

CITY OF HARBOR SPRINGS
PLANNING COMMISSION MEETING
MINUTES
DECEMBER 15, 2016

Vice-Chairperson Smith called the Planning Commission Meeting to order at 6:04 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, Andrew Bowman, John L. Cupps, Jack Deegan, Jeff Ford, Lee Kramer, and Sara Smith

Absent: Carrie Wiggins, Fred Walstrom

Also Present: City Manager Thomas C. Richards, City Planner Larry Nix, Assessor / Planning & Zoning Administrator C. Jeffrey Grimm, Outgoing City Clerk Ronald B. McRae, and Incoming City Clerk Nick Whitaker

2. Approval of Minutes

Motion by Cupps, second by Bowman, to approve the October 20, 2016 meeting minutes as read.

Ayes – 7

Nays – 0

Absent: Wiggins, Walstrom

Motion carried.

3. Public Comments and Correspondence

None public comments were made.

Assessor / Planning & Zoning Administrator C. Jeffrey Grimm presented correspondence received via e-mail from a resident residing next to The Village of Hillside expressing concern about the lighting at The Village of Hillside.

4. Old and New Business

A. Site Plan. 305 W. Main St. – Outdoor Lighting and Carports at The Village of Hillside

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Vice-Chairperson Smith presented the site plan for discussion. The Village of Hillside Executive Director, Mary Catherine Hannah, stated that during the planning phase and approval process, The Village of Hillside failed to include carports on the original plan when initially presented to the Planning Commission, however, they were included in the plans that were permitted from Emmet County Building Commission. Hannah further stated that the carports were permitted but not approved by the Planning Commission. Hannah introduced Kevin Petru, Presbyterian Villages of Michigan's Director of Real Estate Development. Petru explained that the carports that were constructed meet the setback requirements required by the City. Planner Nix explained that had the carports that were built and as they exist today, would have been originally approved had they been included in the original site plan, therefore, the City would consider this as an amendment to the original site plan.

Motion by Cupps, second by Smith, to amend the original site plan approval to include the carports at The Village of Hillside

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

Motion carried.

Kevin Petru, Presbyterian Villages of Michigan's Director of Real Estate Development introduced Rob Gustafson, lead architect for The Village of Hillside project for the purpose of discussing the site lighting issue brought forth. Gustafson referenced the summary document provided by Planner Nix noting the ordinance areas that The Village of Hillside is deficient on, specifically the shielding of the light fixtures and the overall height of the fixtures. Gustafson further discussed the LED nature of the fixture, light pollution, the lighting effects on adjacent properties, light shielding, etc., and stated that after performing a test with a light meter, he did believe the lighting meets the criteria and is compliant. Gustafson further discussed the reasoning behind the change in originally approved height of the fixture of fourteen feet and the current height of twenty feet. City Manager Richards stated that the City has received complaints about the light spillage onto neighboring properties. He read the language in the ordinance that pertains to this case; stating that light must be shielded and directed away from neighboring properties. Discussion followed about what options could be considered to resolve the compliance issue. Planner Nix stated that The Village of Hillside must fix the current lighting to become compliant per the City's ordinance. Hannah stated that they will come up with some options and get back with the City at a later date. Chip Ironside, resident, as well as member of Outdoor Lighting Forum, and member of Emmet County Sign and Lighting Committee, discussed his concerns about the lights, and agreed that the lights are glaring due to the nature of the globe fixture and the height of the pole and are very visible from blocks away.

B. Consideration of extension of Special Land Use expiration dates.

Planner Nix discussed the difference in expiration dates between the Special Land Use Permit and a Zoning Board of Appeals Site Plan, and explained that as discussed at the October 20, 2017 meeting the Planning Commission agreed to consider changing the Special Land Use permit expiration date from six months to twelve months.

Motion by Bowman, second by Ford, to consider the changes, as presented at the next Public Hearing

Ayes – 7

Nays – 0

Absent: Wiggins, Walstrom

Motion carried.

C. Proposed modification of Downtown Sign Ordinances within the Central Business District.

Planner Nix reviewed previous discussions had about the recent issues of compliance to the current sign regulations within the Central Business District. Planner Nix further reviewed the types and sizes of signs currently allowed pursuant to the code and his suggested changes to the code. Changes suggested by Planner Nix are to allow a total of four window/wall signs; one projection sign, two pedestrian level entry level signs not to exceed a total of one square feet, and one non-electronic message board not to exceed six square feet, however, the cumulative total square footage of signage remains the same. Further discussed was signage for business with front and back, or front and side entrances and signage limitations for businesses on the Merchants Walkway. Planner Nix and Assessor / Planning & Zoning Administrator C. Jeffrey Grimm reviewed the many options available to come up with the best scenario for the proposed changes. City Manager Richards stated that he provided local merchants with a simple briefing and invitation to these discussions.

Planner Nix asked the Commission, if acceptable, the Special Land Use extension and Sign Ordinance changes could be proposed at a Public Hearing in January.

Motion by Bowman, second by Cupps, to review the final language at the January 19, 2017 meeting and set the Public Hearing for the February 16, 2017 meeting for the Special Land Use and Sign Ordinance code changes

Ayes – 7

Nays – 0

Absent: Wiggins, Walstrom

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Motion carried.

D. Proposed 2017 Planning Commission Meeting Schedule


Assessor / Planning & Zoning Administrator C. Jeffrey Grimm discussed the proposed schedule of meetings for 2017, which is consistent with previous years' meeting schedules, every third Thursday of the month at 6:00 p.m. City Manager Richards asked members of the Planning Commission to please review the dates and be sure to notify him in advance if they know they will not be available to attend any of the meetings.

5. Member Comments

None

6. Adjournment

With no further business, Vice-Chairperson Smith adjourned the meeting at 7:29 p.m.



Nick Whitaker, City Clerk