

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, January 9, 2024 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Chair Teal at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Jerry Timmons, George Bailey and Mayor Brett Baublitz

Absent: Jared Macha and Mary Beth Mates

Staff Present: City Manager Jamey Conn, City Clerk Cathy Cameron

Audience Present: Kenneth Hayes and Troy Hayes

Moved by Baublitz, second by Timmons to approve minutes of the regular meeting held November 14, 2023. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Unfinished Business

Oath of Office for Mary Beth Mates & Jerry Timmons was tabled.

New Business

Manager Conn presented a land division request from Kenneth Hayes on his property located at 1216 E. Washington Rd. The property is 19.11 acres and has been surveyed to split the western portion off into its own parcel containing 7.83 acres. The purpose of the split is to sell this 7.83 acres to Beacon & Bridge for expansion. Zoned as Industrial District the frontage has a 150 ft. minimum width. The certified survey presents the property frontage to be sixty feet, requiring a special use permit of 90 feet. Beacon & Bridge owns the adjacent property to the west with more than 300 ft. of frontage. Mr. Hayes addressed the commissioners regarding his desire to split the property. Discussion was held.

Moved by Bailey, second by Timmons to approve a special use permit of 90 feet; allowing for the parcel to be split with 60 feet of frontage on Washington Road. Motion carried.

Public Comments

There was none.

Moved by Baublitz, second by Timmons to adjourn the meeting at 5:12pm. Motion carried.

Approved 4-9-2024

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, April 16, 2024 @ 6:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Mayor Baublitz at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners George Bailey, Jared Macha, Mary Beth Mates, Jerry Timmons, and Mayor Brett Baublitz

Absent: Richard Teal

Staff Present: City Manager Jamey Conn, City Clerk Cathy Cameron

Audience Present: Scott Nelson and Julie Hayes

Moved by Macha, second by Timmons to approve minutes of the regular meeting held January 9, 2024. Motion carried.

Public Comments

Mayor Baublitz asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented a site plan review submitted by Beacon and Bridge Markets for development of vacant land neighboring their establishment at 1210 E Washington Road. The proposed development is for RV parking spaces (11), semi-truck parking spaces (48), future EV charging stations (6) and the addition of two diesel pumps with a 33' extension to the existing canopy. Improvements to the existing property are to add additional driveway access on the east side of the property, requesting that a power pole and fire hydrant be relocated. Discussion was held. Scott Nelson with Beacon and Bridge spoke on the proposed improvements and answered questions from the Commissioners. Mr. Nelson stated that the project may be split into two phases. Phase 1 being the RV parking spaces, diesel pumps with canopy and the new driveway access. Phase 2 being the semi-truck parking spaces and EV charging stations. Manager Conn stated that MDOT would have to authorize another driveway access. Consumers Energy relocating the power pole and the City of Ithaca relocating the fire hydrant would be at the expense of Beacon & Bridge. Mr. Nelson acknowledged and agreed to the relocation expenses being their obligation. Storm water improvements would be under the direction of the Gratiot County Drain Commissioner.

Moved by Timmons, second by Macha to approve the site plan as presented by Beacon & Bridge, with conditional authorization/approval from MDOT, Consumers Energy, City of Ithaca and Gratiot County Drain Commissioner as necessary. Motion carried.

Clerk Cameron presented the 2023 Annual PC & ZBA Report (*in compliance with the MI Planning Enabling Act*) for review.

Moved by Mates, second by Macha to approve the 2023 Annual PC & ZBA Report as submitted, authorizing Clerk Cameron to present it to the City Council for their approval. Motion carried.

Manger Conn presented the 2024-2030 Capital Improvement Plan for review. Discussion was held.

Moved by Timmons, second by Macha to approve the 2024-2030 Capital Improvement Plan, authorizing Clerk Cameron to present it to the City Council for their approval. Motion Carried.

Public Comments

There was none.

Moved by Macha, second by Mates to adjourn the meeting at 6:17pm. Motion carried.

Approved 6-11-2024

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, May 14, 2024 @ 6:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Mayor Baublitz at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners George Bailey, Jared Macha, Mary Beth Mates, Jerry Timmons, and Mayor Brett Baublitz

Absent: Richard Teal

Staff Present: City Manager Jamey Conn, City Clerk Cathy Cameron

Audience Present: Hugo & Heidi Bootsma, Dale Nester and Larry Stehlik

Clerk Cameron reported that the minutes of the previous meeting will be on next month's agenda.

Public Comments

Mayor Baublitz asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented a special use permit review for Jason North located at 725 Serenity Drive. The proposed plan is for a 30'x24' accessory building. A special use permit/variance is required because the location is on the side but in front of the main dwelling. The property is zoned Rural Residential and contains 5.269 acres. Discussion was held.

Moved by Timmons, second by Macha to approve the special use permit/variance for an accessory building at 725 Serenity Drive. Motion carried.

Manager Conn presented a special use permit review for Hugo Bootsma located at 329 S St. Johns Street. The proposed plan is for a 40'x60' accessory building. A special use permit is required as the square footage exceeds the 864sqft maximum limit allowed. The property is zoned R3 and contains 1.769 acres. The property has a county drain running along the southern portion of the property, which requires 66 feet of setback. Manager Conn reported that he spoke with Drain Commission Bernie Barnes earlier in the day and Commissioner Barnes is willing to work with Mr. Bootsma for a possible 33 feet setback. Discussion was held. Mr. Bootsma addressed the commissioners' concerns. Neighbors Mr. Nester and Mr. Stehlik were in support, if the accessory building was erected north to south (60' length) A variance is necessary for the 24' center rafter height and exceeding the footprint of the main dwelling.

Moved by Bailey, second by Mates to approve the special use permit/variance for an accessory building at 725 Serenity Drive, contingent upon the Drain Commissioners agreed set back footage. Motion carried.

Public Comments

There was none.

Moved by Timmons, second by Macha to adjourn the meeting at 5:22pm. Motion carried.

Approved 6-11-2024

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, June 11, 2024 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Mayor Baublitz at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners George Bailey, Jared Macha, Mary Beth Mates, Jerry Timmons, and Mayor Brett Baublitz

Absent: Richard Teal

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: Gary Melow, Fred Render & Kelly Preston with Jane 25 Properties and Jesse with Wolverine Engineers & Surveyors, Inc.

Clerk Cameron reported that the minutes of the previous meeting will be on next month's agenda.

Approval of Minutes

Minutes from the Regular Meeting held April 16, and May 14, 2024.

Moved by Timmons, second by Bailey to approve minutes of the regular meeting held April 16, and May 14, 2024. Motion carried.

Public Comments

Mayor Baublitz asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented a site plan review for Jane 25 Properties, LLC (dba Capital Steel & Wire, Inc.) located at 100 Raycraft Drive. The proposed plan is for construction of a semi pass through located within the middle bay of the existing facility with installation of an overhead door. Creation of a new driveway access from South County Farm Drive with egress by joining an existing driveway access on Raycraft Drive. The proposed driveway is to be created with crushed concrete and may require a curb cut. A new stormwater conveyance system is to be built along the southern edge of the property tying into the existing system. Discussion was held. Ms. Preston, Mr. Render and their engineer answered questions from the board. The proposed project is divided into two phases. The above-listed projects are in Phase 1.

At the meeting, the applicant requested that Phase 2 be considered for approval at this time, with the understanding that there is a one-year timeline for completion. Future proposal of Phase 2 is to expand operations using a new overhead door located on the east exterior wall of the facility to be serviced by a new curb cut located on Raycraft Drive, as well as access from a new drive land located on the south edge of the property. Variance requests were made to allow for crushed aggregate in lieu of hard bituminous material for the new access drives and turnaround outside the setbacks on the property; and reduce the required minimum amount of parking on site. Discussion was held.

Moved by Bailey, second by Timmons to approve the site plan for 100 Raycraft Drive, including both Phase 1 and Phase 2 as presented with variances for the use of crushed asphalt millings for drive surfaces and allow reduction of parking spaces required to 50 or less with the parking lot to remain paved. Motion carried.

Manager Conn presented a special use permit review for Gary Melow on his property located at 624 East North Street. The proposed plan is for a 24' x 25' carport. A special use permit/variance is required because the total area of all accessory buildings exceeds the maximum allowable by 276 square feet. All setback requirements are met. Discussion was held.

Moved by Timmons, second by Macha to approve the special use permit/variance for a 24' x 25' carport at 624 East North Street. Motion carried.

Public Comments

There was none.

Moved by Macha, second by Mates to adjourn the meeting at 5:22pm. Motion carried.

Approved 8-13-2024

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, August 13, 2024 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Mayor Baublitz at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Jared Macha, Mary Beth Mates, Jerry Timmons, and Mayor Brett Baublitz

Absent: George Bailey and Richard Teal

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: Kirby Kurshner with ZFS Ithaca and Rob Endter

Approval of Minutes

Minutes from the Regular Meeting held June 11, 2024.

Moved by Macha, second by Timmons to approve minutes of the regular meeting held June 11, 2024. Motion carried.

Public Comments

Mayor Baublitz asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented a site plan review for Zeeland Farm Services, Ithaca located at 1266 E. Washington Road. The proposed plan is for an 81'x136' warehouse building. Exterior lighting shall be so installed that the surface of the source of light shall be so arranged as far as practical to reflect light away from any residential use. Mr. Kirby stated that the building will be used for cold storage. Discussion was held.

Moved by Timmons, second by Mates to approve the site plan as presented for construction of an 81'x136' warehouse building located at 1266 E. Washington Road. Motion carried.

Manager Conn presented a special use permit review for Rob Endter on his property located at 613 N. Pine River Street. The proposed plan is for a 16' x 40' accessory building. A special use permit/variance is required for the location being on the side of the front yard. The property is five acres with the house setting over 300 feet off the street. Mr. Endter stated that he has decided on the size being 16'x36'. Discussion was held.

Moved by Timmons, second by Mates to approve the special use permit/variance for a 16'x36' accessory building being constructed on the side of the front yard at 613 N. Pine River Street. Motion carried.

Public Comments

There was none.

Moved by Mates, second by Macha to adjourn the meeting at 5:05pm. Motion carried.

Approved 10-8-2024

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, October 8, 2024 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Mayor Baublitz at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners George Bailey, Jared Macha, Mary Beth Mates and Mayor Brett Baublitz

Absent: Jerry Timmons and Richard Teal

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: Robert Bennett, Derryl & Kim Leonard, Marci Bellinger, Brenda Whitmore, Elizabeth Palmer and Adam & Brandy Harger.

Approval of Minutes

Minutes from the Regular Meeting held August 13, 2024.

Moved by Bailey, second by Macha to approve minutes of the regular meeting held August 13, 2024. Motion carried.

Public Comments

Mayor Baublitz asked for any public comments. Residents (Robert Bennett, Derryl & Kim Leonard, Marci Bellinger, Brenda Whitmore, Elizabeth Palmer) who live within Westwind Estates addressed the Commissioners on the proposed accessory building requested by their neighbors, Adam & Brandy Harger. Of those in attendance, there was support for approval and others that were against having an accessory building of that size within the subdivision.

Unfinished Business

There was none.

New Business

Manager Conn presented the special use permit request submitted by Adam and Brandy Harger who reside at 720 Leeward Court. The proposed plan is for a 24' x 48' accessory building. The property is located within Westwind Estates, a subdivision, which is governed by its covenants and restrictions.

Under Section 14. Exterior Storage; it is written "Garden sheds or outbuildings will be permitted with the following restrictions; minimum area 10' x 12' frame construction on a cement slab, shingled roof and keeping with the aesthetics of the primary structure. Exterior storage is limited to the rear yard of any lot and must be located on a cement slab."

Manager Conn noted that a minimum is listed, however no maximum limitations. This would then revert to the city ordinance on accessory buildings.

§ 4.05 Accessory buildings. *Except as otherwise permitted in this ordinance, accessory buildings shall be allowed as permitted uses, subject to the following regulations. (d) In the R-1, ~~R-2~~, R-3, R-4 and R-O Districts, the maximum allowable size for the total of all accessory buildings on a developed lot shall be 864 square feet. A special use permit shall be required if the total area of all accessory buildings is larger than 864 square feet.*

Discussion was held. Commissioners requested Manager Conn seek legal counsel advice of the Westwind Estates Covenants & Restrictions vs. City Zoning Ordinance; for determination to be applied in this case.

Moved by Bailey, second by Mates to deny the special use permit of an accessory building within the subdivision and request Manager Conn seek a legal counsel decision in this matter. Motion carried by Roll Call vote: Deny (4) Bailey, Macha, Mates, Baublitz: Approve (0) None.

Public Comments

There was none.

Moved by Bailey, second by Mates to adjourn the meeting at 5:33pm. Motion carried.

Approved 11-12-2024

Cathy Cameron Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, November 12, 2024 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Mayor Baublitz at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners George Bailey, Jerry Timmons, Jared Macha and Mayor Brett Baublitz

Absent: Mary Beth Mates and Richard Teal

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: Bridget Vermeesch, Kim Leonard, Marci Bellinger, Brenda Whitmore, Mrs. Geisenhaver and Adam & Brandy Harger.

Approval of Minutes

Minutes from the Regular Meeting held October 8, 2024.

Moved by Bailey, second by Macha to approve minutes of the regular meeting held October 8, 2024.

Motion carried.

Public Comments

Mayor Baublitz asked for any public comments. Residents who live within Westwind Estates addressed the Commissioners on the proposed accessory building requested by their neighbors, Adam & Brandy Harger. Of those in attendance, there was support for approval and others that were against allowing accessory buildings within the subdivision.

Unfinished Business

There was none.

New Business

Manager Conn presented a revised special use permit request submitted by Adam and Brandy Harger who reside at 720 Leeward Court. The proposed plan is for a 24' x 36' (864sqft.) accessory building. The property is located within Westwind Estates, a subdivision, which is governed by its covenants and restrictions.

Under Section 14. Exterior Storage; it is written "Garden sheds or outbuildings will be permitted with the following restrictions; minimum area 10' x 12' frame construction on a cement slab, shingled roof and keeping with the aesthetics of the primary structure. Exterior storage is limited to the rear yard of any lot and must be located on a cement slab."

Manager Conn noted that a minimum is listed, however no maximum limitations. This would then revert to the city ordinance on accessory buildings.

§ 4.05 Accessory buildings. *Except as otherwise permitted in this ordinance, accessory buildings shall be allowed as permitted uses, subject to the following regulations. (d) In the R-1, R-2, R-3, R-4 and R-O Districts, the maximum allowable size for the total of all accessory buildings on a developed lot shall be 864 square feet. A special use permit shall be required if the total area of all accessory buildings is larger than 864 square feet.*

Manager Conn presented a written letter of opinion from our legal counsel on this matter. The letter concludes that "since the application fully complies with the City's Zoning Ordinance size requirements for accessory buildings, and since the Westwind Estates Subdivision's Covenants and Restrictions do not contain any maximum size limitation, the application should be approved." Discussion was held.

Moved by Bailey, second by Macha to approve the special use permit of an 864sq.ft. accessory building with condition that the existing 10'x12' shed be removed prior to new construction. Motion carried.

Public Comments

There was none.

Moved by Bailey, second by Macha to adjourn the meeting at 5:15pm. Motion carried.

Approved 12-10-2024

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, December 10, 2024 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Mayor Baublitz at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Chair Richard Teal, Commissioners George Bailey, Mary Beth Mates, Jerry Timmons and Mayor Brett Baublitz

Absent: Commissioner Jared Macha

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: Duane Sargent and Frank Kerkes

Approval of Minutes

Minutes from the Regular Meeting held November 12, 2024.

Moved by Bailey, second by Timmons to approve minutes of the regular meeting held November 12, 2024. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented a special use permit request submitted by Duane Sargent who resides at 112 Barber Street. The proposed plan is for a 10' x 14' storage shed. The property is a small lot of 5,500 sq.ft. With the existing house and attached garage the lot coverage is over the maximum of 15%. The shed would put the total lot coverage at 26.9%. Discussion was held with the understanding that regardless of the size of the lot, many residents choose to have a shed to store their lawn mowers and other garden tools.

Moved by Bailey, second by Timmons to approve the special use permit for a 10' x 14' shed with a variance for the total lot coverage being 26.9%. Motion carried.

Manager Conn presented a special use permit request submitted by Frank Kerkes who resides at 402 E Arcada Street. The proposed plan is for a 12' x 24' accessory building. The property is a small lot of 7,013 sq.ft. With the existing house and storage shed the lot coverage is over the maximum of 15%. With the addition of the accessory building the total lot coverage would be 26.9%.

Moved by Baublitz, second by Mates to approve the special use permit for a 12' x 24' accessory building with a variance for the total lot coverage being 26.9%. Motion carried.

Public Comments

There was none.

Moved by Baublitz, second by Timmons to adjourn the meeting at 5:06pm. Motion carried.

Approved 3-11-2025

Cathy Cameron

Cathy Cameron, Recording Secretary