

Draft Minutes of the February 4, 2019 City of the Village of Clarkston Planning Commission Meeting

Artemus Pappas Village Hall, 375 Depot, Clarkston, MI 48346

1. **Call to order** at 7:02 p.m. by Vice-Chairman Rogers
2. **Roll call** Luginski, Rogers, Wylie present
3. **Approval of Today's agenda** Motioned by Luginski, seconded by Wylie to approve the February 4, 2019 agenda with the addition of the request for approval to the split of and merger of properties at 90 and E. Washington and 85 E. Washington. Motion carried unanimously.
4. **Public Comments** Mayor Eric Haven spoke as a representative of the Friends of Depot Park about the Big Dreams for Depot Park fundraising project to raise funds to match a potential DNR grant to improve and extend paved pathways in Depot Park.
5. **Approval of Previous minutes** Motioned by Wylie, seconded by Luginski to approve the January 14, 2019 Planning Commission Meeting minutes. The motion carried unanimously.
6. **Public hearing** The Public hearing for the Planning Commission Site Plan Review Ordinance Change was opened 7:17 pm

City Manager Jonathon Smith said he will add Planning Commission Site Plan review to the still-in-progress flow chart for construction in the city. The order of approval hierarchy will be as follows: 1st HDC (if structure is located in the Historic District, 2nd Planning Commission, and 3rd building permit application.

The Public Hearing closed 7:22p.m.

7. **New business**

- a. Luginski made the resolution for Planning Commission Site Plan Review Ordinance Change – Adoption, seconded by Wylie. The resolution carried unanimously

The approved resolution will be sent to the Clarkston City Council for further adoption of ordinance at March meeting (Wylie will present to council).

- b. City Manager Jonathon Smith presented a Conceptual Review of the City hall expansion and renovation. The concept included the following work:
 - i. This plan intended to cover 5 areas of concern: repair deteriorated areas, increase office space, increase DPW and storage area, provide public rest rooms, and increase safety for staff,
 - ii. He is working with HDC to approve building plans
 - iii. Bump out of garage in front; one existing bay will become new meeting room, which will be about twice the size of current meeting room
 - iv. Most of existing offices and meeting room will become office / staff area
 - v. Storage / work area in back

- vi. 3 pedestrian entrances in front of building: one for public bathroom, one to offices, and one to meeting room
 - vii. Front pedestrian entrance emphasized with pediment and columns, and Artemis Pappas sign will go on pediment
 - viii. Functional clock tower will replace cupola in the original plan.
 - ix. Counter, possible glass, and buzzed door will increase safety for staff.
 - x. Records room provides storage space for files currently stored at Baylis Barn
 - xi. Parking located on south side of building for safer pedestrian entrance access: 20-22 cars in lot. Possible relocation and / or replacement of current rain garden.
 - xii. 7" Hardie Board planks for siding outside, new roof, new rear wall
 - xiii. Estimated construction time: break ground in April, complete exterior in September
 - xiv. Designed as a Community Project, working with Building Trades Program at CHS
 - xv. Costs – at or below \$300,000 is current estimate, with donated work from designer, builders and suppliers
 - xvi. Possible financing from city water and / or sewer fund 1% loan
 - xvii. HDC will meet Tues Feb. 19 for final review
- c. Sue Wylie presented the Master Plan Historic District Chapter discussion with PC Chair Rich Little and HDC member Jennifer Radcliff.
- i. Jennifer will provide the Planning Commission with writings and notes about the inclusion of the City Historic District in the National Register of Historic Places, to possibly include in future Master Plan amendments.
- d. Elizabeth Roger presented the Master Plan Environmental Action Plan Discussion with Friends of Depot Park member and resident Jim Brueck
- i. Jim Brueck suggested some action items and ordinances to maintain Clarkston as a "Watertown"
 - ii. The PC will ask Jim to appear before the commission to present more about his ideas. Sue Wylie will call Jim about attending the next meeting and about forming a committee to determine what ordinances or changes to current ordinances would be beneficial to the city. Jim has volunteered to chair such a committee.
- e. Elizabeth Rogers presented the Master Plan Action Item website "status" posting. The Planning Commission would like to post the status of the Action Plan items from the Master Plan on the City website.
- i. Chair Rich Little said he would be responsible for updating the status on our action items

- ii. Commission would like a minimum of a quarterly update on the status of the action items, with an “updated date” on the website page
- iii. Motion by Luginski, seconded by Wylie to include a quarterly update of the status of the Master Plan Action Items. The motion carried unanimously.

f. Joe Luginski presented the Parking Management Committee update

- i. Committee held first meeting on January 24, with members Scott Reynolds, Anne Clifton, Joe Luginski in attendance, and Erich Lines on the phone. Kevin Harrison was absent. Anne Clifton was elected as chair.
- ii. Committee will meet every 2 weeks, Thursdays 7:30pm
- iii. Committee chose June 10 as date to present recommendations to Council, which means they will have to present to the Planning Commission earlier
- iv. The committee developed a Mission statement, Strategy, and Goals
- v. Committee will use parking study as foundation
- vi. Will discuss data, to see what makes sense, dissect parking study. They will look at:
 - 1. Long term agreements with private lot owners
 - 2. Wayfinding signs
 - 3. Enforcement of private lots
 - 4. Equalize price per hour to park, compare private and public lots
 - 5. On street parking, in both business district and residential areas
 - 6. Not in favor of paid parking on Main St
- vii. The Planning Commission recommends that the Parking Management Committee should act to address existing parking ordinances and make recommendations to the Ordinance Committee

8. Unfinished business

- 1. Sign Permit and Second Floor Office Space usage at 21 North Main St.
 - a. Business owner, Brandon Still, seeks approval to replace existing sign
 - i. Panel with new sign would cover old sign
 - ii. Paint address on side panels
 - iii. Motion by Wylie, seconded by Rogers to approve signage as presented at 21 North Main St. The motion unanimously passed.
 - b. Business owner, Brandon Still, seeks approval to use the second floor as office space

- i. Motion by Luginski, seconded by Wylie recommends that the Clarkston City Council approve the usage of the second floor as office space, and that the Council approve the use of the building without parking minimums. The motion passed unanimously.
- ii. The PC gave the following reasons for their recommendation:
 1. The previous business, an antique store, had no parking
 2. There is no available land onsite to provide parking.
 3. The propose new office building hours are largely 8 a.m. to 5 p.m., when the city parking needs are reduced
 4. During the day, there is ample parking in the nearby municipal lot
 5. City parking deferments have been ignored for many years for several businesses
 6. Antique store also had the same parking minimum requirements, of 6-7 spaces
 7. Parking minimums and parking deferments will soon be scrutinized by new Parking Committee

2. Dave Biehl of 90 E Washington and Patrick Valade of 85 E. Washington are seeking approval of the lot split of Parcel 08-20-403-010 (Valade property) to be combined with Parcel 08-20-452-009 (Biehl property.)

- a. Biehl and Valade stated that all property is in City
- b. The property owners provided a Certified Survey, Tax Parcel Split/Division Form, and New Child Parcel Information Form.
- c. New parcels will meet City minimums, and no frontages or setbacks are violated
 - i. Lot A (85 E. Washington) goes from 3.5 acres to 3 acres
 - ii. Lot B (90 E. Washington) increases by 0.5 acres
- d. Motion by Wylie to split parcel 08-20-403-010 and combine smaller section with Parcel 08-20-452-009, seconded by Luginski. The motion passed unanimously.
- e. Homeowners were advised to inform Equalization Division for property tax assessment.

9. **Adjourn** Motion by Wylie, seconded by Luginski to adjourn the meeting