




**CITY OF JONESVILLE
PLANNING COMMISSION AGENDA
JANUARY 11, 2017, 7:00 p.m.
CITY HALL**

1. **CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
2. **PUBLIC COMMENT**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
 - A. December 14, 2016 Meeting
5. **PUBLIC HEARING AND SUBSEQUENT ACTION**
 - A. Ordinance #213 – Amend the Zoning Ordinance to modify regulations associated with bed and breakfast establishments, to add regulations to permit Accessory Dwelling Units, and to amend the duration of site plan approval.
 1. Public Hearing
 2. Subsequent Action on the Ordinance Amendment [ROLL CALL][Action Item]
6. **NEW BUSINESS**
 - A. Site Plan Review – Ramshackle Brewing Company – Request to construct a brewery on the property located at 209 E. Chicago Street [Action]
 - B. 2016 Planning Commission Annual Report [Action]
 - C. 2017 Planning Commission Work Plan [Action]
 - D. Appointment Recommendation – Pending Vacancy [Action]
 - E. Election of Officers [Action]
7. **OTHER BUSINESS**
 - A. Project Updates
8. **ADJOURNMENT - Next meeting Wednesday, February 8, 2017 at 7:00 pm**



To: Jonesville Planning Commission
From: Jeffrey M. Gray, City Manager 
Date: January 6, 2017
Re: Manager Report and Recommendations – January 11, 2017 Planning Commission Meeting

5. A. Public Hearing and Subsequent Action – Ordinance #213 [ROLL CALL][Action]

This is the time reserved on the agenda for the purpose of hearing public comments on proposed Ordinance #213, an ordinance that would amend the Zoning Ordinance to modify regulations associated with bed and breakfast establishments, that would add regulations to permit Accessory Dwelling Units, and would amend the duration of site plan approval. Notice of the public hearing was published in the Hillsdale Daily News, as required by State law, and posted on the City's website.

The Commission will recall that these amendments have been discussed over the last several months and have been recommended by the Ordinance Subcommittee. In summary, the regulations would accomplish the following:

- Bed and Breakfast Establishments – the current regulations for bed and breakfast dwellings would be amended to address other transient housing options, like AirBnBs and other house and room sharing arrangements. The amendments would assure that all such uses are reviewed by the same process and subject to the same standards, that there would be adequate disclosure of such proposed uses in neighborhoods, and would provide another option to encourage long term owner-occupancy of homes.
- Accessory Dwelling Units – if approved, Accessory Dwelling Units would provide another option to assure long-term owner occupancy in our residential neighborhoods and provide an affordable housing option. These units would be allowed within detached single family dwellings.
- Site Plan Review – this amendment would extend the length of site plan approvals, allowing applicants one year, rather than six months, to commence construction. This amendment is intended to facilitate construction and to allow a reasonable period for the due diligence that can often accompany new construction.

The proposed Ordinance has been reviewed by the City Attorney, who has recommended one minor change. It is shown in the underlined text on page 3 of the attached amendment.

Following the receipt of comments at the public hearing, the Planning Commission will take an action to recommend City Council action on the amendment. The Planning Commission may act to recommend approval, recommend denial, or to postpone action to obtain additional information. I recommend that the Planning Commission recommend that the City Council approve Ordinance #213 to amend the Zoning Ordinance. *Please refer to the attached public hearing notice and copy of Ordinance #213, with the addition noted by the City Attorney.*

6. A. Site Plan Review – Ramshackle Brewing Company – 209 E. Chicago Street [Action]

In April of 2016, the Planning Commission approved a Site Plan Review for a proposed brewery at the subject location. Subsequent to the approval, the applicant completed their fundraising for the project. In developing construction plans, they have found it necessary to modify the plan to address costs. The primary change is the elimination of the second floor. This will change the seating in the establishment from approximately 65 seats to 50 seats. The applicant has also redesigned the front elevation, adding a

greater variety of materials. A predominate new feature is a glass overhead door that will allow the space to be opened to the outdoors in good weather.

This is the first project to apply for approval since the City developed the D-1 and D-2 Downtown Form Based Code Districts. The Planning Commission will recall that the Form Based districts focus more on the appearance and design of the buildings and compatibility with the surrounding buildings than a traditional zoning district, where building use is the focus.

A copy of the Design Standards for the D-1 Zoning District is attached for reference. In short, I would note that the building meets the transparency standard for the district, with the overhead door providing approximately 75% transparency on the first level. In addition, durable building materials are otherwise proposed, as brick will be predominate with the glass. Despite the loss of the second floor, the building maintains a two-story profile at the street. The building forms a transition between the more modern design of Olivia's, while maintaining the scale of the more traditional hardware building that would be located on the other side of it.

The applicant's builder has met with Department of Public Works staff to review utility connections. Public water and sanitary sewer are available on Water Street. The connection will require designing around other utilities that serve Olivia's and other buildings Downtown. The connection is feasible and final design will be submitted at the time that construction drawings are complete. It is recommended that an action to approve the site plan would include the condition that the utility connection plans are subject to approval by City staff. A new connection fee will apply at the time of review.

The general site plan review standards listed in Section 15.05 of the Zoning Ordinance are also attached. As the site plan appears to meet the requirements of the D-1 Zoning District and the Site Plan Review standards of the Zoning Ordinance, it is recommended that the Planning Commission approve the site plan with the condition that the final design of water, sanitary sewer, and storm sewer connections shall be subject to the review and approval of City staff. *Please refer to the site plan drawings, copy of section 9.04 of the Zoning Ordinance, and Section 15.05 of the Zoning Ordinance.*

6. B. 2016 Planning Commission Annual Report [Action]
The Planning Commission is required to submit an annual report of its activities to the City Council, pursuant to the State Planning Enabling Act (Public Act 33 of 2008). A draft report is attached for consideration and may be amended, as determined necessary by the Commission prior to approval. A motion is necessary to adopt the 2016 Annual Report. *Please refer to the attached draft 2016 Annual Report.*

6. C. 2017 Planning Commission Work Plan [Action]
The Planning Commission annually adopts a work plan for the coming calendar year. As in the past, the work plan distinguishes between priority goals and those to pursue as time permits. It is recommended that the priority objective should be to complete the 5-year review of the Master Plan. The proposed work plan may be amended as determined necessary by the Planning Commission. The plan will be forwarded to the City Council with the Annual Report. A motion is necessary to adopt the 2017 Work Plan. *Please refer to the attached copy of the 2017 Planning Commission Work Plan.*

6. D. Appointment Recommendation – Pending Vacancy [Action]
City Council is anticipated to take action on the amendment to the Planning Commission Ordinance to change the appointment of the Mayor to an at-large appointment at their meeting in January. In anticipation of that vacancy, applications have been received and referred to the Planning Commission for

a recommendation. You will find application materials from James Ackerson and David Windle attached for your consideration. I have spoken to the two applicants about the vacancy.

The Planning Commission may utilize any process that it desires to recommend a candidate. The recommendation should be made by motion, and will be considered by the City Council, who has responsibility for the appointment. *Please refer to the applications from James Ackerson and David Windle.*

6. E. Election of Officers

[Action]

The Bylaws provide that the Election of Officers will take place annually. The current Chair is Mike Venturini; the Vice-Chair is Jerry Drake; and the Secretary is Christine Bowman. Staff is not an officer, but functions as the Recording Secretary for minutes. Officers are eligible for re-election. Officers are elected by motion, support and vote by the Committee, following the consideration of nominations.

7. A. Project Updates

This section of the agenda is reserved for an update on current and pending projects in the City.