

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, April 13, 2021 @ 7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Vice Chair Teal at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Alison Jerome, Jerry Timmons, Clare McCollum, Rob Ender and Mayor Alice Schafer

Absent: Commissioner Dale Sherman

Staff Present: City Manager Jamey Conn and Deputy Clerk Shelly Moffit

Audience Present: Jim Hirschman

Motion by Timmons, second by Schafer to approve the minutes of the regular meeting held September 8, 2020; motion carried.

Public Comments

Jim Hirschman stated this variance request is to put up an addition on the south side of his property. This addition will be used to expand their operations.

Unfinished Business

There was none.

Public Hearing

Motion by Schafer, second by Timmons to open the public hearing requesting a 14 ft. variance for Trident to add a 60' addition; motion carried. Vice Chair Teal opened the public hearing at 7:06 p.m.

A variance request for Trident Manufacturing to build a projected 60' addition to the existing facility located at 301 Industrial Parkway. The Ordinance states no side yard shall be less than 20 feet. The proposed variance request is for a 6' (Southern) side yard setback. They are asking for a 14' variance. Commissioner Teal asked several questions to ensure that the new building did not impinge on the existing building. Manager Conn explained that due to where the water main is located is the reason for the 6' set back.

Motion by Timmons, second by Endter to close the public hearing; motion carried. Vice Chair Teal closed the public hearing at 7:23 p.m.

Manager Conn further explained that Trident's variance request will come within 6' of the property line. The property that is located to the South is owned by the City. The Ordinance calls for a 20' setback. Manager Conn stated that the water line and tower will still be 20' away and is recommending that the variance be approved. Several of the other businesses in that area are also within that distance. Vice Chair Teal agreed that the property could not be used for any other purpose. He also inquired as to the height of the water tower in the case of a catastrophic event could the water tower potentially fall onto the proposed building. Mayor Schafer stated that scenario would be highly unlikely and it was agreed that that wouldn't change the opinion of the board members. Manager Conn noted that the catch basin and the parking lot surface would have to be revisited and a public hearing scheduled if it was to be pursued.

Motion by Schafer, second by Jerome to approve the 14' variance to Trident Manufacturing for the building addition; motion carried.

New Business

2021-2027 Capital Improvement Plan: Manager Conn introduced the Capital Improvement Plan to the Board. Mayor Schafer explained that this plan is specifically for long range forecasting and helps in planning for future equipment replacement and infrastructure improvements. She also pointed out that situations change or difficulties arise that may not allow for a specific project but the plan is in place. The DPW chip seal/fog street projects were discussed along with the Union Street project which will require water main work. Manager Conn reported that some projects may be pushed back depending on the circumstances. He also stated that DPW Superintendent Brandon Smith is taking classes for chip sealing.

Manager Conn confirmed to Commissioner Timmons that the scraper truck has been purchased and is in use.

Motion by Endter, second by Timmons to authorize City Manager Conn to submit the 2021-2027 Capital Improvement Plan to City Council.

2020 Annual Planning Commission & Zoning Board of Appeals Report: These year-end reports were submitted for the Boards review in compliance with the MI Planning Enabling Act prior to being submitted to Council.

The option to change the zoning ordinance for the percentage of lot coverage in the future was discussed.

Deputy Clerk Moffit informed the Board that several of the commissioners' terms were ending and Clerk Cameron would be in contact with those individuals.

The issue of a parking lot surface that had previously been approved and concern of blight at an Industrial Park business was discussed.

Public Comments

Vice Chair Teal asked for any public comments; none were given.

Motion by Timmons, second by Endter to adjourn the meeting at 7:42 p.m.; motion carried.

Approved 6-8-2021

Alison Jerome

Alison Jerome, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, June 8, 2021 @ 7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Vice Chair Teal at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Alison Jerome, Clare McCollum, Rob Ender and Mayor Alice Schafer

Absent: Commissioner Dale Sherman and Jerry Timmons

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

Audience Present: Jim Hirschman, Blake & Jessica Williams and Dennis Maloney.

Moved by Endter, second by Schafer to approve the minutes of the regular meeting held April 13, 2021. Motion carried.

Public Comments

Vice Chair Teal asked for any public comments; none was given.

Unfinished Business

There was none.

Site Plan Review

Vice Chair Teal presented the site plan request made by Jim Hirschman, dba Trident Manufacturing, for construction of a parking lot at 301 Industrial Parkway. Manager Conn reported that the zoning code requires parking lots to be of concrete or a hard bituminous material. He referenced the section:

Parking Lot Ordinance 27.02:4 whereas Off-street parking and loading areas, including access drives, for all uses except single-family dwelling units shall be surfaced with either:

(a)Six inches of concrete; (b)Two inches of asphaltic concrete laid over a base of crushed stone with a compacted thickness of six inches; or (c)Five inches of full depth asphaltic concrete.

Mr. Hirschman stated the plans are for part of it to be concrete and remainder of asphalt.

Moved by Jerome, second by Endter to approve a parking lot at 301 Industrial Parkway requiring it be constructed to the specifications of ordinance 27.02:4. Motion carried.

Vice Chair Teal presented the site plan request made by Jessica Williams, dba Rusted Roses, for construction of an outdoor staircase at 129 E Center St. on the east side of the building. Ms. Williams shared details of the renovation project of the building to be used as a business storefront on the main level with two apartments upstairs. The outdoor staircase will provide a secondary access to the second level. As architect, Mr. Maloney presented the floor plans and several renderings of the finished exterior. Discussion was held on the project and history of the building. Many historical elements of architecture will be preserved on both the exterior and interior of the building.

Moved by Schafer, second by Endter to approve construction of an outdoor staircase at 129 E Center St. as submitted. Motion carried.

New Business

Clerk Cameron notified the Commissioners that two term positions on the board would be expiring on June 30, 2021. Commissioner Teal will be seeking another term, while Commissioner Sherman had elected not to. Clerk Cameron requested that if the Commissioners know of anyone interested in serving on the board, that they be referred to her for more information.

Public Comments

Vice Chair Teal asked for any public comments; none was given.

Moved by Endter, second by McCollum to adjourn the meeting at 7:31 p.m. Motion carried.

Approved 7-13-2021

Alison Jerome

Alison Jerome, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, July 13, 2021 @ 7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Vice Chair Teal at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Alison Jerome, Clare McCollum, Rob Ender, Jerry Timmons and Mayor Alice Schafer

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

Audience Present: Blake Shaw and Doug Dice.

Clerk Cameron administered the oath of office to Richard Teal for a 3-year term ending 6/30/2024.

There is a vacant position for another 3-year term ending 6/30/2024.

Clerk Cameron opened the floor for nominations for election of officers as Chair, Vice Chair and Secretary, to serve one-year terms ending June 30, 2022.

Moved by Endter, second by Schafer to nominate Richard Teal to serve as Chair. Commissioner Teal accepted the nomination. Motion carried.

Moved by Schafer, second by Teal to nominate Rob Endter to serve as Vice Chair. Commissioner Endter accepted the nomination. Motion carried.

Moved by Schafer, second by Teal to nominate Alison Jerome to serve as Secretary. Commissioner Jerome accepted the nomination. Motion carried.

Moved by Endter, second by Schafer to approve the minutes of the regular meeting held June 8, 2021. Motion carried.

Public Comments

Chair Teal asked for any public comments. Doug Dice introduced himself as engineer of the site plan.

Unfinished Business

There was none.

New Business - Site Plan Review

Chair Teal presented the site plan request made by Blake Shaw, dba Shaw's Auto Body 301 E Center St, for construction of an addition being 36' x 52' on the north side of the existing commercial structure. Manager Conn stated that the addition meets all set back requirements, once the two lots have been combined. The concern is with having the proposed storm water detention pond in the middle of town. Manager Conn reported that he had spoke with Water & Sewer Superintendent Waldron about the project and he feels that the added run-off this addition creates would be minimal and less of a detriment to the surrounding area than the detention pond itself. He further reported that he spoke with County Drain Commissioner Bernie Barnes, who agreed to sign off on the proposed detention pond if the Planning Commission and the City decide to forego with it. Mr. Dice stated that the submitted site plan is following the County Drain requirements for a commercial business. He explained to the Commissioner's how storm water retention is processed and the determination for types of drainage. Mr. Shaw stated that he does not want the detention pond on his property and would prefer a smaller solution. Discussion was held on determining another drainage solution for the project. Mr. Shaw offered to have a small valley created on the northside yard to slow down the storm water.

Moved by Timmons, second by McCollum to approve construction of a 36'x52' addition at 301 E Center St without the detention pond. Motion carried.

Manager Conn stated that he would submit a letter to Commissioner Barnes indicating the Planning Commission's decision to forego with the detention pond for this project.

Public Comments

Vice Chair Teal asked for any public comments; none was given.

Moved by Jerome, second by Timmons to adjourn the meeting at 7:25 p.m. Motion carried.

Approved 9-14-2021

Alison Jerome

Alison Jerome, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, September 14, 2021 @ 7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Vice Chair Endter at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Alison Jerome, Clare McCollum, Rob Ender, and Mayor Alice Schafer

Absent: Commissioners Richard Teal and Jerry Timmons

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

Audience Present: Mark Barrows, Jeff Snyder, Doug Dice, Richard Abbott and Richard Vanderbeek

Moved by Jerome, second by McCollum to approve the minutes of the regular meeting held July 13, 2021. Motion carried.

Public Comments

Vice Chair Endter asked for any public comments. Mark Barrows stated that he was here for the project at the Laundromat.

Unfinished Business

There was none.

New Business - Site Plan Review

Vice Chair Endter presented the site plan request made by Jeff Snyder, owner dba Clean Pine River LLC, located at 130 N Pine River. The proposed 1200 sq.ft. accessory building is 30' x 40' to be constructed on the far east side of the property. Mr. Snyder stated that the building would be used for storage. Manager Conn informed the Commissioners that in his discussions with the engineer, Doug Dice and Drain Commissioner Barnes, the storm water run-off will not change enough from the current pavement to new building roofing to make a significant difference. The side yard setback is 5' with a 10' rear lot line setback. Discussion was held.

Moved by Schafer, second by Jerome to approve a Special Use Permit for construction of an accessory building to be located at 130 N Pine River. Motion carried.

Vice Chair Endter presented the site plan request made by Richard Vanderbeek on behalf of Vanderbeek Family Farms, LLC, on property located at 608 W Center Street. Mr. Vanderbeek is requesting to split the existing homestead from the original 155-acre parcel. The barn would be retained with the farm land, with the house being sold. The neighboring parcel to the east owned by Richard Abbott, has agreed to sell 35' of his property to increase the lot size of the newly created Vanderbeek parcel. Manager Conn reported that the code does not allow for an accessory building to be on a lot where there is no principal building, with exception of a special use permit approval. Discussion was held.

Moved by Jerome, second by Schafer to approve a Special Use Permit to allow the barn to occupy the farm land parcel, upon the approval of a parcel split of the homestead. Motion carried.

Public Comments

Vice Chair Endter asked for any public comments; none was given.

Moved by Jerome, second by McCollum to adjourn the meeting at 7:28 p.m. Motion carried.

Approved 11-9-2021

Alison Jerome

Alison Jerome, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, November 9, 2021 @ 7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair Teal at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Jerry Timmons, Clare McCollum, Rob Endter, Alison Jerome, and Mayor Alice Schafer

Absent: None

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

Audience Present: Kristyn Roethlisberger, Keegan Ouillette, Emerson Rondy, Ashley VanCourt and Randy Neelis.

Moved by Endter, second by Jerome to approve the minutes of the regular meeting held September 14, 2021. Motion carried.

Clerk Cameron administered the oath of office to Kristyn Roethlisberger for fulfilment of a term ending June 30, 2024.

Public Comments

Chair Teal asked for any public comments. None was given.

Unfinished Business

There was none.

New Business - Site Plan Review

Manager Conn presented the site plan request made by Randy Neelis, owner dba R&B Espresso LLC, located at 1244 East Center Street. The coffee shop will be contained on the far east end of the existing building and operate a drive thru window facing Dilts Road. City code requirements for a drive thru window are to allow space for four vehicles between the pick-up window and the order board, and space for four vehicles in advance of the order board. The site plan as submitted, only allows for three vehicles in each instance. The plans also have a location for two pull ahead parking spaces during busy times. Manager Conn noted that other restaurants in the immediate area only have space for three vehicles as well and it has not created an issue. Mr. Neelis stated that the line will move quickly as they are serving beverages and premade sandwiches (not cooking food items). There will also be outdoor seating on the north side of the building with a walk-up window. Discussion was held. Mr. Neelis plans to be open for business within four months.

Moved by Endter, second by Timmons to approve the site plan for Biggby Coffee as submitted, to be located at 1244 East Center Street, contingent on the County Drain Commission's approval of the storm water drainage. Motion carried.

Public Comments

Chair Teal asked for any public comments. None was given.

Moved by Schafer, second by Timmons to adjourn the meeting at 7:15 p.m. Motion carried.

Approved 12-14-2021

Alison Jerome

Alison Jerome, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, December 14, 2021 @ 7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair Teal at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Jerry Timmons, Rob Endter, Kristen Roethlisberger, Jared Macha and Mayor Alice Schafer

Absent: Clare McCollum

Staff Present: City Clerk Cathy Cameron

Audience Present: None

Moved by Timmons, second by Roethlisberger to approve the minutes of the regular meeting held November 9, 2021. Motion carried.

Clerk Cameron administered the oath of office to Jared Macha for fulfillment of a term ending June 30, 2022.

Public Comments

Chair Teal asked for any public comments. None was given.

Unfinished Business

There was none.

New Business - Site Plan Review

Chair Teal presented the site plan request made by Jim Hirschman, owner of Trident Manufacturing located at 203 N Industrial Parkway Avenue B. The proposed accessory building (60'x80') will be constructed on the existing cement pad left from a previous structure. The building will be used for storage. All materials and/or equipment must be stored within the building and not outside. By using the existing cement pad, all setbacks are met under current zoning requirements. The County Drain Commissioner submitted comment by email that he is not requiring a storm water review for this site plan at this time.

Moved by Timmons, second by Schafer to approve the site plan for Trident Manufacturing as submitted, for construction of a 60'x80' accessory building to be located at 203 N Industrial Parkway Avenue B. Motion carried.

Public Comments

Chair Teal asked for any public comments. None was given.

Clerk Cameron reported that a site plan request had been received from Misenhelder Welding for the January 11, 2022 meeting.

Moved by Schafer, second by Roethlisberger to adjourn the meeting at 7:08 p.m. Motion carried.

Approved 1-11-2022

Cathy Cameron

Cathy Cameron, Recording Secretary