

**City of Keego Harbor  
Planning Commission Virtual Meeting Minutes  
Tuesday, July 7, 2020**

**CALL TO ORDER:** Chairman Yoder called the meeting to order at 7:02pm

**ROLL CALL:**

**Present:** Chairperson Yoder, Vice Chairman Santia, Council Member Fletcher, Commissioner Dillion and Commissioner McCarthy

**Absent:** Commissioners Reising and Streng

*Motion to excuse Commissioner Streng by Vice Chairman Santia, seconded by Commissioner Dillion*

*Roll Call Vote -       Ayes: 5                   Nays: 0           MOTION CARRIED*

**STAFF PRESENT:** Acting City Manager Tammy Neeb, Records Clerk Lori Gilman, City Planner Jason Smith

**APPROVAL OF AGENDA**

*Motion to approve the July 7, 2020 Agenda by Commissioner Dillion; seconded by Vice Chairman Santia*

*Roll Call Vote -       Ayes: 5                   Nays: 0           MOTION CARRIED*

**APPROVAL OF MINUTES**

*Motion to approve the June 2, 2020 Meeting Minutes by Vice Chairman Santia; seconded by Commissioner McCarthy*

*Roll Call Vote -       Ayes: 5                   Nays: 0           MOTION CARRIED*

**PROCLAMATION:**

Chairman Yoder read a proclamation thanking Sherry Ash for her service on the Planning Commission

**OLD BUSINESS**

**3195 Orchard Lake Road - Creative Brick – Site Plan Review for Addition**

Commissioners discussed the proposed site plan for the 2<sup>nd</sup> floor addition at Creative Brick. Steven Bonamy, Creative Brick discussed the parking spots, dumpster coverage and garage doors. Commissioners are upset this business leaves raw materials (pallets of bricks) outside, as there is a City ordinance prohibiting this in the C2 District. Commissioners stated that the outside by used for removable, temporary, non-permanent displays only and Mr. Bonamy agreed. Before permits can be pulled, Commissioners asked for proof of structural support for the staircase leading to 2<sup>nd</sup> floor and a set of plans, as this was not included in the site plan. Mr. Bonamy stated that this building is only used for sales as a showroom, not as a warehouse or storage facility. Commissioners discussed the parking of multiple trucks overnight on a consistent basis. The City

has an ordinance that prohibits overnight parking of commercial vehicles in the front yard in C2 District. Mr. Bonamy stated the business needs a Bobcat machine and that it would be stored inside or outside for not more than 48 hours from April 1 – November 30. From December 1 – March 30, Commissioners gave approval for this machine be parked overnight as it is used for snow removal. And because they would like to help this business succeed, Commissioners discussed allowing Creative Brick to have 6 trucks outside, 4 box trucks max from April 1 – November 30 and 4 F150 trucks, no box trucks, from December 1 – March 30. However, this is for the current business only, if they sell the business or transfer ownership, parking will not be allowed, per the City ordinance. Commissioners would like the City Attorney to draft a contract to be signed by the City and Creative Brick that recognizes all conditions of approval.

*Motion to approve the site plan at 3195 Orchard Lake Road with all conditions discussed by Commissioner McCarthy; seconded by Commissioner Dillion*

*Roll Call Vote -       Ayes: 5                     Nays: 0                     MOTION CARRIED*

### **NEW BUSINESS**

#### **Attendance Policy – Planning Commission By-laws**

Commissioners discussed the constant issue each month to get a quorum at the Planning Commission meetings. At least 2 meetings have had to be cancelled due to lack of a quorum. Also discussed was the topic of unexcused absences by members on the board. The change to the attendance policy on page 2 of the bylaws will state not more than 2 absences in a calendar year. If a Commissioner is absent from more than 2 meetings in a calendar year, it will be reported to City Council for consideration of removal. At the August Planning Commission meeting the proposed amendment to the bylaws will be read with the amended attendance policy and at the September Planning Commission meeting the revised bylaws will be considered for adoption.

*Resolution to approve the attendance policy change to the bylaws to be read at the August Planning Commission meeting by Council Member Fletcher; seconded by Vice Chairman Santia*

*Roll Call Vote -       Ayes: 5                     Nays: 0                     MOTION CARRIED*

#### **Virtual Meeting Policy – Resolution 20-26**

Commissioners discussed putting a policy in place to allow for up to two (2) Planning Commission board members to attend future meetings virtually. City Attorney Tom Ryan presented the resolution to the City Council. Attorney Ryan prepared a similar resolution for the Planning Commission. Commissioners discussed adding the section which states request to attend virtually must be in advance, with approval by Chairman and Vice Chairman on a first come first serve basis.

*Resolution to approve Virtual Meeting Policy Resolution 20-26 with changes by Vice Chairman Santia; support by Council Member Fletcher*

*Roll call vote:       Ayes: 5                     Nays: 0                     MOTION CARRIED*

### **2020 Planning Commission Goals and Priorities Discussion / 2019 Planning Commission Goals and Priorities Review**

Approved August 5, 2020

Planner Smith reviewed 2019 Goals and Priorities with the highest priority and where things currently stand. He gave an update on The Residences at Cass Lake, Dollar Lake, the Central Business District, City owned properties, Fence Ordinance and Residential Parking.

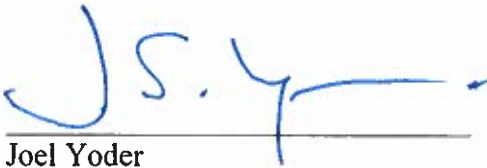
With many matters needing attention, Commissioners and Council members thought it best to develop priority needs, with guidance from City Council in order to keep the Planning Commission focused for the upcoming year. The highest priority items for 2020 include; Dollar Lake, Form Based Code, Gibbs Proposal, Blight / Maintenance Ordinances, Sign Ordinances and City owned property.

Planner Smith will send all Commissioners a list / survey of all City owned properties. City Council will discuss Dollar Lake, Form Based Code, Gibbs Proposal and Blight / Maintenance Ordinances at their July meeting and give guidance to the Planning Commission at the August Planning Commission meeting. Commissioners discussed the items for August and September agendas.

### **COMMUNICATIONS**

### **ADJOURNMENT**

Chairman Yoder adjourned the meeting at 10:07pm



Joel Yoder  
Chairman, Planning Commission



Lori Gilman  
Keego Harbor, Records Clerk