Motion carried.

9. Commissioner Comments

Soukup: None

Wall: Homecoming is tomorrow so drive carefully. There will be sweets and cider Saturday from 4 – 6 so visit downtown South Haven.

Heinig: None

Frost: Congrats to the middle school cross-country team which ran a fabulous meet today.

Bugge: None

Paull: None

Anderson: Is having a problem setting up a meeting for a corridor workshop and would like the commissioners to decide on a date and time tonight. The Workshop will be held

before the regularly scheduled Planning Commission Meeting on November 5, 2012 at 5:30 p.m. The city will provide a light supper.

At the November meeting, the parks department will present the draft Recreation Plan. Anderson will send out copies as soon as they are available.

10. Adjourn

Motion by Wall, second by Soukup to adjourn at 7:33 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



City of South Haven

Department of Public Works

DPW Building • 1199 8th Ave. • South Haven, Michigan 49090
Telephone (269) 637-0737 • Fax (269) 637-4778

Memo

To: Planning Commission
From: Brandy Gildea
Parks and Recreation Supervisor
Date: October 15, 2012
Re: 2013 -2018 MDNR 5- Year Recreation Plan

Staff has prepared a draft of the 5 - Year Recreation Plan and is requesting that the Planning Commission reviews the plan. Staff is interested in any comments, requests or concerns that the Planning Commission may have with the plan.

A 5- Year Recreation Plan is a requirement of the State of Michigan in order for a jurisdiction to be eligible for grant funding. The intent of the plan is that any potential grant-funded goals and/or projects should be included in the plan in order to improve chances that a project will be selected by state grant agencies. This plan is being prepared together with the South Haven Township, SHARA and South Haven Public Schools. These groups will be separately working on their portions. The Parks Commission will review the plan, hold public hearings, take comments from the public and other boards into consideration, and will recommend a final plan back to City Council.

Support Material:
(Please click on the following links to view the drafts)

[Recreation Plan Draft](#)
[Recreation Inventory Draft](#)

Key notes about the drafts

- Areas highlighted in yellow are for the city to fill in at a later date
- Areas highlighted in pink are areas for SHARA to review and update
- Areas highlighted in red are areas for the South Haven Township to review and update
- Areas highlighted in green are areas for the South Haven Public Schools to review and update