

City of South Lyon  
Planning Commission  
Regular Meeting Minutes  
December 10, 2015

Approved: \_\_\_\_\_

The meeting was called to order by Mr. Lanam at 7:06 p.m.

Roll Call:            Scott Lanam, Chair  
                         Steve Mosier, Commissioner  
                         Frank Leimbach, Commissioner  
                         Carol Segal, Commissioner  
                         Michele Berry, Commissioner  
                         Jerry Chaundy, Secretary

Absent:                Keith Bradley, Commissioner  
                         Wayne Chubb, Commissioner  
                         Jason Rose, Commissioner

Guests:              4

Also Present:        Tim Wilhelm, City Attorney  
                         Kelly McIntyre, Director of Community and Economic Development

Mr. Lanam noted that absent Commissioners Bradley, Chubb, and Rose are excused.

**APPROVAL OF AGENDA**

**Motion by Mosier, second by Leimbach  
To approve the agenda as presented.**

**Voice Vote: Ayes:            Unanimous  
                 Nays:                None**

**MOTION APPROVED**

**APPROVAL OF MEETING MINUTES**

**Motion by Chaundy, second by Berry  
To approve the November 12, 2015 minutes as amended.**

**Voice Vote: Ayes: Unanimous**  
**Nays: None**

**MOTION APPROVED**

**PUBLIC COMMENTS (non-agenda items)**

Carl Richards, 390 Lenox, stated that there is a Babyboom in town and should take this into consideration in planning. He noted concern over the blinking lights at the Grapevine Market and whether permissible in the ordinance. He updated the Commission of the sidewalk repair at the BP Gas Station (he hit the rock this past summer), but no major work has been done to the property. He said the location is an eye sore and does nothing to encourage new business. He would like to see a concentrated effort to finishing the work. With respect to Thomasville, he said the preliminary site plan looks good but has concerns over the grade and water overflow. He also has concern about only one entrance in and out of the site. He also informed the Commission that he tried to get a copy of the demolition contract for 390 Lafayette, but it was not readily available at the front desk. It should be accessible at all time to be business friendly.

**OLD BUSINESS -None**

**NEW BUSINESS - None**

**TABLED ITEMS**

1. Planning Commission By-Laws

City Attorney Tim Wilhem explained the packet to the Planning Commission. It contains a May 29, 2015 letter, a redline copy of the Planning Commission By-Laws and the original copy of the By-Laws. To move through the material he will discuss/highlight the changes and solicit comments or questions. This is a “clean-up” of By-Laws voted into record in November 2014.

Article II, Attendance pertains to attendance, unexcused absences, and the removal process from the Commission. The revised By Laws state that after 3 unexcused absences in a calendar year the City Council may remove the Commissioner. Also a clause is added that 5 excused absences in a calendar year may also be grounds for removal. Mr. Willhem pointed out that it was at the discretion of the Council, but that not required or automatic. He additionally noted that the Commission needs a member vote to excuse a member.

Article III Officers formalizes the process of electing officers and requires a nomination and second from a Planning Commission member, followed by a majority vote of members present. It also “cleans” up the duties of the officers and allows for the use of a recording secretary for minutes.

Only small clarifications were made to Article IV, Conflicts of Interest.

Within Article V, Meetings, the constitution of a quorum, voting procedure (by voice or roll call if requested), the Order of Business, Parliamentary procedure, and public hearings. Chairperson Lanam asked whether the agenda item be discussed by the members before or after the public hearing is held. Attorney Wilhelm stated it can be any order, just followed consistently. Clarification of “ L. Notice of Decision” was added discussed. It requires a written notice be provided to petitioners on the result of the meeting.

Article VI, Hearings, Article VII, Open Meetings and Freedom of Information Provisions, and Article VIII, Zoning Responsibilities remain substantially the same, with minor formatting changes. Attorney Willhelm pointed out that in Article IX, Amendments, a vote of at least 2/3 of the entire membership be required (not of those present at the meeting). This number required to pass an amendment is 6.

After a review and discussion of proposed changes, a motion was put forth.

**Motion by Mosier, second by Chaundy  
To approve the Planning Commission By-Laws draft dated May 29, 2015 as  
presented and with the amendments discussed.**

**Voice Vote: Ayes: Unanimous  
Nays: None**

### **MOTION APPROVED**

#### 2. Food Truck Ordinance

Attorney Wilhelm reviewed the information in the packet which included additional sample ordinances (as requested last meeting). Mr. Wilhelm has the framework for a Food Truck ordinance started which permits food trucks in identified commercial public areas. Specific locations will be included as part of the ordinance. Chairperson Lanam asked if a map will be made available, especially with concerns Fire Chief Kennedy had about a required 10 foot setback.

As far as permitting, the vendor must comply with the Health Code.

Private property owners desiring food trucks located on their private property will need to apply for a permit, just as the vendor will. Both parties will need permits- property owner and food truck operator. The permits will have a time frame of validity. This allows “spontaneous” set up of a food truck at an approved private property location.

With regard to having a food truck at a Block Party, it is suggested that a Special Events permit be secured by the property owner.

Attorney Wilhelm suggested a public hearing addressing the locations for food trucks,

gathering public opinion.

The discussion was tabled for January with hopes of seeing a drafted ordinance to review.

**Motion by Leimbach, second by Berry  
To table discussion of food truck ordinance until the January 14, 2016 meeting.**

**Voice Vote: Ayes: Unanimous  
Nays: None**

**MOTION APPROVED**

**STAFF REPORT**

Community and Economic Director Kelly McIntyre updated the Commission on the status and timetable for the adoption of the Master Plan.

Chairperson Lanam requested a follow-up status report on the BP gas station on North Lafayette. The building is in serious disrepair and no changes or updates have occurred in 3 years.

Chairperson Lanam requested the approved minutes for the last several meetings so the Secretary can sign them.

Commissioner Mosier reminded the Commission and staff that the next Planning Commission meeting is scheduled for Christmas and needs to be cancelled.

**Motion by Mosier, second by Chaundy  
To cancel the December 25, 2015 scheduled meeting.**

**Voice Vote: Ayes: Unanimous  
Nays: None**

**MOTION APPROVED**

**ADJOURNMENT**

**Motion by Chaundy, second by Leimbach  
To adjourn the meeting at 8:08 p.m.**

**Voice Vote: Ayes: Unanimous  
Nays: None**

**MOTION APPROVED**

The Planning Commission meeting was adjourned at 8:08 p.m. due to no further business.

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Scott Lanam, Chairman

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Kelly McIntyre, Recording Secretary

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Jerry Chaundy, Secretary