

**City of South Lyon
Planning Commission
Regular Meeting Minutes
March 10, 2016**

The meeting was called to order by Mr. Lanam at 7:03 p.m.

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

Absent: Wayne Chubb, Commissioner, Excused

Guests: 4

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

Approval of Agenda

Motion by Bradley, Second by Rose

Voice Vote: Ayes: Unanimous

Nays: None

Motion Approved

Approval of Meeting Minutes

Corrections were offered for the spelling of Commissioner Berry's first name in Roll Call (page 1) and of Cliff "Sieber" on page 2, under new business. Additionally the motion for the Food Truck ordinance was added to page 3: "A motion to recommend approval of the Mobile Food Vending Ordinance subject to several text and location revisions being made." A location map prepared by the Fire Department will be included as part of the minutes.

Motion by Mosier, Second by Bradley

Voice Vote: Ayes: Unanimous

Nays: None

Motion Approved

Public Comments (non-agenda items)

Carl Richards, 390 Lenox. Regarding the Landmarc Company proposal for the West End Industrial park on Dixboro Road (discussed at the last PC meeting) Carl stated that he is privy to a letter from the Tube Mill to Carl concerning the Tube Mill's interest purchase in the land at West End industrial for a west end entrance for trucks .He noted that Dixboro is slated for paving in 2017/18 and will improve the value of the land and usability. He brought to the Commission's attention that a .2 mils notification for Salem Township has been noticed in the *South Lyon Herald*. Carl stated that he wants the Master Plan in the August ballot.

Public Hearings: None

Old Business:

1. Review of BP Gas Station Façade Sample

Per the Commission's request at the April 9, 2015 Planning Commission Meeting, BP has submitted a façade sample for the Commission's approval. The sample is "Oxford Grey" Quarry Tile by Summitville and will be 4" by 8" (subway tile).

Planning Consultant Avantini briefed the Commission on a meeting between City Staff and Mr. Peter Doneth, owner of the BP Gas Station. A lengthy discussion regarding the re-use of the inoperable car wash on the property resulted in Mr. Doneth seeking additional information on installing a laser, touch-free car wash on the site.

Mr. Avantini stated that the proposed material is an improvement in quality and the installation is appropriate for the location.

Commission Chair Lanam asked if backer board will be used prior to the tile installation. He stated his concern about the windows and details of installation for the building. He suggested

aluminum flashing to make sure the materials are properly applied and prevent a similar situation as is now with tiles popping off.

Chair Lanam also expressed concerns over other issues regarding safety. He reports that the interior of the mini-mart is in disrepair with broken and missing flooring tiles. He asks that the Building Official do a site visit to address the condition of the interior.

Commissioner Berry echoes Commission Lanam's concern over the poor condition on the interior and notes that the Visa machines on the gas pumps have been non-functioning for 6 years-forcing customers to go into the mini-mart. The condition of the gas station and mini-mart does not reflect well on the City.

Commissioner Bradley commented that he is disappointed that the applicant did not show up for the meeting. Mr. Avantini stated that he told the applicant that he would handle the discussion and not to come to the meeting.

Commissioner Rose confirmed that the new façade treatment will be placed on all 4 sides of the building and car wash. He also expressed concerns about the flashing.

Mr. Avantini stated that the applicant owns a gas station/mini-mart at Old 23 and Fenton Road and that it is very nice. He will check on the investment at this property compared to the South Lyon property.

Motion to approve the "Oxford Grey" 4" x 8" Quarry Tile presented to the Planning Commission as the façade material for the BP Gas Station , Mini Mart, and Car Wash building.

Voice Vote: Ayes: Unanimous

Nays: None

Motion Approved

New Business:

2. Presentation of "Planning Commission: Roles, Planning, and Zoning" by Carmine Avantini.

Planning Consultant Carmine Avantini presented the training session as a precursor to the actions that the Planning Commission will be making over the next few months, i.e. Master Plan adoption, and Zoning Ordinance. The presentation highlighted the roles of City Council, Planning Commission, Zoning Board of Appeals, and Staff/Consultants in planning and zoning. Topics also included: Balancing Interests; Regulating Authorities; Planning Commission Duties;

Planning Commission Tool Box; Master Plan; Zoning Ordinance and Zoning Map; Site Plan Review; Special Land Uses; Planned Unit Developments; Nonconformities; Rezoning; Spot Zoning; Conditional Rezoning; and Zoning Ordinance Updates.

Following the presentation, Commissioner Bradley suggested further training for the Commission on Site Plan Review. Mr. Avantini concurred and will schedule another training session.

Planning Consultant Report:

Planning Consultant Avantini advised the Commission that in the next 2 weeks they will be getting a Draft copy of the new Zoning Ordinance. Reviewing the Zoning Ordinance is a lengthy process and takes time, but the Planning Commission will review and have an opportunity to comment on each section.

Mr. Avantini suggested that a special meeting be scheduled for March 31, 2016 to start the review process.

Motion by Bradley, second by Berry, to schedule a Special Planning Commission meeting for March 31, 2016, to start review of the draft Zoning Ordinance.

Voice Vote: Ayes: Unanimous

Nays: None

Motion Approved

Staff Report:

Kelly McIntyre, Director of Community and Economic Development, stated that the City has received 2 site plan submissions: Superb Fabricating for an expansion, and the Salvation Army as a Special Land Use and site plan approval.

Motion by Bradley, Second by Chaundy

Motion to adjourn at 8:32 p.m.

Voice Vote: Ayes: Unanimous

Nays: None

Motion Approved – Meeting Adjourned

Scott Lanam, Chairman

Kelly McIntyre, Recording Secretary

Jerry Chaundy, Secretary