

CITY OF HARBOR SPRINGS  
PLANNING COMMISSION MEETING  
MINUTES  
January 21, 2016

Vice - Chairperson Smith called the Planning Commission Meeting to order at 6:05 p.m. in the City Council Chambers of City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

1. Roll Call and Verification of a Quorum

Present: Jeanne Benjamin, John L. Cupps, Lee Kramer, Sara Smith and Carrie Wiggins

Absent: Andrew Bowman, Jack Deegan, Jeff Ford and Fred Walstrom

Also Present: City Manager Thomas C. Richards, City Planner Larry Nix, Assessor / Planning & Zoning Administrator C. Jeffrey Grimm, Fred Hackl, Lyric Theater Representative, John Lio, and City Clerk Ronald B. McRae

2. Approval of Minutes of the November 19, 2015 Meeting

Motion by Cupps, second by Benjamin, to approve the minutes of the November 19, 2015 Planning Commission Meeting as read.

Ayes – 5

Nays – 0

Motion carried.

3. Public Comments and Correspondence

None

4. Old and New Business

A. Awning / Canopy Sign Amendment

Planner Nix stated he was requested to craft a Zoning Code amendment to permit the Lyric Theater sign on the canopy or awning that has been proposed to be installed. The sign on the proposed canopy/awning was viewed by the Planning Commission as acceptable, but was non-compliant with the Zoning Code.

Planner Nix stated that if he were to draft the Zoning Code amendment, the amendment was something every property owner could use on their store front, if they met the requirements and conditions in the Zoning Code, which create an undesirable impact.

Planner Nix stated that he reviewed the dimensions of the proposed awning/canopy for the Lyric Theater. Most buildings downtown in the Central Business District (the "CBD") would not use or be suitable to use a sign on an awning/canopy due to either width or height measurements. Planner Nix also found that an amendment drafted for a sign for a specific use would not be proper.

Planning Commissioners discussed this issue. It was a consensus that an amendment to the Zoning Code to allow a sign on an awning should not be hurried. Commissioner Wiggins stated that this is becoming more complicated. She asked what the Lyric Theater developers could do. Planner Nix stated that they could request a variance. Further, the Planning Commission could draft a letter explaining what they are doing, but due to time constraints, the Lyric Theater developers are looking for a variance through the Zoning Board of Appeals (the "ZBA").

City Manager Richards and Planning Administrator Grimm stated that a letter could be drafted for the February Planning Commission Meeting for the Planning Commissioners to review and approve. The next ZBA meeting isn't until March 9, 2016. Further, there would be time to get the required notices in the paper and still meet on March 2, 2016.

Fred Hackl, the Architect of record for the Lyric Theater, stated that the timing is satisfactory for the Lyric Theater construction schedule.

It was the consensus of the Planning Commissioners to follow the recommendations of Planner Nix to refer this issue to the ZBA and provide a letter explaining the actions of the Planning Commission, which would be reviewed at the February 18, 2016 Planning Commission Meeting.

No further action was taken on this issue.

#### B. Parking Resolution from the DDA/PSD Board

Planner Nix stated that the Downtown Development Authority / Principal Shopping District (the "DDA/PSD") Board approved a resolution asking the Planning Commission to consider the following:

- Consider performing a comprehensive review of the effectiveness of the City's current parking standards and policies; and,
- Consider a funded parking system in downtown Harbor Springs that could help manage the City's limited parking and provide a long term funding option to develop parking alternatives and potentially fund other important downtown enhancements.

Planner Nix suggested an inventory of all potential and existing parking spaces be completed. The inventory would include both public and private parking lots.

Commissioner Wiggins questioned the Planning Commission's role in the development of parking areas. Planner Nix stated that the Planning Commission should develop the inventory and update the inventory from time to time. The Planning Commission is the body that recommends Zoning Code amendments to City Council.

Planner Nix stated that part of the analysis should be to determine the potential of parking use with the current intensity of parking based on the uses in the CBD. Further, the Planning Commission should study what would happen if the City allows for intensity by reducing the parking requirements to determine future parking needs in the CBD.

City Manager Richards discussed the potential needs if the Hotel is built, the Lyric Theater becomes operational and Juillerett's Restaurant opens.

The consensus of the Planning Commission was to have Planner Nix work with the City's Staff to update and complete the parking space inventory.

No further action was taken.

#### C. Hotel Site Plan and Special Land Use Time Extension

Planner Nix stated that the City Council approved an extension of time to begin work on the proposed Hotel Janelle. However, there was no approval by the Planning Commission to extend the approvals of the Site Plan and the Special Land Use (the "SLU") Permit approvals granted by the Planning Commission.

Planner Nix suggested that the time extension on the Site Plan and SLU Permit approvals coincide with the time extension granted by the City Council. City Manager Richards stated that he believes the City Council approved the time extension to September 19, 2017.

Motion by Cupps, second by Kramer, to approve an extension of time on the Hotel Project's Site Plan and SLU Permit approvals to coincide with the time extension granted by the City Council on starting construction.

Ayes: Kramer, Smith, Wiggins, Benjamin and Cupps  
Nays: None  
Absent: Deegan, Ford, Walstrom and Bowman

Motion carried.

D. Site Plan Approval for 631 East Lake Street – Harbor Springs Estates

Planner Nix reviewed the proposed Site Plan for the Harbor Springs Estates proposed Office and Meeting Center Building. Planner Nix stated that there were some items not explained or shown on the Site Plan. Approval could be conditional for Harbor Springs Estates to obtain approvals before construction begins. Planning Administrator Grimm stated that he also had a condition that he felt was appropriate. The conditions pointed out were:

- Sign placement for the Park;
- Lighting proposed for the parking area near the proposed building housing the office and recreation area;
- Explain and get approval for the addition of the curb and gutter where there are curb cuts;
- Combine the parcels to eliminate any set back issues with the new building; and,
- To require a cover and lighting for the mail boxes.

Vice-Chair Smith asked if there was enough room for a vehicle to back out the parking spaces in the proposed parking area by the Office and Meeting Center Building. Planner Nix stated that he believed that was sufficient room.

Motion by Cupps, second by Kramer, to approve the Site Plan submitted by Northern Properties dated January 7, 2016, and prepared by Benchmark Engineering, Inc., with the following conditions:

- Sign placement for the Park;
- Lighting proposed for the parking area near the proposed building housing the office and recreation area;
- Explain and get approval for the addition of the curb and gutter where there are curb cuts;
- Combine the parcels to eliminate any set back issues with the new building; and,
- To require a cover and lighting for the mail boxes.

Ayes: Kramer, Smith, Wiggins, Benjamin and Cupps

Nays: None

Absent: Ford, Walstrom, Bowman and Deegan

Motion carried.

E. Planning Commission Meeting Schedule for 2016

City Manager Richards stated that the Planning Commission should review and approve the proposed Planning Commission Meeting Schedule for 2016. After reviewing the proposed meeting schedule, the following motion was offered:

Motion by Kramer, second by Cupps, to approve the Planning Commission Meeting Schedule for 2016, as presented.

Ayes – 5

Nays – 0

Motion carried.

5. Member Comments

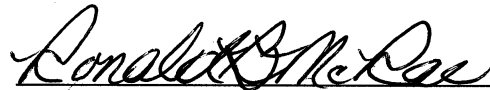
None

6. Next Meeting

City Manager Richards stated that the next regular Planning Commission Meeting is scheduled for 6:00 p.m., Thursday, February 18, 2016.

7. Adjournment

With no further business, Vice-Chairperson Smith adjourned the meeting at 7:09 p.m.



Ronald B. McRae, City Clerk