

**City of South Lyon  
Planning Commission  
Regular Meeting Minutes  
May 11, 2017**

The meeting was called to order by Chairman Lanam at 7:08 p.m.

PRESENT:                Scott Lanam, Chairman  
                             Keith Bradley, Vice-Chairman  
                             Wayne Chubb, Commissioner  
                             Michelle Berry, Commissioner  
                             Mike Joseph, Commissioner  
                             Steve Mosier, Commissioner

ABSENT:                Jason Rose, Commissioner (excused)

OTHERS PRESENT:    Carmen Avantini, Planning Consultant  
                             Timothy Wilhelm, City Attorney  
                             Megan Blaha, City of South Lyon

**APPROVAL OF AGENDA**

Motion by Mosier, second by Berry to approve the minutes for February 9, 2017 as presented

**VOTE**                                **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES AS AMENDED:**

Motion by Bradley, second by Berry to approve the minutes as amended for February 9, 2017

**VOTE**                                **MOTION CARRIED UNANIMOUSLY**

**COMMENTS FROM THE PUBLIC:**

Carl Richards, 390 Lenox, South Lyon – Stated he would like to bring up a few things that he has touched on in the past. He believes that he implied that Planning Commission needed to be mindful of budgetary matters. The budgetary matters are outside of the Planning Commissions venue completely, he was wrong, and he would like to correct that. Richards goes on to discuss the budget meeting from last night. In regards to our attorney, Mr. Tim Wilhelm, Councilman Kivell brought up the fact that his attendance at the Planning Commission Meetings is more valuable at than anywhere else. And he agrees. Richards states that Ray Schovers, 500 Stryker, is the type of developer that South Lyon needs to look at favorably. An older gentleman, that is retired, who wants to have a piece of property for a project and is willing to work with the city and bend and make something out of it. Richards goes on to say that he wants to give credit where credit is due. He speaks to City Planner, Avantini, stating that he has been critical of him in some situations, but he would like to give him credit for a great victory that you performed regarding Thomasville and West End Industrial on Dixboro. Richards goes on to talk about several things coming up, including Providence and Heinanen Engineering adding additions later this year.

**PUBLIC HEARINGS:**

None

**NEW BUSINESS:**

**1. Knolls Front Yard Setbacks**

City Planner Avantini refers to letter in the packet dated, 5-4-2017, regarding the request from the builder at the Knolls of South Lyon to approve setback waivers for a select number of sites. (Units #1, 2, 7, 8 & 9) The way the development agreement is set up, anything of a minor nature will be approved by the City Manager anything that is categorized as major (which includes setbacks) would come to the Planning Commission. He states when looking at this, similar to the Zoning Board of Appeals looking at a variance request, we need to determine if there is a unique site characteristic that is making it challenging to do what was called for in the plans that were approved. Avantini did meet with the applicant a couple of times, as well as going out to the site with City Manager Ladner and walk each of the lots. He then refers to the review comments on the second page of the review letter:

1. **Topography.** The topography for each of these lots drops off significantly and could make the provision of usable rear yard space difficult, as indicated by the applicant. An inspection of the sites verified this condition.
2. **Trees.** None of the perimeter tree preservation area is located on units #1 or 2 while just a slight amount is located on units #7, 8 and 9. The change in setback for these units should not have an impact on the tagged (landmark) trees.
3. **Other Items.** The proposed setback waiver will still provide for a minimum of 20 feet from the garage to the sidewalk; ensuring that a vehicle can be parked without overhanging the sidewalk. As mentioned in the request letter, the subject units are either next to, or include, protected open space areas and when combined with the steep slopes, make use of the rear yards difficult. Moreover, a lesser front setback for these units may eliminate or reduce future requests for deck setback waivers.

Avantini added, lots 1,2 and 8 from a minimum of 25 feet to 20 feet and on lots 7 & 9 from a minimum of 25 feet to 22 ½ feet. He states that one of the concerns they have when there is movement, moving closer to the road, wanted to make sure that there is enough of a setback there to accommodate a vehicle, which there is. Based on the review comments, Avantini recommends the approval of the front building setback waivers for units #1, 2, 7, 8 and 9. The request is directly related to the unique character and natural features for these specific sites and does not generally apply to the rest of the units in The Knolls development. Nor will the setback requests change the essential character of the approved Final PUD Plan.

**Motion to Approve the Knolls Front Yard Setbacks**

Motion by Chubb, second by Bradley to approve the waiver for The Knolls Front Yard Setbacks as indicated by the letter dated May 4, 2017.

**VOTE**                            **MOTION CARRIED UNANIMOUSLY**

**2. Elect a New Secretary**

Commissioner Bradley stated that he would like to nominate Michelle Berry for Secretary.

**VOTE**                            **UNANIMOUS**

**PLANNING CONSULTANT REPORT:**

Avantini states that they are continuing to pour through changes to the ordinance and getting toward the end of it. Just getting the final graphics ironed out. So it won't be too long until it comes back to the Planning Commission and we work in a session with the City Council.

Avantini adds that he has been working through information regarding 500 Stryker. He did talk with Mark Schovers today about a few of the glitches, and the Planning Commission should be seeing something soon.

City Attorney Wilhelm states that in Article 4 of the Planning Commission by-laws, regarding the timing for Secretary elect. He states that according to the by-laws, this would be an appropriate time to elect all your officers by making a motion to add this to the agenda.

**MOTION MADE TO AMEND THE AGENDA TO ADD NEW BUSINESS #3 ELECTION OF CHAIR AND VICE-CHAIR**

Motion by Bradley, second by Berry to amend the agenda to add new business #3 election of chair and vice-chair

**VOTE**                            **MOTION CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**3. Election of Chairman and Vice-Chairman**

**MOTION MADE TO NOMINATE THE SAME CHAIR AND VICE-CHAIR**

Motion by Mosier, second by Berry to nominate the same Chairman Lanam and Vice-Chairman Bradley

**VOTE**

**MOTION CARRIED UNANIMOUSLY**

**PLANNING CONSULTANT REPORT, CONTINUED:**

Chairman Lanam asks Avantini if he is working with Bob Donohue on any of the things that are coming up. Avantini states that he, Donohue and Blaha met to discuss the design standards for the downtown area. He also adds that they are putting together a Design Review Committee, made up of at least one Planning Commission member, a DDA member and the administration. The reviews from this committee would not only cover the zoning end of things, with a recommendation to the Planning Commission, but could also cover the façade program.

Chairperson Lanam asked if Veterans Parking lot will be getting ready to go. Blaha states that the Veterans Memorial will be coming to the next agenda.

Mosier asks if the Façade repairs for downtown will come before the Planning Commission. Avantini states that if it's maintenance no, but if it is improvements, yes. And this is where we would have the committee to make recommendations.

Attorney Wilhelm makes a recommendation to let Bob Donahue know that there is a certain amount of urgency and time pressure by people looking at applying for grants

Avantini states that there is nothing preventing us from calling this committee together. The discussion continued regarding this committee and availability for someone that wants to be a part of it.

Commissioner Joseph and Chubb expressed an interest, along with Chair Lanam. Discussion went on to discuss the reduction of the board from 9 to 7. Avantini stated that working with a lesser amount helps make it easier administratively, helps to make quorum, easier for training, etc.

Attorney Wilhelm states (FYI) that West End Industrial, following this Commissions recommendation for denial, the city has an appraisal report that reviews all the financial information provided by the applicant, as well as the appraisal report of the property. It is now at council level and it is possible that it will come back to Planning Commission.

**STAFF REPORT**

Blaha updated the Committee regarding Alexander's.

Chair Lanam questions if we have an update on the BP. Avantini stated he will have to go back and look. Blaha was asked to check course of action now that we have new ordinance officer.

Mosier questions the landscaping going on at Carriage Trace (re-doing their entrance) and how they have removed several mature trees. He stated that when that was originally done, Planning fought them all the way on the size of the trees. Avantini states that they did have to go through the administrative review process before they could move forward. He adds that they did come up with a decent proposal.

**ADJOURNMENT:**

Motion by Bradley, second by Berry to adjourn the meeting at 7:55 p.m.

**VOTE**

**MOTION CARRIED UNANIMOUSLY**

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Scott Lanam, Chairman

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Judy L. Pieper, Deputy Clerk

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Michelle Berry, Secretary