

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, January 19, 2022 @ 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 Rob Endter, Jerry Timmons, Jared Macha and Mayor Alice Schafer

Absent: Commissioners Richard Teal, Clare McCollum and Kristen Roethlisberger

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

Audience Present: John & Lori Misenhelder

Moved by Timmons, second by Schafer to approve the minutes of the regular meeting held December 14, 2022. Motion carried.

Public Comments

Vice Chair Endter asked for any public comments. None was given.

Unfinished Business

Nominations for Secretary was postponed until the next meeting.

New Business - Site Plan Review

Manager Conn presented the site plan request made by John Misenhelder, owner of Misenhelder Welding Inc. located at 1203 S County Farm Drive. The proposed addition (50'x80') will be constructed on the north side of the existing building, providing more work area as the business has grown. Location of the building meets all setback requirements. Mr. Misenhelder stated that he will be using crushed asphalt for the driving area behind the building, with a concrete pad approach. The exterior of the building will match the previous addition.

Moved by Timmons, second by Schafer to approve the site plan for Misenhelder Welding Inc. as submitted, for construction of a 50'x80' building addition to be located at 1203 S County Farm Drive, 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.

Manager Conn reported that there is interest in putting storage units on the vacant lot on South Croswell Road. Discussion was held.

Moved by Timmons, second by Mach to adjourn the meeting at 7:09pm. Motion carried.

Approved 3-8-2022

Alison Jerome

Alison Jerome, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, March 8, 2022 @ 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 Rob Endter, Jared Macha, Kristyn Roethlisberger, Richard Teal, Jerry Timmons and Mayor Alice Schafer

Absent: Commissioner Clare McCollum

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

Audience Present: None

Moved by Endter, second by Macha to approve the minutes of the regular meeting held January 19, 2022. Motion carried.

Public Comments

Vice Chair Endter asked for any public comments. None was given.

Unfinished Business

Clerk Cameron opened the floor for nominations for election of officer as Secretary, to serve the remaining one-year term ending June 30, 2022. Chair Teal nominated Commissioner Roethlisberger.

Moved by Endter, second by Schafer to nominate Kristyn Roethlisberger to serve as Secretary. Motion carried. Commissioner Roethlisberger accepted the nomination.

New Business

Clerk Cameron presented the 2021 Annual PC & ZBA Report (*in compliance with the MI Planning Enabling Act*) for review.

Moved by Endter, second by Timmons to approve the 2021 Annual PC & ZBA Report as submitted, authorizing Clerk Cameron to present it to the City Council for their approval. Motion Carried.

The Commissioners reviewed the Land Use/Master Plan meeting that was held last week with the City Council, Planning Commission members and Zoning Board of Appeals members. Discussion was held. Monthly progress meetings will be held under the continued guidance of Jason, with Rowe PSC.

Public Comments

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

Moved by Timmons, second by Macha to adjourn the meeting at 7:50pm. Motion carried.

Approved 5-10-2022

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, May 10, 2022 @ 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 Rob Endter, Clare McCollum, Jared Macha, Jerry Timmons and Mayor Alice Schafer

Absent: Commissioners Richard Teal and Kristyn Roethlisberger

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

Audience Present: None

Moved by Timmons, second by Schafer to approve the minutes of the regular meeting held March 8, 2022. Motion carried.

Public Comments

Vice Chair Endter asked for any public comments. None was given.

Unfinished Business

There was none.

New Business

Manager Conn presented the 2022-2028 Capital Improvement Plan for review. Discussion was held.

Moved by Timmons, second by McCollum to approve the 2022-2028 Capital Improvement Plan, authorizing it to be presented to the City Council for their approval. Motion Carried.

Public Comments

Vice Chair Endter asked for any public comments. None was given.

Moved by Schafer, second by Timmons to adjourn the meeting at 7:12pm. Motion carried.

Approved 7-12-2022

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, July 12, 2022 @ 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, Rob Endter, Jared Macha, Kristyn Roethlisberger, Jerry Timmons and Mayor Alice Schafer

Absent: None

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

Audience Present: Doug Dice, and Duane LaLone

Clerk Cameron administered the oath of office to Rob Enter and Jared Macha for a 3-year term ending 6/30/2025.

Clerk Cameron reported that Clare McCollum has stepped down from the Commission. This leaves a vacant seat for the remainder of the term ending June 30, 2022.

Chair Teal opened the floor for nominations for election of officers as Chair, Vice Chair and Secretary, to serve one-year terms ending June 30, 2023.

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

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

Moved by Schafer, second by Macha to nominate Kristyn Roethlisberger to serve as Secretary. Commissioner Roethlisberger accepted the nomination. Motion carried.

Moved by Timmons, second by Macha to approve the minutes of the regular meeting held May 10, 2022. Motion carried.

Public Comments

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

Unfinished Business

There was none.

New Business

Manager Conn presented the site plan request made by Duane LaLone, owner of DuKay LLC, located at 331 Industrial Parkway. The proposed plan is to lay crushed concrete stone between the west end of the building and the existing concrete slab. This will provide a hard surface driveway. Manager Conn reported that he and Mr. LaLone had previously spoken (prior to this meeting) about the property conditions of his other business, Trinity Truck and Trailer, located at 180 Industrial Parkway. Discussion was held regarding all the trucks being parked outside along with other miscellaneous items. Manager Conn stated he has received complaints from neighboring businesses regarding the looks of the property. Further sharing that the view from the highway has been of concern to the City and its residents. Mr. LaLone acknowledged the situation and understood the concern from others. He stated that he purchased the property at 331 Industrial Parkway to use those storage buildings to expedite service down time. He has already begun the process of cleaning up the old location. The new property provides several storage

buildings for the trucks, parts and equipment. The existing concrete slab will be used for additional parking, leaving the proposed crushed concrete surface to be used as a driveway access only. Manager Conn stated that the drainage for the property will go to the existing retention pond within the Industrial Park.

Moved by Endter, second by Macha to approve the site plan for Dukay LLC as submitted, for crushed concrete driveway located at 331 Industrial Parkway, 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 Timmons, second by Roethlisberger to adjourn the meeting at 7:36pm. Motion carried.

Approved 8-9-2022

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, August 9, 2022 @ 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, Rob Endter, Kristyn Roethlisberger, Jerry Timmons and Mayor Brett Baublitz

Absent: Commissioner Jared Macha

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

Audience Present: Tony Leiter and Sam Smith

Moved by Endter, second by Timmons to approve the minutes of the regular meeting held July 12, 2022. Motion carried.

Public Comments

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

Unfinished Business

There was none.

New Business

Manager Conn presented the special use permit request made by Tony Leiter, for an accessory building on his property located at 450 Webster Street. The proposed plan is for a 12'x20' accessory building to be located behind the existing garage on the 1.1acre lot. This additional square footage will increase the overall allotment of no greater than 864sq.ft. allowed by ordinance. In addition, this will be greater than the area of the ground floor of the house. Discussion was held.

Moved by Timmons, second by Baublitz to approve a special use permit for the addition of a 12'x20' accessory building at 450 Webster Street. Motion carried.

Manager Conn presented the site plan request made by Sam Smith, owner of Mint Investments, on his property located at 115 S Catherine Street. This is a residential house located in the C-2 zone. The existing house is on a parcel that crosses the boundary of the parcel to the east (which are in two different plots of the city and cannot be combined). The proposed attached garage would require a variance of 4' for the rear yard setback. Discussion was held.

Moved by Endter, second by Timmons to approve a variance of 4' for the rear yard setback on this parcel located in the C-2 zone, authoring the construction of an attached garage to the existing residential house. Motion carried.

Public Comments

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

Moved by Timmons, second by Baublitz to adjourn the meeting at 7:12pm. Motion carried.

Approved 9-13-2022

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, September 13, 2022 @ 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, Rob Endter, Kristyn Roethlisberger, Jerry Timmons, Jared Macha and Mayor Brett Baublitz

Absent: None

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

Audience Present: Ben & Jenny Cooley

Moved by Endter, second by Timmons to approve the minutes of the regular meeting held August 9, 2022. Motion carried.

Public Comments

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

Unfinished Business

There was none.

New Business

Motion by Timmons, second by Mach to open a public hearing. Motion carried.

Manager Conn presented the special use permit request made by Ben Cooley for an accessory building to be constructed, located on his property at 315 S Main St. The building would be 66'x198' located in the backyard off the alley and meets all side yard setbacks. Manager Conn requested if the building was to be used for personal benefit and not as a home business. Mr. Cooley confirmed that it was for personal use. Discussion was held. Clerk Cameron reported that two neighbors emailed their approval of the project.

Motion by Endter, second by Timmons to close the public hearing. Motion carried.

Moved by Endter, second by Roethlisberger to approve a special use permit for the addition of a 66'x198' accessory building at 315 S Main Street. Motion carried.

Manager Conn presented a draft of the Land Use Plan for review. The public hearing will be held at the December PC meeting. Discussion was held.

Public Comments

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

The Commissioners discussed changing the time of the meetings.

Moved by Endter, second by Timmons to adjourn the meeting at 7:30pm. Motion carried.

Approved 11-8-2022

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, November 8, 2022 @ 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, Rob Endter, Kristyn Roethlisberger, Jerry Timmons, Jared Macha and Mayor Brett Baublitz

Absent: None

Staff Present: City Manager Jamey Conn

Audience Present: David & Scott Roslund and Kirby with ZFS.

Minutes will be approved at the next meeting.

Public Comments

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

Unfinished Business

There was none.

New Business

Moved by Baublitz, second by Timmons to open a public hearing. Motion carried.

Manager Conn presented the special use permit request made by David & Scott Roslund for an accessory building to be constructed on his property at 401 S St. Johns St. The proposed building would be 60'x30' and located on a lot that already contains three accessory buildings and no dwelling. The ordinance requires that a dwelling must be present before any accessory buildings. Discussion was held.

Moved by Macha, second by Timmons to close the public hearing. Motion carried.

Moved by Macha, without support. Motion is dead.

Manager Conn presented a site plan review for Zeeland Farm Services located at 1266 E Washington Rd. The proposed plan is to pour a new 12'x20' cement pad foundation to relocate the current cyclone and fan. Further work will be done in the spring.

Moved by Baublitz, second by Timmons to approve a new cement pad foundation to be poured at ZFS. Motion carried.

Public Comments

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

Moved by Timmons, second by Baublitz to adjourn the meeting at 7:27pm. Motion carried.

Approved 12-20-2022

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, December 20, 2022 @ Noon

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

Present: Commissioners Richard Teal, Kristyn Roethlisberger, and Jerry Timmons.

Absent: Commissioner Jared Macha and Mayor Brett Baublitz

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

Audience Present: Jason Ball with Rowe PSC., Jim Gruesbeck and Deb Vusich

Moved by Timmons, second by Roethlisberger to approve the minutes of the regular meeting held September 13, 2022 and November 8, 2022. Motion carried.

Public Comments

Chair Teal asked for any public comments. Deb Vusich stated that she was attending to learn about the Master Plan.

Unfinished Business

There was none.

New Business

Moved by Roethlisberger, second by Timmons to open a public hearing at 12:03pm. Motion carried.

Manager Conn introduced Jason Ball with Rowe PSC, who collaborated with City Council, Planning Commissioners, Zoning Board of Appeals Members and city staff to create/update the City Master Plan for 2022-2042 duration. Mr. Ball presented an overview of the City Master Plan. Discussion was held. Mr. Ball stated that a 5 (five) year review of the plan is required under Municipal Planning Act of 2002.

Moved by Timmons, second by Roethlisberger to close the public hearing at 12:22pm. Motion carried.

Moved by Roethlisberger, second by Timmons to approve the City Master Plan 2022-2042 with authorization to submit to City Council for their approval.

Motion carried by Roll Call Vote:

Ayes: (3) Kristyn Roethlisberger, Jerry Timmons and Richard Teal

Nos: (0) None

Absent: (2) Jared Macha and Brett Baublitz

Public Comments

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

Moved by Timmons, second by Roethlisberger to adjourn the meeting at 12:28pm. Motion carried.

Approved 2-14-2023

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary