

CITY OF HASTINGS
DRAFT PLANNING COMMISSION MEETING MINUTES
April 1, 2019

Members present: Brehm, Foster, Tossava, Czarnecki, Bowers, Resseguie, Maurer.

Members absent: McLean, Hatfield.

Other staff present: Saurman, Mansfield, Harvey.

The meeting was called to order at 7:00 p.m. by Vice Chairman Maurer.

Maurer called the roll.

Those present recited the Pledge of Allegiance.

Maurer asked for comment regarding the draft agenda for tonight's meeting. Maurer asked if the members of the Planning Commission had received the materials for tonight's meeting. Bowers stated that she had not. Mansfield noted that the materials for the meeting were available through the City website. Foster suggested that the e-mail containing the draft agenda provide a link to the packet of materials. No additional comment was forwarded. Motion by Brehm, second by Tossava to approve the agenda for tonight's meeting as submitted.

Motion carried.

Maurer asked for comment regarding the draft minutes of the March 4, 2019 regular meeting of the Hastings Planning Commission, the draft minutes of the March 6, 2019 meeting of the Rutland Township Planning Commission, the notice of the cancellation of the March 19, 2019 Zoning Board of Appeals meeting, the draft agenda for the March 21, 2019 Downtown Development Authority meeting, the draft minutes of the February 28, 2019 meeting of the Local Development Finance Authority, the draft agenda for the March 27, 2019 meeting of the Local Development Finance Authority, the draft minutes of the March 18, 2019 meeting of the Joint Planning Alliance, and the draft notes for the March 20, 2019 meeting of the Joint Planning Commission. No comment was forwarded.

Motion by Foster, second by Brehm to approve the minutes of the March 4, 2019 regular meeting of the Hastings Planning Commission, and to receive and place on file the draft minutes of the March 6, 2019 meeting of the Rutland Township Planning Commission, the notice of the cancellation of the March 19, 2019 Zoning Board of Appeals meeting, the draft agenda for the

March 21, 2019 Downtown Development Authority meeting, the draft minutes of the February 28, 2019 meeting of the Local Development Finance Authority, the draft agenda for the March 27, 2019 meeting of the Local Development Finance Authority, the draft minutes of the March 18, 2019 meeting of the Joint Planning Alliance, and the draft notes for the March 20, 2019 meeting of the Joint Planning Commission.

Motion carried.

Maurer noted that there were no public hearings scheduled for tonight's meeting.

Hatfield asked Mansfield to comment on the activities of the JPA and JPC. Mansfield stated that the JPC and JPA had met during March, but that there was little activity to report. Mansfield noted that the JPC was considering amendments to their zoning ordinance to reflect changes being made by Rutland Township to their zoning ordinance. Czarnecki noted that there was not a quorum present for the JPC meeting. Mansfield stated that the minutes for the meetings were included in the packet of information for tonight's meeting.

Maurer asked if there were any comments on the work tasks identified by the Planning Commission for completion in 2019. Czarnecki stated that no new tasks had been added to the list by City staff. No additional comments were forwarded.

Maurer introduced discussion regarding the Part 2 Master Plan Update. Harvey explained the current status of this project. Harvey noted that McKenna was currently engaged in tasks related to 3 of the 4 areas of focus to be addressed in Part 2. Harvey stated that McKenna was farthest along with work on the area of housing. Harvey noted that as the Planning Commission was aware, there would be a public engagement activity held on this area on April 9th. Harvey stated that McKenna was currently working on tasks in the focus area of business growth. Harvey noted that the City's DDA and LDFA had provided supplemental funding to allow McKenna to complete additional tasks in this focus area.

Harvey stated that the Master Plan Subcommittee had met recently to consider tasks to be accomplished in Part 2 in the focus area of infrastructure. Harvey stated that since the City had previously completed so much work related to evaluation and analysis of municipal infrastructure, McKenna would be able to focus on other aspects of infrastructure needs such as extensions to service growth areas and funding sources to address infrastructure needs. Harvey stated that McKenna would next begin working on the focus area of collaboration and community partnerships.

Maurer asked Czarnecki to comment on efforts to track progress on the requirements imposed by the Planning Commission as a condition of project or site plan approval. Czarnecki referenced the

spreadsheet contained in the packet of materials for tonight's meeting, and noted that not much progress had been made by applicants in this area. Czarnecki stated that City staff would continue to review progress, and that PCI was working with the City to ensure that required tasks were complete prior to issuing final approval for projects.

Maurer introduced consideration of a request from Todd Porritt for approval of a site plan for expansion of the building housing his restaurant located at 133 East State Street. Maurer noted that Porritt was not yet present at the meeting, and stated that further consideration of this matter would be delayed to allow time for Porritt to arrive.

Maurer introduced discussion regarding distribution of meeting related materials to the members of the Planning Commission. Czarnecki stated that packet of materials was now being posted to the City's website, while a communication and the agenda were being e-mailed to the members of the Planning Commission. Bowers stated that she had not received the materials for tonight's meeting, but that she was working with Rusty Dowling at the City to address her concerns. Czarnecki stated that a link would be included in the e-mail in the future to facilitate and ease access to the materials on the website. Mansfield noted that electronic distribution of the packet materials would also allowed applicants to submit materials closer to the date of the Planning Commission meeting. Maurer suggested that the new distribution method be used for the near future, and refined as needed. Those present agreed that posting of materials to the website on the Friday prior to the meeting allowed sufficient time for review of materials in advance of the meeting.

Maurer asked for additional comments from the public. No comments were forwarded.

Maurer asked for additional comments from the members of the Planning Commission. No comments were forwarded.

Maurer noted that Porritt had not yet arrived at the meeting, and asked if the members of the Planning Commission wished to consider approval of the site plan for his building expansion in his absence. Consensus of the Planning Commission was to attempt to do so. Czarnecki briefly explained the proposed project and related plans. Harvey explained the comments in her staff report dated March 22, 2019. Harvey noted that the site plan met most of the applicable requirements in the Code, but that the Planning Commission would need to review the plan and determine if it satisfied the standards applying to building design in the B-1 Zone.

Czarnecki noted that the first floor building addition extended into the existing yard to the north. Harvey stated that since the lot abutted a public alley to the north, this would actually constitute a front yard with no minimum setback requirement. Those present noted that the site plan did not provide information related to the location of property lines or proposed or existing building

setbacks to the north. Harvey stated that the Planning Commission could condition site plan approval on the applicant providing information to demonstrate that the proposed building addition(s) meet all setback requirements. Bowers suggested that the Planning Commission require that the applicant attend a future meeting of the Planning Commission to provide additional information. Tossava stated that he preferred approving the site plan with conditions to allow the applicant to move forward with his proposed project. Harvey stated that the Planning Commission could also condition approval on the applicant demonstrating to the satisfaction of the City staff that the proposed building additions would meet the design standards in the Code.

Motion by Brehm, second by Resseguie to approve the request from Todd Porritt for approval of the site plan dated 3/18/19 for expansion of his building located at 133 East State Street subject to administrative review and approval by the City staff finding that the proposed building addition(s) satisfy all applicable setback requirements and conformance with the building design standards included in the Code of Ordinances.

In favor: Brehm, Foster, Tossava, Czarnecki, Bowers, Resseguie, Maurer.

Opposed: None.

Absent: McLean, Hatfield.

Motion carried.

Motion by Bowers, second by Tossava to adjourn at 7:43 p.m.

Motion carried.

Submitted by:

Jeff Mansfield

Secretary