



**City of
Jonesville**

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104
(517) 849-9037 Fax
www.jonesville.org
manager@jonesville.org

**CITY OF JONESVILLE
PLANNING COMMISSION AGENDA
WEDNESDAY, JULY 8, 2020, 7:00 p.m.**

Pursuant to Governor Whitmer's Executive Order 2020-129, participation in this meeting will be by Zoom Meeting. The Board, staff and public wishing to participate may do so by visiting the web address on a computer or electronic device or by calling the following telephone number. When prompted enter the Meeting ID and Password.

**WEB ADDRESS: www.zoom.us
CALL-IN TELEPHONE NUMBERS:**

**1-312-626-6799 or
1-929-205-6099**

**MEETING ID: 854 171 7576
PASSWORD: 200708**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF AGENDA** [ROLL CALL][Action Item]
- 4. APPROVAL OF MINUTES** [ROLL CALL][Action Item]
A. May 12, 2020 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION** [ROLL CALL][Action Item]
A. None
- 6. NEW BUSINESS**
A. Site Plan Review – Request from Ramshackle Brewing Co. for an outdoor patio in the Chicago Street/US-12 right-of-way in front of the building at 209 E. Chicago St. [ROLL CALL][Action Item]
- 7. OTHER BUSINESS**
A. Project Updates
- 8. ADJOURNMENT - Next meeting Wednesday, August 12, 2020 at 7:00 pm**

**CITY OF JONESVILLE
PLANNING COMMISSION
Minutes of May 12, 2020**

Pursuant to Governor Whitmer's Executive Order 2020-75, participation in this meeting was by Zoom Meeting. The Board, staff and public were allowed to participate.

A City of Jonesville Planning Commission meeting was held on Tuesday, March 11, 2020 via Zoom Meeting. Chairman Bowman called the meeting to order at 7:00 p.m.

Present via Zoom Meeting: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus.

Absent: None. (One Vacancy)

Also Present via Zoom Meeting: Jeff Gray, Mike Kyser and Dan Loew (D..H. Roberts Const.)

The Pledge of Allegiance was led by Jerry Drake followed by a moment of silence.

There were no public comments.

A motion was made by Jerry Drake and supported by Jim Ackerson to approve the agenda as presented. Roll Call Vote: Ayes: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus. Nays: None. Absent: None. One Vacancy. Motion carried.

Charles Crouch made a motion and was supported by Jerry Drake to approve the minutes from March 11, 2020. Roll Call Vote: Ayes: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus. Nays: None. Absent: None. One Vacancy. Motion carried.

A brief discussion was held from Dan Loew of D. H. Roberts Construction regarding the Site Plan Request from Martinrea-Jonesville LLC to construct a 11,200 square foot warehouse addition and a 1,200 square foot truck dock addition. These two additions would require by ordinance an additional six (6) parking spaces, and will not include any new signage or landscaping. Martinrea is currently conducting temporary outdoor and semi-truck storage of materials that are ordinarily stored within the building. This storage is necessary while construction is taking place as the facility is prepared for new operations. Water and sanitary sewer service modifications to the building will be required.

Jim Taipalus made a motion to approve the Site Plan Review request from Martinrea, for a 11,200 square foot warehouse addition and a 1,200 square foot truck dock addition on the property located at 260 Gaige Street. Approval is based on the plans prepared by Bell Engineering (Job #20-020), dated April 14, 2020, with a finding that the plan meets the Review Standards listed in Section 15.05 of the Zoning Ordinance. Approval is subject to the following conditions: 1. Water and sewer connections shall be subject to the review and approval of the City, and 2. The applicant shall coordinate with the Jonesville Police and Fire Departments on an emergency response plan for the facility. Jerry Drake supported the motion. Roll Call Vote: Ayes: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus. Nays: None. Absent: None. One Vacancy. Motion carried.

A motion was made by Jerry Drake and supported by Jim Taipalus to recommend that the Jonesville City Council appoint Christine Bowman as the Planning Commission representative on the Zoning Board of Appeals. Roll Call Vote: Ayes: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus. Nays: None. Absent: None. One Vacancy. Motion carried.

Manager Gray provided updates on the MDOT Signal Project, Water Plant Project, City of Jonesville working through Covid-19, Budget for Fiscal Year 20-21, and the Planning Commission vacancy.

The next scheduled Planning Commission meeting is June 10, 2020 at 7:00 p.m.

A motion was made by Jerry Drake and supported by Jim Ackerson to adjourn the PC meeting at 7:20 p.m. Roll Call Vote: Ayes: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, Jim Ackerson and Jim Taipalus. Nays: None. Absent: None. One Vacancy. Motion carried.

Submitted by;

Cynthia D. Means
Clerk



To: Jonesville Planning Commission *[Signature]*
From: Jeffrey M. Gray, City Manager
Date: July 2, 2020
Re: Manager Report and Recommendations – July 8, 2020 Planning Commission Meeting

6. A. Site Plan Review – Request from Ramshackle Brewing Co. for an outdoor patio in the Chicago Street/US-12 right-of-way in front of the building at 209 E. Chicago St.

[ROLL CALL][Action Item]

Ramshackle Brewing Company is proposing the installation of an outdoor patio for service of patrons on the sidewalk in front of their building at 209 E. Chicago Street. The sidewalk is in the right-of-way of Chicago Street/US-12, which is under the jurisdiction of the Michigan Department of Transportation (MDOT).

The applicant is proposing to place 6 chairs and 3 tables in the outdoor service area. The area would extend across the 16-foot width of the building. Patrons would access the service area from inside the building through the current front door. Patrons would no longer be able to enter the building from the street through the front door. All entry would be through the rear building entrance.

The perimeter of the service area would be delineated with 3-foot tall theater style rope with signage stating that beverages cannot be taken off premises, according to the attached copy of the application to the Michigan Liquor Control Commission (MLCC). MLCC must approve extension of service outside of the building.

The attached drawing states that the proposed service area would extend 7-feet from the front of the building. A 3-foot clear travel way must be maintained on the concrete sidewalk to comply with the Americans with Disabilities Act (ADA). According to the drawing, the sidewalk is 9-feet, 6-inches wide. The service area may, therefore, extend a maximum of 6-feet, 6-inches from the front of the building.

MDOT's instructions and special conditions for obtaining approval of Sidewalk Cafes are attached. MDOT requires a local resolution of approval and places responsibility for enforcement on the City. Following Planning Commission action on the site plan approval, the City Council will consider a resolution at their July 15, 2020 meeting.

Recommended Action:

Site Plans are subject to the review standards listed in Section 15.05 of the Zoning Ordinance. A copy of these standards is attached. Staff would recommend a finding that the site plan meets the minimum requirements of the Ordinance.

Based on the analysis above, staff would recommend that the Planning Commission consider the following motion. Pursuant to the Governor's order regarding remote meetings, a roll call vote is required to act on the motion:

A motion to approve the Site Plan Review request from Ramshackle Brewing Co. for an outdoor patio in the Chicago Street/US-12 right-of-way in front of the building at 209 E. Chicago St., as shown on the site plan submitted with the request. Approval is subject to the following conditions:

1. A clear travel way with a minimum width of 3-feet shall be maintained on the public sidewalk outside of the service area; the service area may extend a maximum of 6-feet,6-inches from the front of the building.
2. Approval is subject to issuance of a resolution by the Jonesville City Council.
3. The applicant shall comply with the requirements of the Michigan Department of Transportation and the Michigan Liquor Control Commission.
4. By operating the outdoor service area, the applicant assumes responsibility for compliance with State Law and/or Orders of the Governor of the State of Michigan to mitigate the spread of COVID-19.

Please refer to the enclosed copy of Section 15.05 of the Zoning Ordinance, application, site plan drawing, MLCC application, and MDOT instructions and special conditions.

7. A. Project Updates

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

SECTION 15.05 REVIEW STANDARDS

The following standards shall be utilized in reviewing all site plans. These standards are intended to provide a frame of reference for the applicant in the preparation of site plans as well as for the reviewing authority in making judgment concerning them. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention, or innovation.

- A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- B. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic.
- D. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
- E. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
- F. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein, and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.
- G. All buildings and groups of buildings shall be arranged so as to permit reasonable necessary emergency vehicle access as requested by the Fire Department serving the Community.
- H. All streets and driveways shall be developed in accordance with the Community Subdivision Control Ordinance, the Hillsdale County Road Commission, or Michigan Department of Transportation specifications, as appropriate, unless developed as a private road in accordance with the requirements for private roads in this Ordinance. The Planning Commission may impose more stringent requirements than those for the Road Commission or Michigan Department of Transportation with respect to driveway location and spacing. In addition, sidewalks may be required if determined to be necessary or appropriate for pedestrians and non-motorized vehicles.

- I. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater, prevent erosion and the formation of dust. The use of detention/ retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system. Other provisions may be required to contain runoff or spillage from areas where hazardous materials are stored, or proposed to be stored.
- J. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of buildings or structures shall be minimized to reduce light pollution and preserve the rural and small town character of the community.
- K. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from Residential Districts or public streets, shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height. The finished side of any wall, fence, or other screen shall face adjacent properties.
- L. Entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of entrances to and exits from the site shall be determined with reference to the number of dwelling units or other land uses within the site, the nature and location of the surrounding streets, the effect of traffic in the area, nearby topography, and other factors.
- M. Site plans shall conform to all applicable requirements of County, State, Federal, and community statutes and ordinances. Approval may be conditioned on the applicant receiving necessary County, State, Federal, and community permits before final site plan approval or an occupancy permit is granted.
- N. Appropriate fencing may be required by the Planning Commission around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands.
- O. The general purposes and spirit of this Ordinance and the Master Plan.

SECTION 15.06 CHANGES IN THE APPROVED SITE PLAN

Changes to the approved site plan shall be permitted only under the following circumstances:

- A. The holder of an approved site plan shall notify the Zoning Administrator of any proposed change to an approved site plan.
- B. Minor changes may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design nor any specified conditions imposed as part of the original approval. Minor changes shall include the following:

CITY OF JONESVILLE
PLANNING COMMISSION
SPECIAL LAND USE/SITE PLAN REVIEW
 265 E. Chicago Street
 Jonesville Michigan 49250
 Phone: 517-849-2104 Fax: 517-849-9037

DATE: 6-22-2020

Applicant:

Name <u>Zachery Bigelow</u>	Business Name <u>Ramshackle BREWING Co</u>
Street Address <u>209 EAST Chicago</u>	Email Address <u>Zack.Bigelow@ramshackle.brewing.com</u>
Cell Phone Number <u>517-425-8461</u>	Fax Phone Number
	Phone Number <u>517-826-5030</u>

Zoning District:

D-1

Site Plan Review Fee: \$100.00

Special Land Use Fee: \$500.00

Proposed Use:

It is hereby requested that the City of Jonesville Planning Commission approve the issuance of a Special Land Use Permit or Site Plan Review for:

OUTDOOR Seating in front of our building
16 ft wide By 7 foot Deep

Existing Use of Property:

SIDEWALK

Proposed Location: Address: 209 EAST Chicago

Property Tax ID#:

Statement of Justification for Requested Action:

State specifically the reason for this Special Land Use/Site Plan Review Permit request.

OUTDOOR Seating to increase patron SPACE

Dimensions of Land:

Width: 7 Foot

Length: 16 Foot

Acreage: _____

Frontage: _____

Existing Zoning Classification and Zoning of Adjacent Properties:

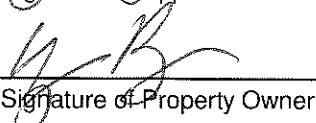
EAST is HARDWARE STORE, WEST is OLIVAS, SOUTH is US 12

Please note that submitted site plans shall include all of the information required in Section 15.03(F) of the Zoning Ordinance.


 Signature of Applicant

6-22-2020

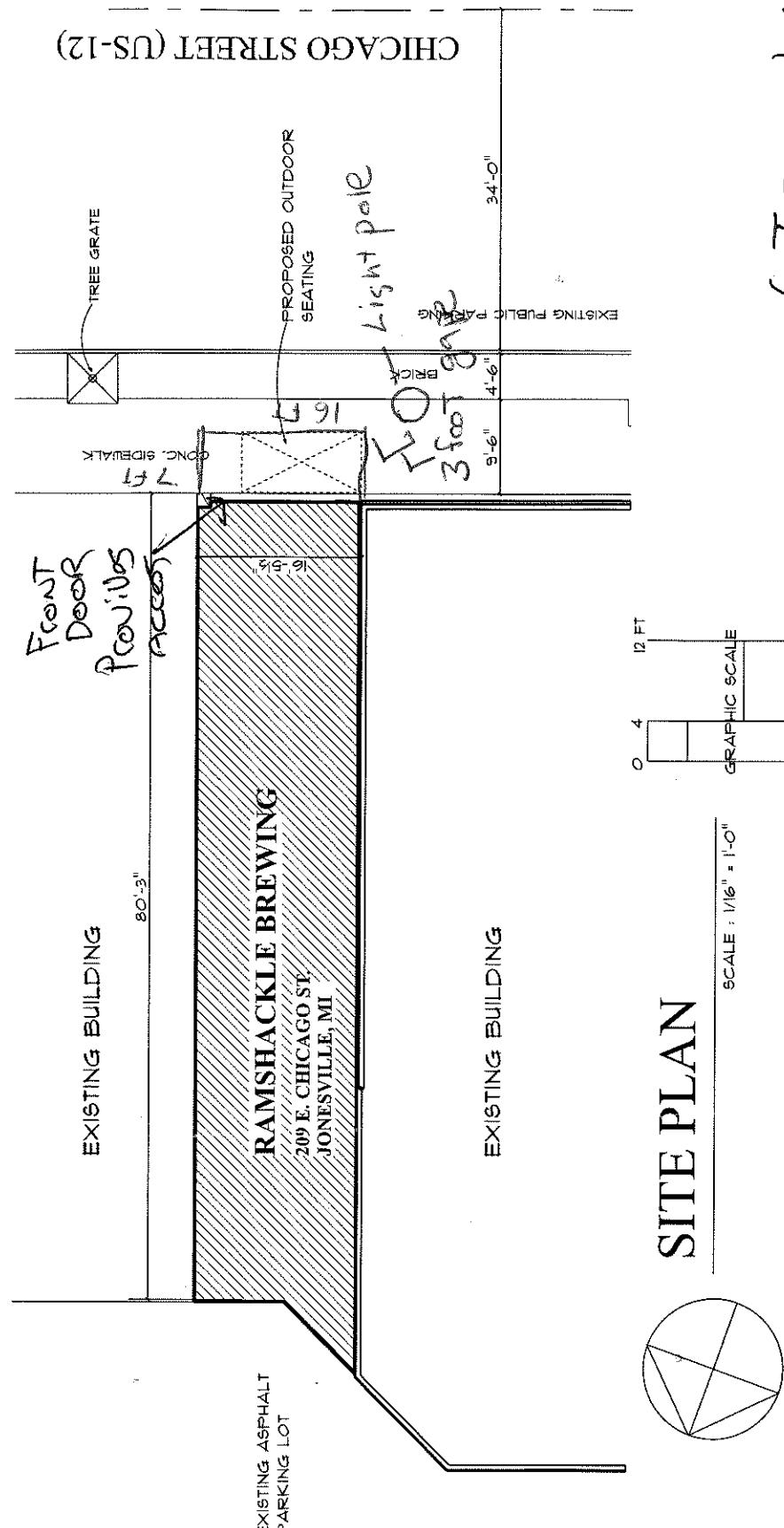
Date:


 Signature of Property Owner

6-22-2020

Date:

Official Use Only	
Fee Paid	<u>100.00</u>
Date Paid	<u>6/24/20</u>
Receipt #	<u>119925</u>
Date of Hearing:	<u>7/8/20</u>



ALL Patrons
will ENTER
Building through
the Rear Entrance
The Patrons will
Enter via Front DOOR
to the enclosed Spa
6 TOTAL Chairs
3 small Tables



Outdoor Service Permanent Permission Application

(Authorized by R 436.1419)

Part 1 - Applicant/Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant/Licensee name(s): Ramshackle Brewing Company LLC		
Address: 209 East Chicago Street		
City: Jonesville	Zip Code: 49250	
City/township/village: Jonesville	County: Hillsdale	
Contact Name: Zachery Bigelow	Phone: 517-826-5030	Email: zackbigelow@ramshacklebrewing.com

Part 2 - Outdoor Service Area Information

1. Is the proposed outdoor service area in a different city, village, or township than listed above? Yes No

If Yes, in what city, village or township will the proposed outdoor service area be located?

2. Is the proposed outdoor service area and the present licensed premises interrupted by a dedicated street or road?	<input type="radio"/> Yes <input checked="" type="radio"/> No
3. If you have an existing outdoor service area, are you requesting an additional, separate outdoor service area?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Are you requesting to enlarge or decrease the size of an existing outdoor service area?	<input type="radio"/> Yes <input checked="" type="radio"/> No
5. Is the proposed area around or near a body of water, a sporting venue, or activities (i.e. horseshoes, volleyball, softball, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
6. Is the proposed outdoor service area a balcony or located on a rooftop?	<input type="radio"/> Yes <input checked="" type="radio"/> No

If you answered Yes to any of the questions above, please explain:

Part 3 - Outdoor Service Area Measurements

1. What is the distance (in feet) between the proposed outdoor service area and the licensed premises? (Measurements must be exact)
connected via door. just out front of building.

2. What are the dimensions of the proposed outdoor service area? (Measurements must be exact)

Width: X Length: = Square Footage:

Part 4 - Diagram of Outdoor Service Area

Attach a scaled diagram showing the measurements of the area proposed for outdoor service. Clearly show the current licensed establishment, the area proposed for outdoor service licensing, and any intervening property. Measurements should not be estimated. Include ingress/egress of the area on the diagram as well as the type and height of barrier(s).

WARNING

Failure to provide accurate measurements of your area will delay your application. It is the applicant's responsibility to provide accurate dimensions of the outdoor service area to ensure timely processing of this request.

Part 5 - Control of the Outdoor Service Area

1. Describe the type and height of the barrier that will be used to clearly delineate the outdoor service area and how the outdoor service area will be well-defined and clearly marked (requirements by the local unit of government should be followed):
Using 3 foot tall theater style roping to enclose area with signage stating that no beverages can be taken off premises.

2. Is there any intervening property? Yes No
- Attach supporting documentation to show that the licensee owns or has control of the area proposed for outdoor service. (e.g. Lease Agreement, Warranty Deed, Municipal Permission)
 - Outdoor service areas located on municipal property must be accompanied with a document from the municipality providing permission to utilize the municipally owned property.

Part 6 - Outdoor Service Use

1. Is the proposed outdoor service area to be a golf course? Yes No

If Yes, indicate the number of acres and number of holes:

Note: Roving golf carts are considered added bars and require an additional bar. Stationary golf carts may be added bars or service bars.

2. Will there be an added bar? If you do not have an available Additional Bar permit, you must apply for one separately using the [Retail Licensing & Permit Application \(LCC-100\)](#) and pay the appropriate permit fees. Only Class C and B-Hotel licenses are required to obtain Additional Bar permits in order to have additional bars on the premises. Yes No

If Yes, indicate the number of bars and where they will be used:

3. Explain any uses for proposed outdoor service area other than food and beverage sales:
seating and tables.

4. Explain how the proposed outdoor service area will be secured and monitored to prevent sales of alcohol to minors and visibly intoxicated persons **AND** how alcohol will be prevented from being removed from the proposed outdoor service area by customers:
Front is fully visible from all points inside and the garage door will be open. Cameras will be installed to view through glass garage door when closed

Part 7 - Signature of Applicant/Licensee

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this permit by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Zachery Bigelow/ Manager

6-30-2020

Name of Applicant/Licensee & Title

Signature of Applicant/Licensee

Date

Please return this completed form along with corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



STATE OF MICHIGAN

DEPARTMENT OF TRANSPORTATION
LANSING

GRETCHEN WHITMER
GOVERNOR

PAUL AJEGBA
DIRECTOR

INSTRUCTIONS FOR OBTAINING SIDEWALK CAFÉS PERMITS

The following items need to be submitted for review and approval.

1. An initial Individual Permit must be applied for through the Michigan Permit Gateway (MPG) which can be found at www.michigan.gov/mdotmpg. Please contact MDOT-MPG@Michigan.gov or 1-844-806-0002 for any technical assistance setting up an account. This permit must be renewed each year.
2. A permit fee of \$90.00. If this is a renewal permit the fee is \$45.00. All payments will be made through the MPG & CPS online application.
3. The Special Conditions (Form 2433) must be followed and attached to the online application each year the sidewalk café is in use. This form can be found at <http://mdotwas1.mdot.state.mi.us/public/webforms/>. Search for Form 2433 at the top left hand of the page under Form Search by Form Number.
4. A sketch identifying the layout and portion of the proposed sidewalk café that will be located within the MDOT right-of-way must be also attached to the application.
5. **Liability insurance** must be completed and submitted to the MDOT. Effective February 1, 2010, Certificate of Insurance (form 2020) must be submitted electronically via the Permit Performance Bond/Certificate of Insurance application system.

However, the Insurance agent is required to register, if they have not previously registered, with our office in order to obtain access to the Permit Performance Bond/Certificate of Insurance application system. Insurance agents may contact us at MdotePerformanceBondCOI@michigan.gov to register or if you have any questions.

Note: *The applicant/contractor does not register for access to this application, Surety/Insurance agents only.*

6. A Resolution from the City, Township, or County must be attached to the application. The Resolution states in simple language that the City, Township, or County is in support of sidewalk cafes and will accept the responsibility of enforcement.
No permit can be issued without all the necessary documents and signatures as listed above. No sidewalk cafes can be in operation without a permit. All permits are revocable.

~~Please call (810) 225 2620 with any questions regarding this process:~~

SPECIAL CONDITIONS FOR SIDEWALK CAFÉ PERMITS

1. The permit applicant shall provide the Michigan Department of Transportation (MDOT) with a sketch identifying the layout and portion of the proposed sidewalk café that will be located within the State Highway Right-of-Way.
2. A clear area shall be maintained for pedestrian traffic and to facilitate maintenance and/or transportation use activities in accordance with local, state, and federal requirements.
3. The permit applicant shall not trim trees, hang signs on the existing lamp posts, or otherwise modify the public property within the State Highway Right-of-Way.
4. No permanent fencing or structures of any type shall be allowed to isolate tables and chairs for the sidewalk café.
5. The sidewalk café permit shall expire on December 31st of the year the permit is issued. The permit applicant shall renew annually by submitting all the necessary documents and a permit fee in accordance with the construction permit fee schedule.
6. Liability insurance shall be submitted electronically. Only sections A or D are required.
7. MDOT reserves the right to require removal of all or any portion of the sidewalk café placed in State Highway Right-of-Way by this permit as needed for highway maintenance or construction purposes without replacement or reimbursement of any costs incurred by the permit applicant or any other party. The permit applicant shall defend, indemnify, and hold harmless MDOT from any claims whatsoever resulting from the construction, maintenance or removal of the sidewalk café authorized by this permit.
8. The permit applicant shall meet all applicable Governmental Agencies' requirements and ordinances.

NOTE: Non-compliance with the above Special Conditions will result in the revocation of your permit