

Approved 7/11/19

**City of Keego Harbor
Planning Commission Meeting Minutes
Tuesday June 4, 2019 at 7:00 PM**

CALL TO ORDER: Chairman Yoder called the meeting to order at 7:00pm

ROLL CALL:

Present: Vice Chairperson Yoder, Vice Chairman Santia (arrived at 7:07pm), Mayor Fletcher, Commissioners Ash (arrived at 8:00pm), Dillon, McCarthy and Reising (arrived at 7:04pm)

STAFF PRESENT: City Manager Jered Ottenwess, Deputy Clerk Lori Gilman, City Planner Jason Smith

APPROVAL OF AGENDA

Motion to approve the June 4, 2019 Agenda by Commissioner Dillon seconded by Mayor Fletcher

Ayes: 4

Nays: 0

MOTION CARRIED

APPROVAL OF MINUTES

Motion to approve the May 7, 2019 Meeting Minutes by Commissioner McCarthy; seconded by Commissioner Dillon

Ayes: 4

Nays: 0

MOTION CARRIED

PUBLIC COMMENTS

Sue Williams – Ms. Williams asked the Planning Commission to review adding an ordinance for mailboxes.

Karen Meabrod – Mrs. Meabrod asked the Planning Commission to review the donation box ordinance.

OLD BUSINESS

Residential Parking Discussion – Draft Ordinance Amendment

Planner Smith presented the new draft language for the Residential Parking Ordinance.

SECTION 4.06 - FRONT YARD PARKING IN RESIDENTIAL DISTRICTS

- a) All proposed front yard parking areas in the Neighborhood Residential (NR) District shall comply with the following standards. Additionally, existing non-conforming front yard parking areas in the NR Districts shall be required to comply with the following standards when one or more of the following occurs: ~~The following standards, subsections (b) through (f), shall apply to~~

~~residential construction that consists of one or more of the following:~~

1. Construction of single-family house
2. Construction or reconstruction of a garage
3. Alterations to an existing house of a value equal to or greater than 40% of the current taxable value.
4. Alteration to the existing footprint of the parking area

Approved 7/11/19

- b) Driveways may be no wider than 12 feet with the exception of that portion of a driveway within 30 feet of the front of a garage and directly in front of the garage doors. The maximum driveway width in front of the garage shall not exceed 24 feet.
- c) The entire parking area shall consist of an improved surface of concrete, asphalt, or brick. Exception will be made to existing unimproved surface which will be allowed cut stone, or a minimum four (4) inch depth of crushed materials (stone, concrete, asphalt, etc.) having a size of at least one-half (1/2) inch in diameter. All parking areas shall be installed in compliance with Division 3, Construction, Section 19.176 of the Keego Harbor Code of Ordinances.
- d) No vehicle parked in a front yard parking space shall encroach into the public right-of-way or extend over a side lot line.
- e) The parking area shall be more or less perpendicular (60-120 degrees) to the street right-of-way. A circular driveway is permitted where the interior greenspace is a minimum of three hundred (300) square feet, and a minimum of fifteen (15) feet in every dimension.
- f) The front yard area that is not improved as parking area shall be landscaped with either grass or other living groundcover.
- g) In no case shall an existing roadside swale be filled without installing a culvert in compliance with Division 3, Construction, Section 19.176 of the Keego Harbor Code of Ordinances.
- h) If a property cannot reasonably accommodate a 40-foot deep driveway or meet the minimum requirement of two parking spaces per dwelling unit, the following exceptions will be made to subsection b, c, and e from above:
 - 1. A maximum 20-foot-wide by a minimum of 20-foot-deep parking area will be allowed. A minimum 3-foot landscape buffers shall be maintained from the primary structure. Additionally, a minimum of a 1-foot side yard setback shall be maintained measure from the property line to the parking area edge (See Figure 1).
 - 2. If a parking area as defined in subsection 1 above cannot be accommodated, a maximum 10-foot-wide by a minimum 20-foot-deep parking area parallel to the road will be allowed with a connected perpendicular parking area that is a maximum of 10- feet wide by 22-feet deep. A minimum 3-foot landscape buffers shall be maintained from the primary structure. Additionally, a minimum of a 1-foot side yard setback shall be maintained measure from the property line to the parking area edge (See Figure 2).
 - 3. Parking areas allowed by subsections 1 and 2 above shall be surfaced with concrete, asphalt, brick, cut stone, or a minimum four (4) inch depth of crushed materials (stone, concrete, asphalt, etc.) having a size of at least one-half (1/2) inch in diameter. All parking areas shall be installed in compliance with Division 3, Construction, Section 19.176 of the Keego Harbor Code of Ordinances.
 - 4. When existing property conditions prevent compliance with the above front yard parking requirements, the applicant will be forwarded to the Architectural Review Committee in order to seek approval for a parking area design that can accommodate the minimum parking spaces for a dwelling unit as defined in Section 13.01(a)(1) of the Keego Harbor Zoning Ordinance.

Approved 7/11/19

Planner Smith and Commissioners discussed tweaking a)1-4 to include new construction homes or re-construction homes are not allowed to have a gravel driveway and what surfaces would be approved. Planner Smith will speak with Hubbel, Roth and Clark (the City Engineers) for clarification on culvert space and which materials would work best.

Figure 1 and 2 which will give residents options on driveway spots, residents are not being forced to change their driveways. If a resident doesn't have room for either option, instead of going to the Zoning Board of Appeals for a \$400.00 fee, the Commissioners decided the resident can go before the Planning Commission for no fee.

Planner Smith indicated a public notice will be published in the newspaper on June 26 publicizing a public hearing at the July 11, 2019 Planning Commission Meeting. If Planning Commission approves the changed ordinance, the ordinance will go to City Council Meeting on July 18, 2019 for final adoption.

Motion to approve the concept of the proposed ordinance for Public Hearing on July 11, 2019 by Mayor Fletcher; seconded by Commissioner McCarthy

Ayes: 7 (Roll Call Vote)

Nays: 0

MOTION CARRIED


OLD BUSINESS

Central Business District (CBD) Discussion


Manager Ottenwess indicated the demand for development in Keego Harbor. He discussed giving the CBD a Main Street feeling. The Market Survey from the Gibbs Planning Group is just the beginning for future development in the City. Manager Ottenwess asked the Planning Commission to hold off on discussing the CBD until the Market Survey is completed. Commissioners will discuss the CBD at a meeting later in the year. Planner Smith will do research and report back on current status of the Central Business District and Central Business District Fringe.

ADJOURNMENT

Chairman Yoder adjourned the meeting at 8:58pm



Joel Yoder
Chairman, Planning Commission



Lori Gilman
Keego Harbor, Deputy Clerk

