

HASTINGS PLANNING COMMISSION A G E N D A

Monday February 7, 2022

1. **Call to Order/Roll Call** (Regular meeting starts at 7:00 p.m.)
2. **Pledge of Allegiance**
3. **Approval / additions / deletions to agenda**
4. **Approval of Minutes** January 4, 2022 Draft Meeting Minutes of the Planning Commission *
5. **Informative Items:** None
6. **Public Hearings:** Public hearing to consider text amendment to Chapter 90, Article 90-I, Section 90-1 regarding definition of Auto Repair Shop and adding definition of Auto Repair Shop (Major) and adding definition of Automobile Wash Establishments, and amending definition of Service Station or Filling Station and also amending Chapter 90, Article 90-VI District Regulations, Sections 90-472, 90-473, 90-484, 90-531, 90-532, 90-552, 90-553, and Section 90-578 and amending Chapter 90, Article 90-XIII, Division 90-XIII-2, Section 90-1084 Gasoline Stations and adding Section 90-1093 Automobile Wash Establishments.
7. **Old Business:**
 - A. Receive JPA / JPC Update.
 - B. Consider Planning Commission 2022 General Work Task List. *
 - C. Report Regarding Tracking of Terms and Conditions Imposed by the Planning Commission. *
 - D. Discuss progress regarding adding two family dwelling units as a permitted use in the R-2 District and consider setting a public hearing at the March 7, 2022 meeting to hear comment and consider text amendment language.
8. **New Business:**
 - A. Consider setting a public hearing at the March 7, 2022 meeting to review and consider site plan approval and an amendment of the Meadowstone PUD Phase IV amending uses in Article 90-VII, Division 90-VII-3, Section 90-698 (a) (1) to add 90-698 (a) (1) (f) to include a maintenance building. *
 - B. 2021 Planning Commission Annual Report. *
9. **Open public discussion and comments**
10. **Commission comments**
11. **Adjourn**

*Indicates attachment

CITY OF HASTINGS
DRAFT PLANNING COMMISSION MEETING MINUTES
January 4, 2022

The meeting was called to order at 7:00 p.m. by Chairman Hatfield with the following Commissioners present: Lois Bowers, Jordan Brehm, Lynn Denton, David Hatfield, Michelle Peltier, Sarah Moyer-Cale, John Resseguie, and Dave Tossava. Commissioners absent: Tom Maurer.

Also present: Community Development Director Dan King and Planning Consultant Rebecca Harvey.

Approval of the Agenda. It was moved by Commissioner Tossava and seconded by Commissioner Peltier to approve the agenda as presented. All members present voting yes, motion carried.

Approval of the Minutes. It was moved by Commissioner Denton and seconded by Commissioner Resseguie that the draft minutes of the meeting of December 6, 2021 be approved. All members present voting yes, motion carried.

Informative Items: None.

Public Hearings: The public hearing to consider a text amendment to Article 90-IX by adding Division 09-IX-8, Sections 90-914 and 90-915 to allow and regulate Accessory Dwelling Units and related amendments to Article 90-VI pertaining to District Regulations was reopened by Chairperson Hatfield. Commissioners were presented with correspondence from Commissioner Maurer who was not able to be present. Discussion was held.

Motion by Commissioner Resseguie and seconded by Commissioner Brehm to recommend the ADU text to the City Council for adoption. All members present voting yes; motion carried.

OLD BUSINESS:

Receive JPA/JPC Update. The JPC was cancelled due to lack of a quorum. The JPA met and discussed how they hoped to meet more often and stay better in touch this year.

General Work Task List. King explained minor changes to the work task list.

Tracking of Terms and Conditions. King noted that the tracking list is up to date.

Two Family Dwellings as Permitted Use in R2. Chairperson Hatfield noted that the committee is scheduled to meet again in January and hopes to have text to present to the Commission soon.

Text amendments to clarify regulations regarding gas station, auto repair, and car wash facilities. King and Harvey discussed the modifications made to the proposed text in response to the December meeting. Discussion ensued about how best to regulate auto repair facilities that are currently located in the B-1 District. It was also noted that some site standards be removed. Motion by Brehm and Seconded by Denton to set a public hearing for the proposed text amendment (as modified) at the February Regular Planning Commission meeting. All members present voting yes, motion carried.

NEW BUSINESS:

Election of Officers. Motion by Bowers and Seconded by Resseguie to elect David Hatfield as Chairperson, Tom Maurer as Vice Chairperson, and Sarah Moyer-Cale as Secretary. All members present voting yes, motion carried.

Open Public Discussion and Comments: None.

Commissioner Comments: Chairperson Hatfield stated that he would like Director King to add review of the bylaws to the work task list. Commissioner Bowers noted that she welcomes the addition of the new store The Clothier to downtown.

Adjournment: It was moved by Bowers and supported by Denton that the meeting be adjourned. All members present voting yes, motion carried at 8:23 p.m.

Respectfully submitted,

Sarah Moyer-Cale,
Recording Secretary

GAS STATIONS, VEHICLE REPAIR SHOPS, & AUTOMOBILE WASH ESTABLISHMENTS

- Sec 90-1 Definitions
 - **Automobile repair shop (major)** means a building, or portion thereof, used for major mechanical work, such as rebuilding or reconditioning of engines/vehicles, and/or body work, including vehicle painting and rust proofing, to automobiles.
 - **Automobile repair shop (minor)** means a ~~garage,~~ building, or ~~area~~ **portion thereof**, used for the **minor** repair or **routine** servicing of automobiles ~~for a fee.~~, **including the incidental replacement of parts.**
 - **Automobile wash establishment** means a building, or portion thereof, the primary purpose of which is the washing of motor vehicles.
 - ~~Service station or filling station~~ **Gasoline station** means a place where gasoline or other motor fuel or lubricating oil or grease for operating motor vehicles is offered for sale at retail to the public, including sale of **automobile accessories, travel aides, food items, and tangible consumer goods.** Oiling and light motor service **may also be offered on** the premises, but in no case ~~shall~~ **include minor or** major automotive repairs.

- Sec 90-472 Permitted Uses (B-1 District)
 - (v) **Automobile repair shops (minor) existing as of (date of adoption of this amendment), subject to the following:**
 1. **An existing automobile repair shop (minor) may be altered or replaced, subject to the requirements of the B-1 District and provided all work is performed within an enclosed building.**
 2. **An existing automobile repair shop (minor) may not be moved, in whole or in part, from its current location and reestablished at another site within the B-1 District.**

- Sec 90-473 Special Uses (B-1 District)
 - (e) ~~Vehicle service and~~ **Gasoline** stations as regulated by section 90-1084 ~~herein.~~

- Sec 90-484 Special Uses (B-2 District)

~~(b) Gas stations with or without vehicle repair facilities.~~

Automobile wash establishments as regulated by section 90-1093.

~~(d) Vehicle **Automobile** repair or body shops (**minor**) provided all work is performed within an enclosed building, and storage of vehicles is within an area which is well-screened from the view of nearby properties and roadways.~~

- **Sec 90-531 Permitted Uses** (B-6 District)

~~(t) Vehicle repair or body shops, including wrecker service, provided all work is done within an enclosed building and damaged vehicles are not kept on-site for long term storage. Any vehicles being repaired or any materials kept outside must be well screened from the view of nearby properties and roadways.~~

- **Sec 90-532 Special Uses** (B-6 District)

~~(e) Gas stations with or without vehicle repair facilities and with or without retail sales of food, beverages and miscellaneous convenience items.~~

Automobile repair shops (minor or major) provided all work is performed within an enclosed building.

(f) Automobile wash establishments as regulated by section 90-1093.

- **Sec 90-552 Permitted Uses** (D-1 District)

~~(l) Vehicle **Automobile** repair or body shops (**minor or major**), including wrecker service, provided all work is ~~done~~ **performed** within an enclosed building, and damaged vehicles are not kept on-site for long term storage. Any vehicles being repaired or any materials kept outside must be well-screened from the view of nearby properties and roadways.~~

- **Sec 90-552 Special Uses** (D-1 District)

~~(d) Gasoline stations with or without vehicle repair facilities and with or without retail sales of food, beverages and miscellaneous convenience items. **as regulated by section 90-1084.**~~

(g) Automobile wash establishments as regulated by section 90-1093.

- **Sec 90-578 Special Uses** (D-2 District)

~~(l) Gasoline stations with or without vehicle repair facilities and with or without retail sales of food, beverages and miscellaneous convenience items.~~

- **Sec 90-1084 Vehicle Service and Gasoline Stations**

(a) The minimum frontage for ~~vehicle service and~~ gasoline stations shall be 150 feet along each street that abuts the parcel.

(d) Buildings shall be set back a minimum of 50 feet from the front lot line. Setbacks from other lot lines shall be as required by the district. For ~~vehicle service and~~ gasoline service stations in the B-1 zoning district, however, the setbacks for the canopy, fuel pumps and buildings shall be determined by the planning commission during review of the site plan so that the location of such structures will be compatible insofar as is practicable with nearby existing building setbacks in order to maintain the visual setback character of the downtown area. In determining the appropriate setbacks, the commission shall give due consideration to achieving pedestrian safety, avoiding negative impacts on adjoining land uses and insuring safe ingress, egress and on-site movement for vehicles.

- **Sec 90-1093 Automobile Wash Establishments**

(a) All washing activities must be carried on within a building.

(b) Sufficient space shall be provided on the site so that vehicles do not enter or exit the wash building directly from an adjacent street or alley. All maneuvering areas, stacking lanes, and exit aprons shall be located on the site of the automobile wash establishment. Streets and alleys shall not be used for maneuvering or parking by vehicles to be serviced by the establishment.

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

ORDINANCE NO. 605

AN ORDINANCE TO AMEND CHAPTER 90 OF THE HASTINGS CODE OF 1970, AS AMENDED, BY AMENDING THE FOLLOWING: CHAPTER 90, ARTICLE 90-I, SECTION 90-1 REGARDING DEFINITION OF AUTO REPAIR SHOP AND ADDING DEFINITION OF AUTO REPAIR SHOP (MAJOR) AND ADDING DEFINITION OF AUTOMOBILE WASH ESTABLISHMENTS, AND AMENDING DEFINITION OF SERVICE STATION OR FILLING STATION AND ALSO AMENDING CHAPTER 90, ARTICLE 90-VI DISTRICT REGULATIONS, SECTION 90-472, SECTION 90-473, SECTION 90-484, SECTION 90-531, SECTION 90-532, SECTION 90-552, SECTION 90-553, AND SECTION 90-578 AND AMENDING CHAPTER 90, ARTICLE 90-XIII, DIVISION 90-XIII-2, SECTION 90-1084 GASOLINE STATIONS AND ADDING SECTION 90-1093 AUTOMOBILE WASH ESTABLISHMENTS.

THE CITY OF HASTINGS ORDAINS:

SECTION I.

Article 90-I is hereby amended by amending Section 90-1 regarding definition of Automobile Repair Shop and adding definition of Automobile Wash Establishments and amending Article 90-VI District Regulations, Sections 90-472, 90-473, 90-484, 90-531, 90-552, 90-553 and 90-578, and also amending Article 90-XIII Special Land Uses, Division 90-XIII-2, Specific Standards, Section 90-1084 Gasoline Stations, and adding Section 90-1093 Automobile Wash Establishments. (additions in **BOLD**)

Section 90-1 Definitions

Automobile Repair shop (major) means a building, or portion thereof, used for major mechanical work, such as rebuilding or reconditioning of engines/vehicles, and/or body work, including vehicle painting and rust proofing, to automobiles.

Automobile repair shop (**minor**) means a ~~garage~~, **building, or area** portion thereof, used for the **minor** repair or **routine** servicing of automobiles ~~for a fee.~~, **including the incidental replacement of parts.**

Automobile wash establishment means a building, or portion thereof, the primary purpose of which is the washing of motor vehicles.

~~Service station or filling station~~ **Gasoline station** means a place where gasoline or other motor fuel or lubricating oil or grease for operating motor vehicles is offered for sale at retail to the public, including sale of **automobile accessories, travel aides, food items, and tangible consumer goods.** Oiling and light motor service **may also be offered on** the premises, but in no case ~~shall~~ **include minor or** major automotive repairs.

Section 90-472 Permitted Uses

(v) Automobile repair shops (minor) existing as of (date of adoption of this amendment), subject to the following:

1. An existing automobile repair shop (minor) may be altered or replaced, subject to the requirements of the B-1 District and provided all work is performed within an enclosed building.

2. An existing automobile repair shop (minor) may not be moved, in whole or in part, from its current location and reestablished at another site within the B-1 District.

Section 90-473 Special Uses

~~(e) Vehicle service and~~ **Gasoline** stations as regulated by section 90-1084 herein.

Section 90-484 Special Uses

~~(b) Gas stations with or without vehicle repair facilities.~~
Automobile wash establishments as regulated by section 90-1093.

~~(d) Vehicle~~ **Automobile** repair ~~or body~~ shops **(minor)** provided all work is performed within an enclosed building. ~~and storage of vehicles is within an area which is well screened from the view of nearby properties and roadways.~~

Section 90-531 Permitted Uses

~~(t) Vehicle repair or body shops, including wrecker service, provided all work is done within an enclosed building and damaged vehicles are not kept on site for long term storage. Any vehicles being repaired or any materials kept outside must be well screened from the view of nearby properties and roadways.~~

Section 90-532 Special Uses

~~(e) Gas stations with or without vehicle repair facilities and with or without retail sales of food, beverages and miscellaneous convenience items.~~

Automobile repair shops (minor or major) provided all work is performed within an enclosed building.

(f) Automobile wash establishments as regulated by section 90-1093.

Section 90-552 Permitted Uses

(l) ~~Vehicle~~ **Automobile** repair ~~or body~~ shops (minor or major), **including wrecker service**, provided all work is ~~done~~ **performed** within an enclosed building. ~~and damaged vehicles are not kept on site for long term storage. Any vehicles being repaired or any materials kept outside must be well screened from the view of nearby properties and roadways.~~

Section 90-553 Special Uses

~~(d) Gasoline stations with or without vehicle repair facilities and with or without retails sales of food, beverages and miscellaneous convenience items. as regulated by section 90-1084.~~

(g) Automobile wash establishments as regulated by section 90-1093.

Section 90-578 Special Uses

- (f) ~~Gasoline stations with or without vehicle repair facilities and with or without retails sales of food, beverages and miscellaneous convenience items.~~

Section 90-1084 Gasoline Stations

- (a) The minimum frontage for ~~vehicle service and~~ gasoline stations shall be 150 feet along each street that abuts the parcel.
- (d) Buildings shall be set back a minimum of 50 feet from the front lot line. Setbacks from other lot lines shall be as required by the district. For ~~vehicle service and~~ gasoline service stations in the B-1 zoning district, however, the setbacks for the canopy, fuel pumps and buildings shall be determined by the planning commission during review of the site plan so that the location of such structures will be compatible insofar as is practicable with nearby existing building setbacks in order to maintain the visual setback character of the downtown area. In determining the appropriate setbacks, the commission shall give due consideration to achieving pedestrian safety, avoiding negative impacts on adjoining land uses and insuring safe ingress, egress, and on-site movement for vehicles.

Section 90-1083 Automobile Wash Establishments

- (a) **All washing activities must be carried on within a building.**
- (b) **Sufficient space shall be provided on the site so that vehicles do not enter or exit the wash building directly from an adjacent street or alley. All maneuvering areas, stacking lanes, and exit aprons shall be located on the site of the automobile wash establishment. Streets and alleys shall not be used for maneuvering or parking by vehicles to be serviced by the establishment.**

SECTION II.

If any article, section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION III.

This ordinance shall become effective upon its adoption and publication as provided by City Charter.

Moved by , with support by , that **Ordinance No. 605** be adopted as read.

YEAS:
NAYS:
ABSENT:

CITY OF HASTINGS

Adoption Date:
Effective Date:
First Reading:
Second Reading:

By: Jane M. Saurman
Hastings City Clerk

CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Hastings, Michigan, does hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Hastings, at a regular meeting of the City Council on the day of 2022, at which meeting a quorum was present and remained throughout, and that the original of said Ordinance is on file in the records of the City of Hastings. I further certify that the meeting was conducted and public notice was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

Dated:

Jane M. Saurman
City Clerk

City of Hastings
Planning Commission
Work Tasks for 2022
STATUS REPORT FOR FEBRUARY 2022

1. Continue to work with Hastings Charter Township, Rutland Charter Township and others in regional growth planning and management efforts.
2. Review the Court Street PUD using hypothetical build out scenarios.
3. Consider actions strategies as identified in the Master Plan to accomplish specific desired outcomes within commercial and residential zoning districts.

- Provide for a wide variety of housing types, sizes, and densities.
- Maintain existing housing stock and infrastructure.
- Encourage residential development within areas targeted for growth and investment.
- Provide for land use options/incentives designed to encourage reuse of vacant buildings and infill development.

4. Consider zoning amendments related to the M-37 Access Management Plan.
5. Monitor plan to construct sidewalks and trail system throughout the City of Hastings.

- Ongoing. City seeking funding where available.
6. Consider changes to the infrastructure requirements to accommodate denser or more traditional residential development.
7. Consider development of “Complete Streets” ordinance or policy.
8. Consider the following principles to align with Blue Zones Activate Program:

- Offer incentives or expedited approvals for the following Blue Zone principles:
 - Locate new development adjacent to existing infrastructure
 - Create a mixed-use community
 - Build pedestrian amenities (sidewalks, lights, benches, etc) on both side of the streets
 - Provide public facilities for physical activity such as shared-use paths or trails
 - Create bike lanes and bike parking
 - Create opportunities for resident interaction
 - Create mid-block cross walks for traffic calming

9. Deal with outdated language in ordinances. (Example from 90-1)

Service station or *filling station* means a place where gasoline or other motor fuel or lubricating oil or grease for operating motor vehicles is offered for sale at retail to the public, including sale of accessories, oiling and light motor service on the premises, but in no case to include major automotive repairs.

10. Review Sec. 90-973 Signs in the B-1, B-2, B-3, B-4, and B-6 districts (as related to portable sidewalk ground signs).
11. Consider development of a Planned Residential District zoning classification to allow for higher density housing through smaller lot sizes and smaller dwelling square footage requirements.
12. Consider two family dwellings as a permitted use in the R-1, R-2, R-R, R-S, and R1-A Residential Zoning Districts.
13. Continue path to Redevelopment Ready Communities (RRC) certification by reviewing zoning related codes and procedures.
14. Review Section 90-929 Supplemental Parking Requirement in Residential Zones and other pertinent sections relating to the parking of semi-tractors, semi-trailers, and vehicles with two or more rear axles.
15. Review By-Laws and Rules of Procedure.

**CITY OF HASTINGS
PLANNING COMMISSION BY- LAWS
AND RULES OF PROCEDURE**

ADOPTED JANUARY 6, 2020

1. AUTHORITY OF COMMISSION AND MEMBERSHIP

1.1 These rules of procedures are adopted by the City of Hastings Planning Commission (hereinafter referred to as the Commission) pursuant to Public Act 33 of 2008 the Michigan Planning Enabling Act, as amended, and Public Act 267 of 1976, as amended, the Open Meetings Act.

1.2 Membership.

A. The Planning Commission shall consist of nine members as appointed by the Mayor subject to the approval of the City Council. No more than two of the members can be members of the City Council. The membership shall be generally representative of important segments of the community such as industry, retail, finance, education, recreation, healthcare, government and public service.

B. The membership shall also be representative of the entire geography of the City of Hastings to the extent practicable.

C. Members of the Planning Commission shall be qualified electors of the City of Hastings except that one member may not be a qualified elector but may be an individual who operates a business in the City, whose place of employment is in the City, who owns property in the City or is representative of an important segment in the City as noted in Section 1.2 A above.

2. OFFICERS

2.1 Selection. At the January meeting, the Commission shall select from its membership a Chairperson, Vice-chairperson and Secretary who shall serve for a twelve-month period and who shall be eligible for re-election. A member of the planning commission who is also a member of the City Council shall not serve as the Chairperson of the Planning Commission

2.2 Tenure. The officers shall take office immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

2.3 Duties.

A. The Chairperson

1. The Chairperson shall be the chief executive of the Commission and shall preside at all meetings of the Commission.
2. The Chairperson shall appoint all committees or advisory committees established and provided by the Commission.
3. The Chairperson shall sign all contracts or legal documents authorized by the Commission.

B. The Vice-Chairperson

1. In the event of the absence of the Chairperson or his or her inability to discharge the duties of his or her office, such duties shall, for the time being, be performed by the Vice-Chairperson.
2. In the event that the office of Chairperson becomes vacant, the Vice-Chairperson shall serve as Chairperson until a new Chairperson is elected.

C. The Secretary

1. The Secretary shall keep minutes of all meetings of the Commission and sign the adopted version of the minutes.
2. The Secretary shall be responsible for all correspondence and notices pertaining to meetings and official acts of the Commission.

3. MEETINGS

3.1 Meeting Notices. All meetings shall be posted at Hastings City Hall according to the Open Meetings Act. The notice shall include the date and time of the meeting.

3.2 Regular Meetings. Regular meetings of the Commission shall be held monthly in the Hastings City Hall on the first Monday of each month at 7:00 p.m. The dates and times shall be posted at the Hastings City Hall in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meetings Act.

3.3 Special Meetings. A special meeting may be called by two members of the Commission upon written request to the Secretary or a special meeting may be called by the Chairperson. The business which the Commission may perform shall be

conducted at a public meeting of the Commission held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the Municipal Planning Act if applicable and the Secretary shall send written notice of a special meeting to Commission members not less than 48 hours in advance of the meeting.

3.4 Quorum. Five members of the Commission shall constitute a quorum. In order for the Commission to conduct business or take any official action, a quorum shall be present. When a quorum is not present, no official action, except for closing of the meeting may take place. The members of the Commission may discuss matters of interest but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting and no additional public notice is required provided the date, time, and place is announced at the meeting.

3.5 Hearings. Hearings shall be scheduled, and due notice given in accordance with the provisions of the acts and ordinance cited in Section 1.

Public hearings and the dates thereof shall be set by a vote of the Commission, except that in case of an emergency (as determined by the Chairperson) the Chairperson may schedule a public hearing for the next available regularly scheduled Commission meeting, or for a special meeting subject to due notice procedures.

Public hearings conducted by the Commission shall be run in an orderly and timely fashion. This shall be accomplished by the following procedure:

A. The Chairperson shall open the hearing indicating the basic nature of the request, citing public notice in official newspaper, and notification of neighboring properties (if applicable).

B. The Chairperson shall announce the order of hearing which is as follows:

- (1) Explanation of request by the applicant.
- (2) Review by planner/professionals.
- (3) Comments and explanations by applicant.
- (4) Questions by Commission.
- (5) Responses by professionals and/or applicant.
- (6) Opening of hearing for public comments.
- (7) Close hearing to public comments.
- (8) Response by professional and/or applicant
- (9) Consideration of action by Commission.

3.6 Motions. Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.

3.7 Voting. An affirmative vote of the majority of the total membership (which is five members) of the Commission shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson.

All members of the Commission including the Chairperson, shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting but only if that person has a bonafide conflict of interest as set forth in Section 8 herein.

3.8 Order of Business. A written agenda for all regular meetings shall be prepared as follows. The order of business shall be:

- (1) Call to order/Roll Call
- (2) Pledge of Allegiance
- (3) Approval of Agenda
- (4) Approval of Minutes
- (5) Information Items
- (6) Public Hearings (Public Comment Limited to Three Minutes)
- (7) Old Business
- (8) New Business
- (9) Public Comments and Communications Concerning Items not on the Agenda (Limited to Three Minutes)
- (10) Commissioner Comments
- (11) Adjournment

3.9 Rules of Order. All meetings of the Commission and its Sub-Committees shall be conducted in accordance with generally accepted parliamentary procedure, as governed by "Robert's Rules of Orders".

3.10 Notice of Decision. A written notice containing the decision of the Commission will be sent to petitioners and originators of a request.

4. MINUTES

4.1 Commission minutes shall be prepared under the supervision of the Secretary of the Commission. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be deposited with and kept by the City Clerk.

5. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

5.1 All meetings of the Commission shall be opened to the public and held in a place available to the general public.

5.2 All deliberations and decisions of the Commission shall be made at a meeting open to the public.

5.3 A person shall be permitted to address a hearing of the Commission under the rules established in Subsection 3.5, and to address the Commission concerning non-hearing matters under the rules established in Section 3.8 to the extent that they are applicable.

5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.

5.5 All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act.

6. ANNUAL REPORT, WORK PROGRAM and CAPITAL IMPROVEMENTS PROGRAM

6.1 *Annual Report.* The Commission shall, before the 31st of January of each year, submit to the City Council, a written report of its activities covering the previous year, indicating the status of planning activities including recommendations regarding actions by the City Council related to planning and zoning.

6.2 *Annual Work Program.* The Planning Commission will prepare and update monthly a Program of Work detailing the tasks to be undertaken by the Commission as time and resources permit.

6.3 *Annual Capital Improvements Program.* The Planning Commission, assisted by City Staff, shall prepare an annual Capital Improvements Program (CIP) as part of the City budget process. The CIP shall show those public structures and improvements in their general order of priority that in the judgment of the Commission will be needed or desirable and can be undertaken within the ensuing six-year period. The CIP shall be forwarded as a recommendation to the City Council.

7. AMENDMENTS

These rules may be amended by the Commission by a concurring vote pursuant to Subsection 3.7, during any regular meeting, provided that all members have received an advance copy of the proposed amendments at least three days prior to the meeting at which such amendments are to be considered.

8. CONFLICT OF INTEREST

A Planning Commissioner shall vote on all matters unless there is a legitimate conflict of interest. Commissioners shall be guided by the following in determining if a legitimate conflict of interest exists:

- A. Planning Commission members may declare a conflict of interest and *should* abstain from participating in a hearing or deliberations of a request when:
 - 1. A relative or other family member has a business or financial interest in any request for which the planning commission is asked to make a decision;
 - 2. The planning commission member has business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency, or association, or is an employer, employee, or business partner of the applicant or;
 - 3. There is a reasonable appearance of a conflict of interest, as determined by the planning commission member declaring such conflict.
 - 4. The planning commission member "represents" the applicant or other party favoring or opposing the request.
- B. The planning commission member declaring a conflict of interest should state the nature of the conflict and whether they believe they can impartially consider the request before the commission. They should individually decide to abstain from any discussion or votes relative to the matter that is the subject of the conflict.

The member declaring a conflict however may ask the other planning commission members to decide if they should abstain, although this is not required. If this is requested, the remaining planning commission members shall vote on the abstention, and the results of the vote shall determine the participation of the member declaring a conflict.

- C. The member declaring a conflict should excuse him or herself from the commission table during deliberations and voting. He or she may, but need not, leave the room in which the meeting is taking place.

THESE BY-LAWS AND RULES OF PROCEDURES ARE ADOPTED THIS SIXTH DAY OF JANUARY 2020.

CITY OF HASTINGS PLANNING COMMISSION

Date	Project Name	Description	Conditions of Approval	Compliance Date	
2.4.19	Ravenna Holdings, LLC	Townhouse Construction	Max 35 ft. building height		
			Exterior masonry material	4/5/2021	XXXX
			3 BF parking spaces		
			Extension of sidewalk int./ext		
			Front yard and pk lot landscape		
			1 Year Site Plan Extension	1/6/2020	XXXX
			Building Permit Issued	1/29/2021	XXXX
4.1.19	Todd Porritt	Building Expansion	Applicable setback requirements		
			Building design standard compliance		
			Second floor egress		
			1 Year Site Plan Extension	3/2/2020	XXXX
9.3.19	Royal Coach Apartments	Planned Unit Development	Density		
			Setbacks		
12.2.19	Julie Fox	Site Plan and Special Use Permit	First Floor Elevations (Glamping)		
			Setbacks (Glamping)		
			Parking to be reviewed in 1 year		
			1 Year Site Plan Extension	11/2/2020	XXXX
3.2.20	Meadowstone MH Park	Final Site Plan Approval	PED X Insulation from roadway		
			Natural Feature Buffer		
3.2.20	Kendall Place	Final Site Plan Approval			
3.2.20	EWB Properties, LLC	Final Site Plan Approval	Storm Water Runoff Compliance		
1.4.21	Royal Coach PUD	Amended Site Plan Approval	Parking Lot Lighting Detail *		
			Stormwater Management *		
			Landscaping *		
			*Subject to staff review		



Application for Planning Commission

City of Hastings
Hastings, MI 49058
269-945-2468



Date: 1/13/22

Applicant Name: Meadowstone (Last) _____ (First) _____ (M.I.) _____

Address: 1812 Lavender Dr. (Street) Hastings MI 49058 (City, State, Zip)

Telephone: 269-264-4111 (Business) * Call Cathy 616-889-9421 (Cellular)

Email: CKlotz@SunCommunities.com

Applicants Interest in Property: Reg. Vice President, Sun Communities, property owner

Owners Name (If Different From Above): Sun Communities

- Request:
- Rezoning
 - Site Plan Review
 - Other: _____
 - Special Use Permit
 - PUD
 - Plat or Condo
 - PUD Phase Approval

Address of Property: 1812 Lavender Dr. / Meadowstone Duplex Plat, part of Ne 1/4, section 20, +3n, r8w. City of Hastings, Barry County, MI.
Legal Description:

Current Zoning: PUD Proposed Zoning: _____

Applicable Fees: \$1500.00

Applicants Signature: [Signature] RVP, Sun Communities (Title)

Staff Signature: _____ (Title)

Office Use Only

Application Number: _____ Date Advertised: _____
 Filing Date: _____ Date of Meeting: _____
 Fees Paid: _____ Board Action: _____
 To Clerks Office On: _____ Effective Date: _____

CITY OF HASTINGS
Year in Review Synopsis of Activity
PLANNING COMMISSION 2021

DATE	APPLICANT/PROJECT	REQUEST	ACTION
Jan. 4	Planning Commission	Public hearing regarding adding Commercial Recreational Facilities to Section 90-1 and related amendments to 90-472 & 90-483.	Commission approved adding Commercial Recreational Facilities to Section 90-1 and forwarded to Council with an approval recommendation.
	Planning Commission	Public hearing to amend Section 90-553 (f) Commercial Kennels as regulation by Section 90-1083 (c).	Commission approved to amend Section 90-553 (f) as regulated by Section 90-1083 and forwarded to Council with an approval recommendation.
	Planning Commission	Commission reviewed amended site plan for the Royal Coach PUD.	Commission approved amended site plan with conditions.
Feb. 1	Planning Commission	Public hearing regarding an amendment to Section 90-473 (i) to add density and design considerations for residential uses in the B-1 District.	Commission approved to amend Section 90-473 (i) and forwarded to City Council with and approval recommendation.
	Planning Commission	Commission held election of officers for 2021.	Officers for 2021 were identical to 2020.
Mar. 1	Planning Commission	Public hearing to consider a Special Use Permit and site plan approval for a mixed use building at 128 N. Michigan Ave.	Commission approved Special Use Permit and site plan with conditions.
	Planning Commission	Public hearing to consider a Special Use Permit and site plan approval for a Commercial Kennel at 1005 E. State Street.	Commission approved Special Use Permit and site plan.

	Planning Commission	Public hearing regarding a text amendment to add Commercial Recreational Facilities.	Commission approved and forwarded to City Council with and approval recommendation.
April 5	Planning Commission	Public hearing regarding amendment to change building height in B-1 District.	Commission approved text amendment with height greater than 40 ft as a Special Use with additional language and forwarded to City Council with an approval recommendations.
	Planning Commission	Public hearing regarding text amendment to Keeping of Animals ordinance as it pertains to chickens.	Commission approved and forwarded on to City Council with and approval recommendation.
	Planning Commission	Commission reviewed exterior design components for Ravenna Holdings at 600 W. Woodlawn Ave.	Commission approved exterior design with conditions.
May 3	Planning Commission	Public hearing regarding a Special Land Use and site plan approval for an increase in the 40' height standard in the B-1 District for property at 128 N. Michigan Ave.	Commission approved Special Land Use and site plan.
	Planning Commission	Public hearing regarding text amendment to add Section 90-930 regarding the parking of semi-tractors, semi-trailers, or vehicles with two or more rear axles.	Commission tabled to have staff work on text language.
	Planning Commission	Chair Hatfield gave update on progress regarding ADU and Two-Family units.	Commission reviewed.
June 7	Planning Commission	Public hearing regarding recently completed Master Plan update.	Commission forwarded Master Plan to City Council with and approval recommendation with the addition of a Principal Shopping District.

	Planning Commission	Commission pulled discussion of the table regarding text amendment to add Section 90-930 regarding semi-tractors/trailers.	Commission approved and forwarded to City Council with and approval recommendation.
July 6	Master Plan	Public hearing for Special Use and site plan review for Spectrum Health Pennock Hospital Parking lot reconstruction at 1009 W. Green Street.	Commission approved Special Land Use and site plan with conditions to be reviewed for completion by staff.
	Planning Commission	Commission revisited text amendment to Section 90-930 regarding semi-tractors/trailers.	Commission recinded action taken at June 7, 2021 and returned discussion back to the Planning Commission.
Aug. 2	Planning Commission	Commission revisited text amendment to Section 90-930 regarding semi-tractors/trailers.	Commission referred crafting a completed text amendment back to Planning Consultant Harvey.
	Planning Commission	Commission reviewed site plan for a ground sign at 400 W. State Street.	Commission requested property owner to develop sign designs that are more appropriate in height and come back to Planning Commission at a later date.
Sept. 7	Planning Commission	Commission reviewed a site plan for building expansion for Thornapple Credit Union at 202 East Woodlawn Ave.	Commission approved site plan with conditions.
	Planning Commission	Commission pulled site plan review for ground sign at 400 W. State Street off the table for discussion.	Commission requested additional sign design renderings be provided by the applicant at the October 2021 meeting.
	Planning Consultant Harvey	Harvey provided a summary of the work the committee of the Planning Commission regarding ADU and Multi-family dwelling has completed.	Chair Hatfield requested members to review the summary of work and proposed language regarding ADU and duplexes in advance of discussion at the October 2021 meeting.
Oct. 4	Planning Commission	Commission discussed work completed by the subcommittee regarding ADU and duplexes.	Chair Hatfield recommended a joint meeting with City Council on November 1, 2021 to discuss the information.

	Administrative Site Plan Review	King provided a brief overview of an administrative approval for a site plan for Burger King at 1310 W. State Street.	King informed the Commission the approval was for a second drive through lane within the existing foot print of the current site.
Nov. 1	Planning Commission/ City Council	Planning Consultant Harvey provided information regarding Accessory Dwelling Units as well as an overview of the suggested text amendment.	No action taken at this joint meeting.
Nov. 1	Planning Commission	Commission heard update from Julie Fox of U Rent Um Canoe Livery regarding parking at 1402 W. Center Road.	No action necessary.
Dec. 6	Planning Commission	Public hearing to consider text amendment to Article 90-IX by adding Division 90-IX-8, Sections 90-914 and 90-915 pertaining to Accessory Dwelling Units.	Commission tabled further discuss until the January 4, 2022 meeting to allow staff to continue work on the text.
	Planning Commission	2022 Meeting Schedule was discussed.	Commission approved 2022 Planning Commission meeting dates and times as presented.