

**PLANNING COMMISSION MINUTES**

**Regular Meeting**

**October 6, 2015**

**CALL TO ORDER:** The October 6, 2015 Planning Commission meeting was called to order by Commissioner Snyder at 7:00 p.m.

**PRESENT:** Commissioners Snyder, Brummette, Bahmer, Clarke, Russo and Councilmember Conway.

**ABSENT:** Vice Chairman Johnson and Commissioner Rosier.

**ALSO PRESENT:** Community Development Director Myrkle, City Clerk Terpstra and City Manager Guetschow.

**ELECTION OF CHAIRMAN FOR MEETING OF OCTOBER 6, 2015:** Commissioner Russo moved, second by Snyder to elect Commissioner Brummette as chairman of the meeting. Carried. 5 Yes. 0 No. Absent (Johnson, Rosier)

**APPROVAL OF MINUTES OF SEPTEMBER 1, 2015:** Motion by Commissioner Bahmer, second by Clarke to approve the Planning Commission minutes of September 1, 2015, as presented. Carried. 5 Yes. 0 No. 2 Absent (Johnson, Rosier)

**APPROVAL OF AGENDA:** Motion by Commissioner Snyder, second by Clarke, to approve the agenda with the elimination of Items 7c and 7d and to change 7a to a Public Hearing. Carried. 5 Yes. 0 No. Absent (Johnson, Rosier)

**EARLY PUBLIC COMMENT:** None.

**OLD BUSINESS:** Community Development Director Myrkle stated that the Kiwanis Site Plan that was tabled at the July 28<sup>th</sup> meeting will likely not be heard before mid winter or early spring. The Kiwanis board wanted the Planning Commissioners to know that the issues that were brought up at the July 28<sup>th</sup> meeting regarding the fence have been addressed.

**NEW BUSINESS**

**A. PUBLIC HEARING- SITE PLAN REVIEW #1– 1541 REYNOLDS RD. – SPARTAN MOTORS:**

**Public Hearing Opened at: 7:09 P.M.**

Patrick Sall, Sr. Project Manager and James Schineman, Wolverine Engineers and Surveyors, Inc., were present to present the site plan and answer questions. Mr. Sall stated that this would be for a new facility at 1541 Reynolds Road. The building will be 80,000 sq. ft. and be used for the purpose of manufacturing vehicles. If approved, they are planning to start construction at the end of October and be complete by first part of August, 2016.

Discussion was held among commissioners.

**Public Hearing Closed at: 7:24 P.M.**

**B. ACTION ON SITE PLAN #1 – 1541 REYNOLDS RD. – SPARTAN MOTORS:**

Motion by Commissioner Snyder, second by Bahmer to approve the Site Plan Review #1 for Spartan Motors – 1541 Reynolds Rd. as presented with the stipulation that all issues be addressed that are included in DPW Director Gilson’s memo dated September 29, 2015. Carried. 5 Yes. 0 No. 2 Absent (Johnson, Rosier)

**REPORTS, COMMENTS, CORRESPONDENCE:**

**A. SIGN COMMITTEE REPORT:** City Manager Guetschow highlighted the changes to the proposed sign ordinance for discussion with the Planning Commission members.

Commission Bahmer stated that he feels the City Council would be a more appropriate place for the granting of variances for signage. He had a question on window signage as he does not feel that there is a problem with this type of signage. He was not in support of Sec. 104 Non-Conforming Signs, as he explained that they should not have to be brought into compliance after 10 years. He addressed concerns with Sec. 105 regarding compliance of time limits and Sec. 106.02, he would like to see a clearer definition of “emergency”. He was concerned with the regulation of signs on vehicles and the concern as to where they are parked.

Discussion was held among commissioners. City Manager Guetschow stated that he would make the changes suggested and draft language to bring to the next meeting. The business community will also have a chance to comment on the next step.

**B. STAFF REPORT:** Community Development Director Myrkle stated that the Governor has announced the communities for the Rising Tide Project and that Charlotte was named as being one of them. The State has sent a group of individuals to begin gathering information to compile a report to the Governor by the end of the year.

**PUBLIC COMMENT:** None.

There being no further business, the meeting was adjourned at 8:05 p.m.

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Ginger Terpstra, City Clerk