



**PLANNING COMMISSION**

November 16, 2017

A regular Planning Commission meeting was held in the City Hall Council Chambers, Petoskey, Michigan, on Thursday, November 16, 2017. Roll was called at 7:00 P.M. and the following were:

Present: Gary Greenwell, Planning Commission Chairperson  
Dana Andrews  
Dean Burns  
James Holmes  
Emily Meyerson  
Rick Neumann  
Cynthia Robson  
Eric Yetter

Absent: Betony Braddock

Staff: Amy Tweeten, City Planner  
Lisa Denoyer, Administrative Assistant

Others Present: Andy Chapman, 552 West Jefferson Street  
Bill Culhane, Kramer Management Group  
Catherine Daley, 1157 Tracy Lane  
Sue Elmore, 806 Arlington Avenue  
Arielle Hines, Petoskey News Review  
Andrew Kosack, 610 South Palmyra Street, Cheboygan  
Aaron Martz, 2289 Chapel Hill  
David Meikle, 422 East Mitchell Street, #1  
Greg Potter, McLaren Northern Michigan  
Steve Steffes, 722 Michigan Street  
Jessica Stubbs, 1234 Hazelton Street  
Jerry and Sue Westerman, 827 Arlington Avenue

Upon motion and support, the minutes of the October 19 regular meeting were postponed for staff review and clarification on the motion regarding approval of the Parks and Recreation Master Plan. Motion carried 8-0.

**Public Hearing on Master Site Facilities Plan  
for McLaren Northern Michigan**

Staff reviewed the general standards for a master sites facility plan and explained that the H-1 and H-2 Districts requires a 20-year plan. The 20-year plan for the hospital property in the H-1 District indicated the potential for construction of a 46,000 square foot building but no use was indicated and staff noted that almost the entire east side of the parcel was unbuildable. The plan for the parcel in the H-2 District is a 25-year plan that indicated the potential for building three new

buildings in the West Colleague Lot and two buildings that could incorporate parking on the north and south side of the existing Jackson Street.

Greg Potter, Director of Facilities for McLaren Northern Michigan, clarified that he wanted everyone to know that they have a 5-year plan for the parcel in the H-2 District that includes the south addition but everything beyond that timeframe is conceptual and they have no set plans to build at this time.

Commissioner Greenwell read aloud a letter of opposition to the plan for the H1 District that was received and included in the Commission's packet.

At this time, the meeting was opened for public comment.

No public comments were received and the public hearing was closed.

Staff reviewed the general standards for a Master Site Facilities Plan (Section 3101) and whether each were met by the submitted plans for the H-1 and H-2 district:

1. Every principal building or groups of buildings shall be so arranged as to permit emergency access.

*Emergency access to the proposed buildings in the H-1 and H-2 Districts is provided; standard met.*

2. Every development shall have legal access to a public or private street.

*Public street access provided in the H-1 and H-2 Districts; standard met.*

3. The plan shall provide vehicular and pedestrian circulation systems that reflect and extend the existing street pattern, pedestrian and bicycle ways in the area.

*Circulation systems provided in the H-1 and H-2 Districts. The H-2 Plan does not accurately depict the reconstructed Jackson Street that will reduce curb cuts to the "Wendy's parking lot" to two and have three pedestrian crossings between the hospital ring road and West Mitchell Street as well as a crossing at the bike path. There is no pedestrian circulation shown from the new buildings in either district.*

4. A pedestrian circulation system shall be provided which is physically separated and insulated from the vehicular circulation system.

*See comment above; partial pedestrian circulation systems are indicated in both districts.*

5. All parking areas shall be located in a manner which will reduce the visual impact of such parking areas from adjacent public streets.

*In the H-2 Districts, parking is shown interior to the site, below buildings, or in structures. The parking area shown in the H-1 District is set back from the public street and buffered with the existing detention pond along Arlington Avenue. At the time of site plan review the applicant will have to include the district standards for parking lot landscaping and open space requirements; standard met.*

6. Where the opportunity exists, developments shall use shared drives and interconnect with adjacent properties to reduce travel distance and curb cuts and create alternative access routes.

*Standard met in both the H-1 and H-2.*

### **H-1 District – Master Site and Facilities Plan Requirements (Section 3106)**

The H-1 District includes the Demmer Wellness Facility and Hiland House Hospice. Both of these buildings received site plan approval, so while some of the required information such as topography is not included on the Master Site Facility Plan, it was provided with previous site plans.

McLaren representatives have indicated that they do not anticipate any development in the H2 District in the next 15-20 years.

1. The plan shall be drawn to scale, rendered on a minimum sheet size of 11 inches by 17 inches and include the following:

- (a) The property owner and applicant/preparer name and address

*Included on Plan*

- (b) A legal description of the property

*Provided as part of the rezoning process*

- (c) The plan scale, date, north arrow and vicinity map

*Provided with exception of vicinity map*

- (d) The zoning classifications of the surrounding properties

*Provided*

- (e) The lot lines, yard designations and setbacks

*Provided*

- (f) Existing and proposed private and public street names with right-of-way and pavement width indicated;

*Adjacent public street names provided; Pavement widths not indicated but plan does not include new private or public streets.*

- (g) Natural features such as topographic features, boundaries of regulated wetlands, 100-year flood plain elevations and water features such as lakes, rivers, creeks, springs, etc.;

*Topography shown on Demmer building and Hiland House site plans and designated wetland indicated as unbuildable area. The area does have springs and a high water table as well, which will impact future construction.*

- (h) Location of existing and proposed building envelopes and their sizes in three dimensions (length, width & height);

*Possible 45,900 square feet, 35 feet in height building indicated; building use not indicated. The Demmer Wellness Pavilion is approximately 35,000 square feet.*

- (i) The percentage of property allocated for buildings, parking areas/structures, and open space;

*Not provided.*

- (j) A general circulation plan for pedestrians and motorists;

*Provided, but pedestrian access to proposed building not indicated. The Hiland House has no pedestrian orientation.*

- (k) A general parking plan, taking into account parking requirements established in Section 1704

*Future parking lot expansion indicated; a 46,000 square foot building would require 180 parking spaces. When the Demmer building was constructed, the Lockwood campus had 237 spaces. Parking under the building may be necessary.*

- (l) A preliminary storm water management plan.

*Note indicates underground retention will be provided.*

### **H-2 District - Master Site and Facilities Plan Requirements (Section 3106)**

The H-2 District includes the West Colleague Lot and Burns Parking Lot that recently received site plan approval; so much of the required information was provided with that submittal.

- 1. The plan shall be drawn to scale, rendered on a minimum sheet size of 11 inches by 17 inches and include the following:

- (a) The property owner and applicant/preparer name and address

*Included on Plan*

- (b) A legal description of the property

*Provided as part of the rezoning process*

- (c) The plan scale, date, north arrow and vicinity map

*Provided*

- (d) The zoning classifications of the surrounding properties

*Provided*

- (e) The lot lines, yard designations and setbacks;

*Provided*

- (f) Existing and proposed private and public street names with right-of-way and pavement width indicated;

*Streets provided; pavement width provided with West Colleague Lot site plan. Jackson Street has 22 feet of pavement with 19 feet of curb lawn and sidewalk on both sides of the street.*

- (g) Natural features such as topographic features, boundaries of regulated wetlands, 100-year flood plain elevations and water features such as lakes, rivers, creeks, springs, etc.;

*Topography and location of Little Traverse Bay provided with site plan materials.*

- (h) Location of existing and proposed building envelopes and their sizes in three dimensions (length, width & height);

*Provided*

- (i) The percentage of property allocated for buildings, parking areas/structures, and open space;

*Provided*

- (j) A general circulation plan for pedestrians and motorists;

*Provided. More information would be helpful on the consolidation of driveways at Connable Avenue and how this will impact parking and open space. As this is a long-term planning document, staff believes a connection to the property to the west of the West Colleague Lot (Knights of Columbus) should be shown to provide a secondary access particularly as we do not know what the result of the traffic signal study at Jackson Street will be.*

- (k) A general parking plan, taking into account parking requirements established in Section 1704;

*Provided; calculations of how the parking changes to structured parking over time is indicated.*

- (l) A preliminary storm water management plan.

*Provided*

Commissioner Robson commented that she would like the standard requirements for 1(c), 1(i), 1(j) and 2(u) to be met as a condition of approval.

Commissioner Greenwell and Commissioner Neumann agreed with that request.

Commissioner Yetter commented that he likes the idea of the plan being reviewed every five years.

Commissioner Andrews asked if the plan would be reviewed by the Commission or by staff and commented that he did not support a requirement of a property owner to have to return every five years for review and stated that if any changes were made to the plan that it would have to be reviewed for approval.

Commissioner Robson stated that she believed all master plans should be reviewed every five years.

Commissioner Meyerson agreed with Commissioner Andrews that any changes to the master plan would have to be reviewed for approval.

Commissioner Burns commented that since review of changes was part of the approval process there was no need to require a five-year review.

Staff read aloud Section 3105(7):

7. *Amendments Standards and Procedures.* Requests for changes or revisions to an approved Master Site and Facilities Plan may be initiated by the applicant. The City

Planner shall determine which category of plan revision applies to the request. In the event an applicant wishes to appeal such an interpretation, the request shall automatically be presented to the Planning Commission for review.

- (a) *Minor change.* A slight modification to a Master Site and Facilities Plan involving the siting of buildings, the adjustment or extension of utilities, walkways, traffic ways and parking areas and similar modifications may be approved by the City Planner.
- (b) *Major change.* A change or amendment to a Master Site and Facilities Plan, involving a significant change in the number and location of access points to public streets, alleys and parking areas, a major relocation or re-siting of buildings, a significant increase in the building footprint or height of a building, a significant reduction in open space and similar major changes shall require the approval of the Planning Commission.

At this time, Commissioner Burns made a motion to approve the Master Site and Facilities Plan based on the standards of approval for Sections 3101 and 3106 being met as outlined by staff.

Commissioner Robson seconded the motion with an amendment that H-1 District Standards for 3106 (1)c, i, and j and H-2 District Standards for 3106 1(j) be met as noted in the agenda memo.

Commissioner Burns agreed to the amendment and the motion carried 8-0.

### **Site Plan Introduction for McLaren Northern Michigan**

Staff informed the Commission that McLaren Northern Michigan had submitted a site plan for the new south addition, located in the newly created H-2 Hospital District, and that the proposed south addition meets the height requirements. She also reminded the Commission that this was a site plan introduction and that per the bylaws no action could be taken.

Bill Culhane, Kramer Management Group, presented sample materials to the Commission to show the ways that they intend to blend new building materials with the existing buildings. He explained that they will be using a blended brick, the new windows will match the existing windows and that the metal panels being used on the building will also be used on the PET/CT mobile unit.

Commissioners inquired about the block format, the slope of the parking lot, changes to the current entrance, pedestrian access, the potential for a stoplight at the new Jackson Street access to Charlevoix Avenue, construction signage and traffic flow.

Mr. Culhane informed the Commission that the new block materials will be a standard 16" x 8" block, that the new parking lot will have a slight slope for drainage but overall will be relatively flat, transparent glass will be used on the main entrance wall with translucent glass at the top to create a glowing effect to make the new entrance easier to find, traffic calming elements will be added to slow traffic, and that nine warrants must be met in order for MDOT to approve a signal at the new Jackson Street and Charlevoix Avenue and that currently only one of the nine warrants is met but that they will continue to request evaluations as construction moves forward.

Mr. Potter informed the Commission that 80-90% of the Jackson Street realignment has been completed and that landscaping and electrical work near ring road will be completed in the spring. He also informed them that the City has given the okay to open the new Jackson Street which will occur in the next couple of weeks and will be signed McLaren Employees only.

Commissioner Meyerson commented that it is very difficult to navigate the hospital campus with the ongoing construction and suggested that new signage be placed indicating where to exit. She

stated that she has an issue with the employee only signage on the new Jackson Street and commented that she herself had a difficult time finding her way to the main road due to signage and fears a negative experience for out of town patients who are not familiar with the campus or current construction.

Mr. Culhane stated that they would be willing to speak with staff about alternate signage.

Commissioner Meyerson made a motion, seconded by Commissioner Neumann to postpone action until the next regular meeting per the Planning Commission Bylaws. Motion carried 8-0.

Commissioner Robson asked if the Commission would like to consider scheduling a special meeting on December 14, 2017 being the regular meeting was scheduled so close to the holiday.

The Commission agreed keep their regularly scheduled meeting date of December 21.

### **Approval of 2018 Meeting Dates**

Commissioner Burns made a motion, seconded by Commissioner Meyerson to approve the 2018 Planning Commission meeting schedule. The motion carried 8-0.

### **Mobile Vending Discussion**

Staff informed the Commission that the questionnaire responses in their agenda memo were from downtown business as part of the Downtown Strategic Planning process. She asked the Commission for clarification on whether they would like to recommend a trial period, stand-alone ordinance or continue to allow a temporary use permit that is reviewed by the Zoning Board of Appeals annually. She also asked that if a trial period were offered would vendors be allowed on public property or all properties, on parkland or at North Central Michigan College and reminded the Commission that parkland is zoned residential.

Commissioners mentioned that they would potentially like to see mobile vendors at Bayfront Park and Magnus Park.

Aaron Martz, 2289 Chapel Hill, owner of Burnt Offerings in Petoskey, informed the Commission that the City of Cadillac allows their mobile vendors to operate under a peddlers license and that the City of Harbor Springs offered a temporary trial in 2016 but did not like the locations selected the first year and have since moved the permitted sights to more permanent locations. He also commented that mobile vendors tend to pay more per square foot for their mobile establishment than most restaurants located in buildings. Traverse City has high rental rates but they also have a lot of support and are thriving in private lots, public lots, park areas and on private property.

Andrew Kosack, 610 South Palmyra Street, Cheboygan, owner of Duke's Dogs, informed the Commission that he has been in business for three years and is the #2 business in Cheboygan according to Trip Advisor. He commented that he would like to see Petoskey create an event where mobile food vendors can set up for one night per week to promote their business and offered his assistance to the Commission should they have any questions.

Staff asked Greg Potter if McLaren Northern Michigan saw a mobile vendor as a supplement on campus during construction as they have had a mobile vendor on site before. Mr. Potter commented that they had been approached by a mobile food vendor and approved their mobile unit on the hospital campus but eventually the vendor left due to lack of support.

Commissioner Robson made a motion, seconded by Commissioner Andrews, to make a recommendation to City Council that they move forward with regulations to allow mobile vending and that the Planning Commission would be willing to create regulations if so directed by Council.

### **Commissioner Training Overview**

Commissioner Meyerson gave a brief overview of the Michigan Association of Planning training that she attended on affordable housing that covered numerous topics including the law on medical marijuana dispensaries, short-term rental law and affordable housing.

Commissioner Neumann gave a brief overview on the MSU Extension training that he attended on Planning and Zoning for Solar Michigan. He noted that solar energy costs have decreased 65% in Michigan since 2010 and is expected to continue to decrease. He stated that most communities do not have an ordinance in place pertaining to solar energy and that he felt the Commission should consider addressing this issue.

### **Updates**

Staff informed the Commission that the Parks and Recreation Master Plan 2018-2022 would be presented to City Council on Monday, November 20, 2017.

The meeting then adjourned at 9:03 P.M.

Minutes reviewed and approved by Emily Meyerson, Vice Chairperson/Secretary