



**CITY OF JONESVILLE  
PLANNING COMMISSION AGENDA  
TUESDAY, MAY 12, 2020, 7:00 p.m.**

**Pursuant to Governor Whitmer's Executive Order 2020-48, 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](http://www.zoom.us)  
CALL-IN TELEPHONE NUMBERS:  
+1 929 205 6099 or  
+1 312 626 6799**

**MEETING ID: 849 0997 6211  
PASSWORD: 007177**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
  - A. March 11, 2020 Meeting
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
  - A. None
- 6. NEW BUSINESS**
  - A. Site Plan Review – Request from Martinrea Jonesville, LLC to construct a warehouse and loading dock addition to the building located at 260 Gaige Street **[Action Item]**
  - B. Appoint Representative to Zoning Board of Appeals **[Action Item]**
- 7. OTHER BUSINESS**
  - A. Project Updates
- 8. ADJOURNMENT - Next meeting Wednesday, June 10, 2020 at 7:00 pm**



To: Jonesville Planning Commission  
From: Jeffrey M. Gray, City Manager  
Date: May 6, 2020  
Re: Manager Report and Recommendations – May 12, 2020 Planning Commission Meeting

**6. A. Site Plan Review – Martinrea Jonesville, LLC – 260 Gaige Street [Action]**

<b>Owner/Applicant:</b>	Martinrea Jonesville, LLC
<b>Contractor:</b>	D. H. Roberts Construction
<b>Property Location:</b>	260 Gaige Street
<b>Request:</b>	Construct a 11,200 square foot warehouse addition and a 1,200 square foot truck dock addition

The property is located on the north side of Gaige Street. The property location is illustrated in the attached site plan drawings. Larger copies of the plans are available for viewing at City Hall.

The property is just under 27 acres in area and has more than 650 feet of frontage on Gaige Street. Portions of the property also front on Reading Avenue, Beck Street and M-99/Olds Street. Zoning and land use on the property and surrounding properties are as follows:

	<b>Zoning</b>	<b>Land Use</b>
<b>Subject Property</b>	I-1 (Light Industrial)	Manufacturing
<b>North</b>	I-1 (Light Industrial)	Undeveloped
<b>South</b>	I-1 (Light Industrial)	Parking and Manufacturing
<b>East</b>	I-1 (Light Industrial)	Railroad/Light Industrial
<b>West</b>	HC (Highway Commercial)	Vacant Commercial/Office

The building additions are proposed in conjunction with a complete reconstruction of the interior office space in the building. The additions are relatively small in comparison to the nearly 600,000 square foot facility. Both additions are proposed on the east part of the building. The warehouse addition is located near the northern end of the east “wing” of the building and the truck docks are located on the east side of the building.

**Additional Site Plan Requirements:**

Parking – By ordinance, the addition would require 6 additional parking spaces. There is sufficient existing paved surface on the property to accommodate additional parking, if needed.

Signs – No new signs are proposed at this time. Any future signage would require application for a Sign Permit from the City prior to installation.

Landscaping – No new site landscaping is proposed or required. The applicant recently began construction of a perimeter fence under an application for a Zoning Permit. Staff is working with the owner to address some installation issues before fencing is completed around the Gaige Street parking area.

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.

**Utilities:**

The interior renovations to the building will require modifications to the water and sanitary sewer service to the building. The applicant is currently working with City staff to address these changes.

The area of the proposed additions is currently paved, so there is no anticipated increase in storm water runoff.

Staff is also working with the applicant to address fire and emergency response protocols for the facility. The applicant has been asked to coordinate with Police Chief Lance to discuss development of a plan.

**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, pending final review of the new building entry.

Based on the analysis above, staff would recommend that the Planning Commission consider the following motion:

A motion to approve the Site Plan Review request from Martinrea, for a 22,425 square foot 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.
2. The applicant shall coordinate with the Jonesville Police and Fire Departments on an emergency response plan for the facility.

*Please refer to the enclosed copy of Section 15.05 of the Zoning Ordinance, application and site plan drawing.*

**6. B. Appoint Representative to Zoning Board of Appeals [Action]**

The Planning Commission typically has one representative that serves on the Zoning Board of Appeals (ZBA) as a voting member and liaison between the boards. Mike Venturini previously held this appointment. The ZBA has the responsibility of hearing and deciding variance requests to the Zoning Ordinance, making interpretations of the Zoning Ordinance, addressing boundary questions related to zoning districts, and hearing appeals of administrative determinations or decisions. The Board meets on the fourth Thursday of every month that there is an application for appeal or variance. Chair Christine Bowman has indicated that she is willing to serve in this capacity, unless another Commissioner is interested. It will be necessary to consider a motion to recommend that Council make the appointment.

**7. A. Project Updates**

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

**CITY OF JONESVILLE  
PLANNING COMMISSION  
Minutes of March 11, 2020**

A City of Jonesville Planning Commission meeting was held on Wednesday, March 11, 2020 at the Jonesville City Hall. Chairwoman Christine Bowman called the meeting to order at 7:00 p.m.

Present: Jerry Drake, Christine Bowman, Annette Sands, Charles Crouch, and Jim Ackerson.

Absent: Mike Venturini and Jim Taipalus

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

The Pledge of Allegiance was led by Charles Crouch followed by a moment of silence.

There were no public comments.

A motion was made by Jerry Drake and supported by Annette Sands to approve the agenda as presented. All in favor. Absent: Jim Taipalus and Mike Venturini. Motion carried.

Annette Sands made a motion and was supported by Jerry Drake to approve the Planning Commission minutes of February 12, 2020. All in favor. Absent: Jim Taipalus and Mike Venturini. 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 an approximately 22.425 square foot addition to the building located at 260 Gaige Street. Questions were answered by Mr. Loew about parking and the use of the building. Mike Kyser confirmed that the new stairs will not extend into the right-of-way. The addition is scheduled to start after April 14<sup>th</sup> with new entry completed by the end of April. A motion was made by Jim Ackerson and supported by Jerry Drake to approve the Site Plan Review request from Martinrea, for a 22.425 square foot addition, on the property located at 260 Gaige Street. Approval is based on the plans prepared by Bell Engineering (job #20-009), dated March 3, 2020 and Kingscott (job #4104.03), dated October 16, 2019, 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 condition: 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. All in favor. Absent: Jim Taipalus and Mike Venturini. Motion carried.

Manager Gray provided updates regarding the Traffic Signals and the Klein Tool Building.

The meeting was adjourned at 7:22 p.m.

Submitted by,

Jeff Gray  
City Manager

**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: 4-20-2020

**Applicant:**

Name	<u>Scott Jones</u>	Business Name	<u>Martinea Jonesville LLC</u>
Street Address	<u>260 Graig St.</u>	Email Address	<u>sjones@martinea.com</u>
Cell Phone Number	<u>517-877-0654</u>	Fax Phone Number	
		Phone Number	<u>517-849-2595</u>

Zoning District: \_\_\_\_\_ 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:

Manufacturing

**Existing Use of Property:**

Manufacturing

**Proposed Location: Address:**

Same  
Property Tax ID#: \_\_\_\_\_

**Statement of Justification for Requested Action:**

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

New Warehouse facilities / New Dock positions

**Dimensions of Land:**

Width: \_\_\_\_\_  
Length: \_\_\_\_\_  
Acreage: \_\_\_\_\_  
Frontage: \_\_\_\_\_

**Existing Zoning Classification and Zoning of Adjacent Properties:**

Same

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

[Signature]  
Signature of Applicant

4-20-2020  
Date:

[Signature]  
Signature of Property Owner

4-20-2020  
Date:

Official Use Only	
Fee Paid	
Date Paid	
Receipt #	
Date of Hearing:	

5691 State Route 15  
P.O. Box 565  
Bryan, Ohio 43506  
419.636.2585  
fax 419.636.8434



4-14-2020



OVERALL SITE PLAN  
MARTINREA INTERNATIONAL

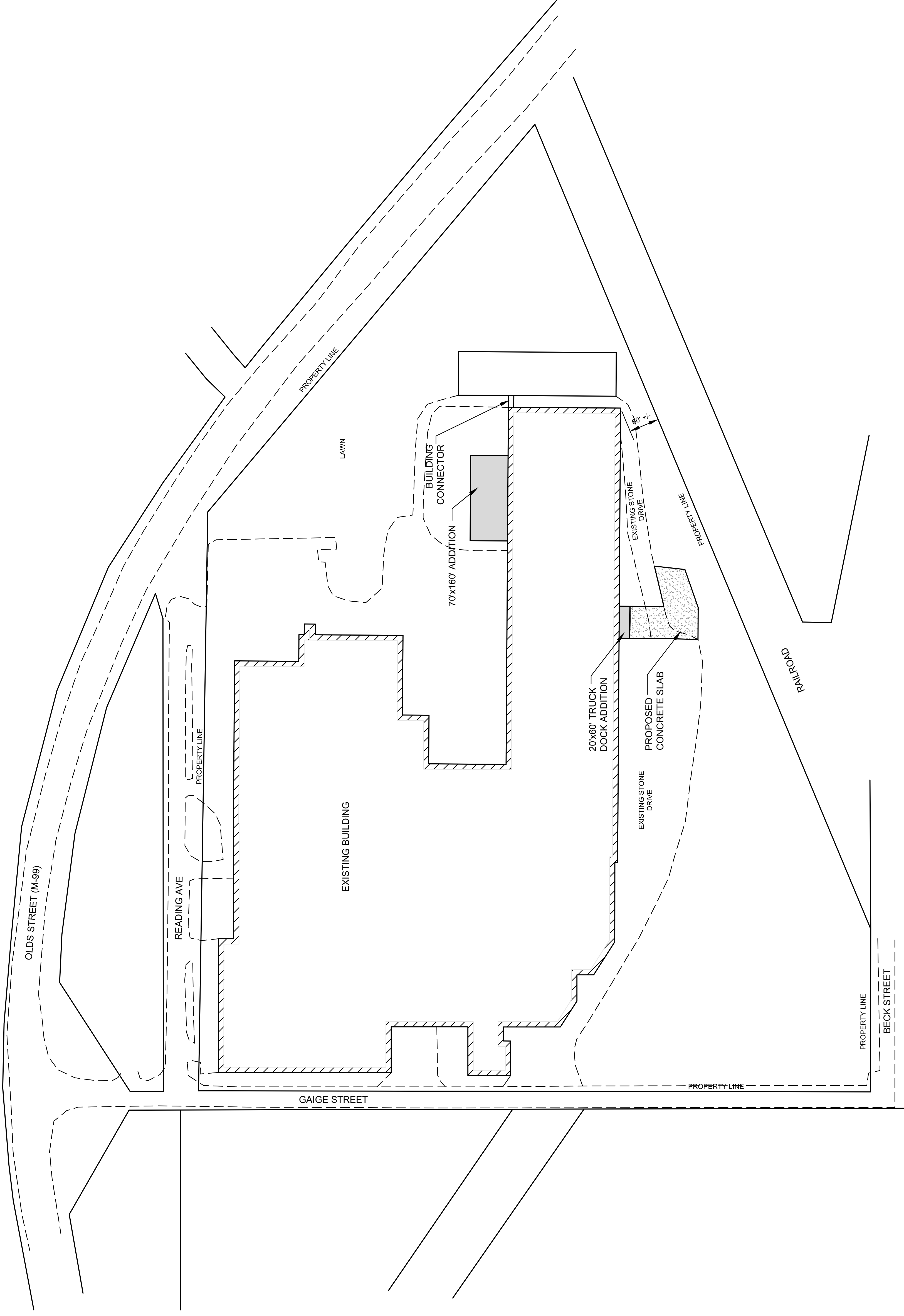
D.H. ROBERTS CONSTRUCTION  
JONESVILLE, MI

PROPOSED FACILITY for

Job No:  
**20-020**

4-14-20 Preliminary

**C1.1**



 **OVERALL SITE PLAN**  
SCALE: 1"=100'