

# **STURGIS PLANNING COMMISSION**

## **Regular Meeting**

### **January 15, 2013**

**Members present:** Chairman, Keith Waltke; John Mikulenas; Michael Brothers; Peter Stage; Don Eaton; Jon Good; Eric Jones; Michael Caywood.

**Members absent:** Warren Atkins.

**Staff present:** Dir. Community Development, George E. Musolff; Tammy Williams

**Also present:** Mike Hughes; Don Lampe; Lois Lampe; David Clark.

**Chairman, Keith Waltke opened the meeting at 7:30 pm.**

*Minutes of the November 20, 2012 Meeting were approved as presented.*

#### **Class A Non-Conforming Use Request – 609 Sturgis Avenue**

Chairman Waltke opened by confirming all Commission members had received and reviewed their packets including the Staff Report regarding the request. He then relinquished the floor to Mr. Don Lampe, representative of the property. Mr. Lampe addressed the Commission and explained that without the Class A Non-Conforming Use his property could not be financed by perspective new buyers nor can it be rebuilt in the event it is damaged more than 50% of its assessed value.

Mr. Waltke then opened discussion to the Commission. City Staff pointed out that stipulations could be added to the Non-Conforming Use to allow for future revocation if needed. After discussion regarding the property and the need for the Class A Non-Conforming Use, a motion was made by Mr. Good to grant the Class A Non-Conforming Use with the proviso that the main (larger or front) property be owner occupied upon transfer from current owner, the motion was seconded by Mr. Jones, and Mr. Waltke then asked for further discussion. Mr. Musolff suggested that some provision also be made requiring the secondary property as a rental be held up to certain standards in order to avoid revocation of the Non-Conforming Use. Mr. Good amended his motion to designate the secondary property as 609 ½ and require that property to maintain maintenance standards equal to or better than Property Maintenance Standards currently being enforced by the City of Sturgis. The motion was seconded by Mr. Mikulenas, a vote was taken, and the motion was passed.

**Voting yes: 8**

**Voting no: 0**

**Absent: Warren Atkins**

#### **New Business**

##### **Auditorium Sign**

Discussion was opened regarding a request from Sturges Young Auditorium for a marquee sign and how to handle the request. After discussion, it was agreed that City Staff draw up language for presentation to the Commission at the February 19, 2013 meeting. Language should include specific uses where a marquee sign would be permitted (including definitions) and should also state that ALL marquee signs be required to pass design review.

##### **Tourist Oriented Directional Signage Ordinance Proposal**

Mr. Musolff explained that in order for MDOT to place Tourist Oriented Directional Signs within the City of Sturgis, language permitting said signs was required in the City Ordinance. Andrew Kuk had composed language to be considered. A motion was made to adopt the language into the City Ordinance as proposed by Mr. Kuk with a clerical correction to the second paragraph making the words “with in” one word “within”, Mr. Mikulenas seconded the motion, a vote was taken, and the motion passed.

**Voting yes: 8**

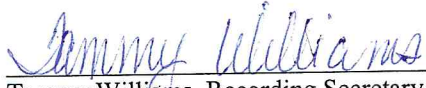
**Voting no: 0**

**Absent: Warren Atkins**

Chairman Waltke asked if there was any other business. Mr. Musolff said that he would like to alert the Commission of a possible upcoming request from the Airport Advisory Board to add language to the Zoning Ordinance Section 1.1115 regarding abandoned, non-operating aircraft.

Hearing no further new business, Chairman Waltke adjourned the meeting.

**Adjourned 8:23 pm**

  
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Tammy Williams, Recording Secretary

**STURGIS PLANNING COMMISSION**  
**Regular Meeting**  
**February 19, 2013**

**Members present:** Vice-Chairman, John Mikulenas; Michael Brothers; Peter Stage; Don Eaton; Jon Good; Michael Caywood.

**Members absent:** Warren Atkins; Keith Waltke; Eric Jones.

**Staff present:** Dir. Community Development, George E. Musolff; Tammy Williams

**Also present:** Cheyenne Miller; Todd Krantz.

**Vice-Chairman, John Mikulenas opened the meeting at 7:30 pm.**

*Minutes of the January 15, 2013 Meeting were approved as presented.*

**Class A Non-Conforming Use Request – 1201 E. Chicago Rd.**

Vice-Chairman Mikulenas opened by asking the audience if anyone was there representing the property. The owner, Cheyenne Miller, stepped forward and explained the property had been used as a residence/beauty salon and the beauty salon had since closed. They have been occupying the property as a residence and have offered it for sale. The potential buyer is having an issue getting the property financed since it is located in Business Highway (BH) Zoning. The Class A Non-Conforming Use is needed so that the property may be rebuilt as a residential property should it be destroyed by a catastrophic event. It was pointed out by City Staff the property is scheduled as R-1 on the future land use map. Mr. Eaton made a motion the Non-Conforming Use be granted, the motion was seconded by Mr. Stage, a vote was taken and the motion carried.

**Voting yes: 6**

**Voting no: 0**

**Absent: Warren Atkins; Keith Waltke; Eric Jones**

**New Business**

**Holy Angels - Parking Lot Use**

Mr. Musolff addressed the Commission and informed them this was on the agenda only as an FYI issue. Complaints have been received in his office that they are not conforming to one-way traffic in the drive on Monroe Street as was promised when the site plan was approved. Mr. Musolff agreed to contact the Church to explain these complaints have been coming in and request they possibly put up barricades or use signage to come into compliance with what they promised.

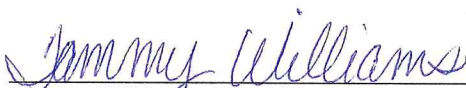
**Design Review – Great Lakes Coffee**

Mr. Mikulenas stated this item had been removed from the agenda due to the fact the owners have agreed to return the color of the bottom portion of the building to the original color of white to bring it back into compliance.

Mr. Mikulenas acknowledged the Commission had been given copies of proposed language regarding Marquee Signage and requested the members review the handouts and contact City Staff if there were questions or changes. Mr. Good inquired when the changes agreed to during the Master Plan Review would be sent to the City Commission and Mr. Musolff responded stating all language would be ready to be reviewed by the March 19, 2013 Planning Commission meeting and then it would be submitted to the City Commission.

Hearing no further new business, Vice-Chairman Mikulenas adjourned the meeting.

**Adjourned 7:44 pm**

  
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Tammy Williams, Recording Secretary

**STURGIS PLANNING COMMISSION**  
**Regular Meeting**  
**March 19, 2013**

**Members present:** Vice-Chairman, John Mikulenas; Peter Stage; Eric Jones; Jon Good; Michael Caywood.

**Members absent:** Warren Atkins; Keith Waltke; Don Eaton; Michael Brothers.

**Staff present:** Dir. Community Development, George E. Musolff; Tammy Williams

**Also present:** None

**Vice-Chairman, John Mikulenas opened the meeting at 7:30 pm.**

*Minutes of the February 19, 2013 Meeting were approved as presented.*

**Review of proposed Zoning Ordinance changes.**

Vice-Chairman Mikulenas opened by asking if anyone had any comments regarding the language submitted. Mr. Musolff explained that the language had been submitted to City Legal for review and was returned and now submitted for final review by the Planning Commission. Mr. Mikulenas had some questions regarding language for the marquee signs in each zoning section. It was explained that it needed to be included in each section so that when information regarding each section was given out, it would be clear that marquee signs were considered a Special Land Use and would also be subject to review by the Design Review Committee. Jon Good made a motion to accept the language as written, the motion was supported by Eric Jones, a vote was taken, and the motion passed.

**Voting yes: 5      Voting no: 0      Absent: Warren Atkins; Keith Waltke; Don Eaton; Michael Brothers**

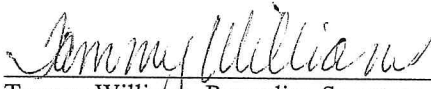
**New Business**

**Warren Atkins Resignation**

Mr. Musolff addressed the Commission and informed them Warren Atkins had recently moved out of town and felt that he should no longer reside on the Planning Commission. Mr. Atkins stated he would submit his written resignation. Mr. Musolff suggested Commission members ask associates they feel are qualified to submit an application to the City Commission for review.

Hearing no further new business, Vice-Chairman Mikulenas adjourned the meeting.

**Adjourned 7:47 pm**

  
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Tammy Williams, Recording Secretary



**STURGIS PLANNING COMMISSION**  
**Regular Meeting**  
**May 21, 2013**

**Members present:** Chairman, Keith Waltke; Michael Brothers; Jon Good; Eric Jones; Pete Stage\*

**Members absent:** John Mikulas; Don Eaton; Michael Caywood

**Staff present:** Dir. Community Development, George E. Musolf; Tammy Williams

**Also present:** Vicky Carpenter

**Chairman, Keith Waltke opened the meeting at 7:42 pm.**

*Minutes of the March 19, 2013 Meeting were approved as presented.*

**Class A Non-Conforming Use Request – 205 Grove Street.**

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then asked for comments. A motion was made to approve the request with the condition the property maintain standards equal to or better than Property Maintenance Standards currently being enforced by the City of Sturgis. The motion was seconded by Michael Brothers, a vote was taken, and the motion passed.

**Voting yes: 5**

**Voting no: 0**

**Absent: John Mikulas; Don Eaton; Michael Caywood**

**New Business**

**Sturgis 2022 Resolution**

Mr. Waltke asked for comments from the Commission. He asked for a motion on the resolution and Jon Good moved that the Resolution for Sturgis 2022 be adopted. Eric Jones seconded the motion, a vote was taken, and the motion passed.

**Voting yes: 5**

**Voting no: 0**

**Absent: John Mikulas; Don Eaton; Michael Caywood**

**Ground Water Ordinance/Environmental Permits Checklist**

Mr. Musolf explained to Commission members this is the first of many forms that would be given to them for review as the City would like to adopt a City Ground Water Ordinance. He asked that members just be aware for future developments and said he would be keeping them informed.

Hearing no further new business, Chairman Waltke adjourned the meeting.

**Adjourned 7:53 pm**

\*Teleconference

  
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Tammy Williams, Recording Secretary

# **STURGIS PLANNING COMMISSION**

## **Regular Meeting**

### **June 18, 2013**

**Members present:** Chairman, Keith Waltke; Michael Brothers; Jon Good; Eric Jones; Pete Stage; Michael Caywood

**Members absent:** John Mikulenas; Don Eaton

**Staff present:** Dir. Community Development, George E. Musolff; Tammy Williams

**Also present:** Martin Troyer, J & J Enterprises; Ross Wendel, Speedway; Scott Kerr, Fairfield Corp.; Ross Beyer, Kroger Corp.; Juli Sala, SSOE Group

**Chairman, Keith Waltke opened the meeting at 7:32 pm.**

*Minutes of the May 21, 2013 Meeting were approved as presented.*

#### **Special Land Use Request – 811 S Centerville Rd. – Fueling Station**

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then asked for comments from City Staff. Mr. Musolff explained the progress of the project thus far. The floor was then turned over to Mr. Beyer from Kroger Corporation who presented an overview regarding the proposed fueling station project. A motion was made by Jon Good to accept the Site Plan and Special Land Use Request as submitted. At this time, Mr. Musolff suggested the Commission add a contingency for final Staff engineering approval of storm water provisions and electrical service location.

**MOTION:** Made by Jon Good and seconded by Michael Caywood based on Special Land Use Standards Code Section 1.0602 (D) being met to approve the Site Plan and Special Land Use Request contingent on final Staff engineering approval of storm water provisions and electrical service location. **PASSED UNANIMOUSLY**

#### **New Business**

##### **Americraft Carton - Expansion**

Mr. Musolff presented to the Commission a request for a Special Planning Commission meeting regarding an expansion project at Americraft Carton. The Commission agreed unanimously to meet on June 25, 2013 at 2:00 pm for a Special meeting.

##### **Holy Angels Church – Site Plan Amendment - Fence**

Mr. Musolff explained to Commission the need for a grass area between the parking areas and fence to be used for snow storage. A motion was made by Mr. Good to accept the minor amendment. Mr. Caywood seconded and the motion passed unanimously.

Hearing no further new business, Chairman Waltke adjourned the meeting.

**Adjourned 7:53 pm**

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Tammy Williams, Recording Secretary

# STURGIS PLANNING COMMISSION

## Special Meeting

### June 25, 2013

**Members present:** Chairman, Keith Waltke; Michael Brothers; John Mikulenas; Don Eaton; Eric Jones; Pete Stage; Michael Caywood

**Members absent:** Jon Good

**Staff present:** Michael Hughes, City Manager; Barry Cox, City Engineer; Tammy Williams

**Also present:** Eric Hanson, Americraft Carton; James Ware, Ware Construction

**Chairman, Keith Waltke opened the meeting at 2:01 pm.**

*Minutes of the June 18, 2013 Meeting were approved as presented.*

#### Site Plan Review – Americraft Carton

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then asked for comments from Americraft Carton representative, Eric Hanson. Mr. Hanson introduced himself and gave a brief overview of the project. He then asked members of the Commission for any questions they had related to the project. Mr. Waltke asked if there were comments from City Staff and Mr. Cox responded stating all issues had been included in the report he supplied to the Commission. The project is scheduled for three loading docks on the Northwest corner of the facility and Mr. Stage inquired if there would be a possibility of a backup of semi trucks on Prairie St. if there were more than three trucks waiting to get into the loading docks. Mr. Hanson responded he couldn't imagine there would be more than three semis delivering at one time since they have the three docks and use dock scheduling for deliveries. Motion was made to approve the site plan contingent upon final approval of Engineering and items 1, 2, 5, & 6 of the supplied staff report from Barry Cox. At this time, Eric Jones requested to abstain from voting since his company is a supplier to Americraft Carton. The motion was passed as follows.

**MOTION:** Made by John Mikulenas and seconded by Don Eaton to approve the Site Plan contingent on final Engineering Staff approval and the following conditions from the supplied Staff Report:

1. Americraft Carton will eliminate the east building truck access on Magnolia Avenue and north truck access on Prairie Avenue as part of the building demolition.
2. A detailed drawing of the drive approach changes and how it will tie into existing street curb. Current plan does not identify existing end of curb, widths, or radii of the proposed drive approach.
5. On site storm drainage design in accordance with the City's Storm Water Design Criteria Manual by a registered professional engineer.
6. Americraft Carton will be responsible for damage to infrastructure (curb, terrace, electric poles, signs, etc.) from semi-trucks at the intersection of Magnolia Avenue and Prairie Avenue.

**Voting yes: 6**

**Voting no: 0**

**Abstaining: 1**

**Absent: Jon Good**

#### New Business

Mr. Eaton addressed Commission Members regarding the Commission on Aging survey regarding the Senior Center. The public opinion is highly in favor of a place for gathering, meeting, and education. Almost 70% would like to see it placed near a medical facilities, parks, and senior housing. This all indicates an area near the Doyle Center. Mr. Eaton presented this information so members would be aware that this issue may be coming before them in the near future.

Hearing no further new business, Chairman Waltke adjourned the meeting.

**Adjourned 2:18 pm**

  
Tammy Williams, Recording Secretary

# **STURGIS PLANNING COMMISSION**

## **Special Meeting**

### **August 5, 2013**

**Members present:** Chairman, Keith Waltke; Michael Brothers; John Mikulenias; Don Eaton; Eric Jones; Pete Stage; Michael Caywood

**Members absent:** Jon Good

**Staff present:** George Musolff; Michael Hughes, City Manager; Andrew Kuk, Assistant City Manager; Barry Cox, City Engineer; Tammy Williams

**Also present:** Eric Hanson, Americraft Carton; James Ware, Ware Construction; Edward Miller; Jeff Jennings; Karen Stephens; Peggy Johnson; Bill Laditka, Wightman & Associates; Andy Mollison, Wightman & Associates; Jeremy Gump, Inquire Partners; David Clark, Prudential Realty; Rob Sisson, City Commissioner.

**Chairman, Keith Waltke opened the meeting at 4:00 pm.**

*Minutes of the June 25, 2013 Meeting were approved as presented.*

#### **700 N Lakeview – Special Land Use – Home Occupation**

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then asked for comments from a representative of the property. Jeff Jennings introduced himself and gave a brief overview of an Accounting Business he would like as a home occupation. Mr. Jennings also expressed that he would like to install a 3' x 2' sign with his name and address in the yard as well as the 12" x 12" business sign attached to his home. Discussion was opened to the commission and there was a discussion regarding the request for the sign. It was determined the sign is nothing more than a nameplate or address and should be allowed. Motion was made to approve the Special Land Use for the home occupation with all standards of code Section 1.0602 (D) met as read by Mr. Waltke. The motion was passed as follows.

**MOTION:** Made by Michael Caywood and seconded by Eric Jones to approve Special Land Use for home occupation and allows for address sign as requested.

**Voting yes: 7**

**Voting no: 0**

**Absent: Jon Good**

#### **217 Farwell – Special Land Use – Two Family Dwelling**

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then asked for comments from a representative of the property. David Clark, Prudential Realty stepped forward and addressed the Commission explaining that the property had a sale pending with the stipulation the Special Land Use be approved. He explained the property was used as a two family dwelling in the past and there were other two family dwellings in the area. Discussion was opened to the commission and a Motion was made to approve the Special Land Use for a two family dwelling with all standards of code Section 1.0602 (D) met as read by Mr. Waltke. The motion was passed as follows.

**MOTION:** Made by Don Eaton and seconded by John Mikulenias to approve Special Land Use for a two family dwelling as requested.

**Voting yes: 7**

**Voting no: 0**

**Absent: Jon Good**

#### **305 W South Street – Class A Non-Conforming Use**

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then asked for comments from a representative of the property. James Ware, Ware Construction introduced himself and explained the Class A Non-Conforming Use was needed for a proposed addition on the property. Discussion was opened discussion to the public at Mr. Edward Miller addressed the Commission regarding trucks parking in the street on Jefferson Street. Mr. Hanson from Americraft Carton replied the trucks in question are carriers picking up freight and they would have no way to control them and suggested the City of Sturgis install signs and implement a truck route. Mr. Miller was advised to submit his request to the City Manager. Hearing no further questions from the public, Mr. Waltke turned discussion to the Commission. Motion was made to approve the Class A Non-Conforming Use Request. At this time, Eric Jones requested to abstain from voting as his company is a supplier to Americraft Carton. The motion was passed as follows.

**MOTION:** Made by Don Eaton and seconded by Pete Stage to approve the Class A Non-Conforming Use Request.

**Voting yes: 6**

**Voting no: 0**

**Abstaining: 1**

**Absent: Jon Good**



### **Site Plan Review – Americraft Carton**

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then asked for comments from an Americraft Carton representative. James Ware stepped forward and explained the project as an addition to the existing building at Americraft Carton. The project is a 20,000 square foot building at the corner of South and Prairie Streets with an overhead door to allow for delivery of large equipment in the future. Discussion was opened to the public and City Engineer, Barry Cox addressed questions he had regarding curb cuts and the drive approach on Prairie Street. Hearing no further questions from the public, discussion was returned to the Commission and Motion was made to approve the site plan contingent upon final approval of Engineering. At this time, Eric Jones requested to abstain from voting since his company is a supplier to Americraft Carton. The motion was passed as follows.

**MOTION:** Made by John Mikulenas and seconded by Don Eaton to approve the Site Plan contingent on final Engineering Staff approval.

**Voting yes: 6**

**Voting no: 0**

**Abstaining: 1**

**Absent: Jon Good**

### **Site Plan Review – Summit Polymers - Syntech**

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then asked for comments from a Summit Polymers representative. James Ware stepped forward and explained the project. Discussion was opened to the public and hearing no questions, it was then returned to the Commission. Motion was made to approve the site plan contingent upon final approval of Engineering. The motion was passed as follows.

**MOTION:** Made by Don Eaton and seconded by Eric Jones to approve the Site Plan contingent on final Engineering Staff approval.

**Voting yes: 6**

**Voting no: 0**

**Absent: Jon Good**

### **Sketch Plan Review – Planned Development District**

Chairman Waltke opened the floor to Mr. Jeremy Gump, Inquire Partners for a presentation regarding a proposed Planned Development District. Mr. Gump presented plans for an area he would like to develop as a Planned Development District in phases. The first phase would consist of one two-story building with retail and a walk through lobby area on the lower level to provide access from the rear of existing buildings to parking on John Street and office space on the second floor, streetscaping, opening John Street to two-way traffic with 12' travel lanes each way, 8' wide parking area, and 18' sidewalks. The walk through lobby area will have locking doors with the building being secured for a brief period during off hours each night. With a gathering area for the public across the street complete with a park area, vendor area, and possible large projection screen.

The Commission inquired how soon Mr. Gump would be moving forward with the project. Mr. Gump expressed the desire to have the two-story retail/office building built and occupied by June, 2104. Steps needed to accomplish this task were then discussed.

### **New Business**

Mr. Hughes addressed the Commission regarding a possible upcoming project for Burr Oak Tool which could be coming before the Commission. The project involves the sale of Carls Park to Burr Oak Tool for use as a potential expansion.

Hearing no further new business, Chairman Waltke adjourned the meeting.

**Adjourned 5:29 pm**

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Tammy Williams, Recording Secretary

**STURGIS PLANNING COMMISSION**  
**Special Meeting**  
**August 20, 2013**

**Members present:** Chairman, Keith Waltke; John Mikulenas; Jon Good; Pete Stage; Michael Caywood

**Members absent:** Don Eaton; Michael Brothers; Eric Jones

**Staff present:** George Musolff; Tammy Williams

**Also present:** None

**Chairman, Keith Waltke opened the meeting at 7:30 pm.**

*Minutes of the August 5, 2013 Special Meeting were approved as presented.*

**109 E Chicago Rd – Jaclyn Nicole Salon Lighted Sign – Design Review**

Chairman Waltke opened by making sure all members present had received and reviewed the information. Mr. Musolff explained the Design Review Committee had met regarding this project and the Planning Commission review was the final step in the process. Design Review Committee's referral was to approve the Building Permit Application for the sign and possibly add language to the Ordinance allowing "halo lighting". After discussion, it was decided to proceed cautiously regarding any language change and continue to review similar signs on a case by case basis. Mr. Musolff suggested that if language were proposed, it be limited to only white light and not colored lighting. Motion was made to approve the Permit Application for the sign as submitted and passed as follows.

**MOTION:** Made by Jon Good and seconded by Michael Caywood to approve Building Permit Application for the sign.

**Voting yes: 5**

**Voting no: 0**

**Absent: Don Eaton; Michael Brothers; Eric Jones**

**New Business**

Mr. Waltke made a request that bottled water and soda be made available to members at meetings and the Commission agreed by consensus.

Hearing no further new business, Chairman Waltke adjourned the meeting.

**Adjourned 7:39 pm**

  
Tammy Williams, Recording Secretary

# STURGIS PLANNING COMMISSION

## Special Meeting September 17, 2013

**Members present:** Chairman, Keith Waltke; John Mikulenias; Jon Good; Pete Stage; Michael Caywood; Michael Brothers; Eric Jones

**Members absent:** Don Eaton

**Staff present:** George Musolff; Tammy Williams; Mike Hughes, City Manager; Barry Cox, City Engineer

**Also present:** Bill Haack; Jeremy Gump, Inquire Partners; Brian Rice, Fleiss & Vandenbrink; Karen Stephens; Alonzo Drake; Margaret Drake; Patti Brannam; Cindy Conrod; Jane Beamish; Ken Malone; Roland Weidner; Jill Peck

**Chairman, Keith Waltke opened the meeting at 7:32 pm.**

*Minutes of the August 20, 2013 Meeting were approved as presented.*

### **Moso Village – Zoning Change Request & Preliminary Site Plan Review**

Chairman Waltke opened by making sure all members present had received and reviewed the information. He then read the original letter from Wightman & Associates, Inc. requesting the Zoning Change for a proposed Planned Development District. Mr. Musolff explained to the Commission that there could be no official approval for this project until signed and official Site Plans had been submitted and reviewed but, the Commission could give a preliminary approval along with suggestions for changes they are requesting in order for a final approval. Jeremy Gump of Inquire Partners, representative for the project, was asked to read through a red-lined copy of the proposed Ordinance changes being requested. Mr. Waltke opened discussion to the public and comments were heard both for and against the project. Offering public comments and concerns against the project were Karen Stephens, Margaret Drake, and Patti Brannam. Offering comments and suggestions for the project were Jane Beamish and Ken Malone. Mr. Gump adequately addressed all concerns that were voiced and assured the Commission he is committed to Sturgis and this project. Hearing no further requests from those in attendance, discussion was closed to the public and opened to the Commission.

Mr. Good inquired about the large outdoor display screen. Mr. Gump agreed to make a change to allow one outdoor display unit as a permitted use with approval by the Commission coming during Site Plan Review. Mr. Mikulenias suggested that Murals be removed as a permitted use and instead be available with a Special Land Use. Chairman Waltke then read the eligibility requirements for Planned Development Districts and the Commission agreed unanimously that all criteria were met. A motion was made, voted on, and passed.

**MOTION:** Made by Jon Good and seconded by John Mikulenias for preliminary approval of the PDD-2 Zoning Request Change presented with suggested changes.

**Voting yes: 7**

**Voting no: 0**

**Absent: Don Eaton**

### **Preliminary Review & Introduction of Ground Water Protection Ordinance**

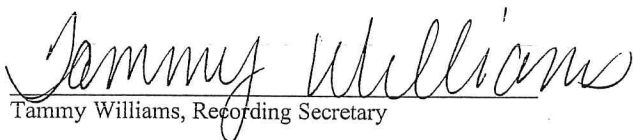
Barry Cox, City Engineer, and Mr. Rice of Fleiss & Vandenbrink introduced themselves and presented information regarding a proposed Ground Water Protection Ordinance to be added to our current Zoning Ordinance. Chairman Waltke instructed Commission members to take the information, review it, and be ready to discuss and move on it at the next Commission meeting scheduled for October 15, 2013.

### **New Business**

Mr. Waltke asked if there had been any progress on the building on Chicago Road owned by Mr. Mestelle and Mr. Musolff informed him that the building permit had been issued.

Hearing no further new business, Chairman Waltke adjourned the meeting.

**Adjourned 9:39 pm**

  
Tammy Williams, Recording Secretary

# STURGIS PLANNING COMMISSION

## Special Meeting

### October 2, 2013

**Members present:** Chairman, Keith Waltke; John Mikulenas; Jon Good; Pete Stage; Michael Caywood; Don Eaton; Michael Brothers

**Members absent:** Eric Jones

**Staff present:** Mike Hughes; Tammy Williams

**Also present:** John Wiedlea, EDC; Brian McConnell, Burr Oak Tool Inc.; Bob Hile; Mike Gay; Karen Stephens; Andrew Kuk, Assistant City Manager; Cathy Knapp, Southwest Michigan First; Ken Malone

**Chairman, Keith Waltke opened the meeting at 5:02 pm.**

*Minutes of the September 17, 2013 Meeting were approved as presented.*

#### Moment of Silence

Chairman Waltke requested a moment of silence to remember local businessman, David Locey.

#### Burr Oak Tool Inc. – Site Plan Review

Chairman Waltke opened the meeting and gave the floor to Mr. Brian McConnell of Burr Oak Tool Inc. for a brief overview of the project. Mr. McConnell explained the company had been very fortunate in the last year and the demand for their products has made them look at their capacities. Through internal analysis, they feel they are landlocked as far as any expansion at the current South Street location. Their goal is to split the manufacturing and assembly operations of their company and move the assembly portion to Dresser Industrial Park. Mr. Mikulenas asked if there were jobs that come with the building and Mr. McConnell replied that in total, the project should create an increase of 50 jobs over the next 3-5 years.

Mr. Ware then addressed the Commission and explained the project is on a fast track and they are working with City Staff to get all plans submitted in the next week. They are planning on using a combination of 14 inch thick crushed rock with a paver on top for employee parking. Utilities are there, they are working with the City on electricity.

Mr. Eaton requested that Mr. McConnell relay a message to Newell Franks thanking him for being ecologically minded on the project and expressed his appreciation.

Mr. Waltke asked for comments from City Staff and Mr. Hughes made sure that all members had received a copy of a memo from Barry Cox, City Engineer to George Musolff, Building/Planning/Zoning Administrator stating Engineering's site plan review findings. He also stated the Mr. Musolff had taken an initial look at the site plan and found no concerns or issues. From a staff standpoint, recommendation was given to approve the site plan contingent upon City Staff's final review and approval. He also made the Commission aware that Dresser Industrial Park is also governed by Restrictive Covenants. The site plan was reviewed by the EDC per these Covenants and was recommended for approval.

Mr. Good asked if IFEC was involved in this particular package, and Mr. Hughes replied Southwest Michigan First had participated with the State of Michigan to present a financial package for the development. Mr. McConnell called it an "extraordinary effort" by Southwest Michigan First and the State of Michigan. Mr. Good stated he would like to applaud Burr Oak Tool in helping Sturgis expand.

Discussion was opened to the public at this time. Hearing no public comment, a motion was made to approve the site plan contingent upon final approval of City Staff.

**MOTION:** Made by Don Eaton and seconded by Michael Caywood to approve the Site Plan contingent upon final City Staff approval.

**Voting yes: 7**

**Voting no: 0**

**Absent: Eric Jones**

Hearing no further business, Chairman Waltke adjourned the meeting.

**Adjourned 5:15 pm**

  
Tammy Williams, Recording Secretary

# **STURGIS PLANNING COMMISSION**

## **Regular Meeting**

### **October 15, 2013**

**Members present:** Chairman, Keith Waltke; John Mikulas; Jon Good; Michael Caywood; Don Eaton; Michael Brothers; Eric Jones

**Members absent:** Pete Stage

**Staff present:** Mike Hughes; Tammy Williams; George Musolff

**Also present:** Karl Littman; Mike Gay; Karen Stephens; John Stephens; Ina Taulbee; Andy Mollison, Wightman & Associates; Jeremy Gump, Inquire Partners; Mike Wilson; Barry Cox, City Engineer; Ken Malone; Brian Rice, Fleis & Vandenbrink

**Chairman, Keith Waltke opened the meeting at 7:30 pm.**

*Minutes of the October 2, 2013 Special Meeting were approved as presented.*

#### **206 North Street – Class A Non-Conforming Use Request**

Chairman Waltke opened by asking if there was a representative in attendance. Karen Stephens approached the podium and addressed the Commission as the property owner and made herself available for questions. Mr. Waltke asked for comments from Staff and Mr. Hughes commented the Staff Report included in packets stood as Staff comments. Mr. Waltke then opened the floor for Public Comment on the issue. Hearing none, the Public portion of the hearing was closed and directed back to the Commission. At this time, a motion was made, seconded, and passed unanimously.

**MOTION:** Made by John Mikulas and seconded by Eric Jones to approve the Class A Non-Conforming Use Request as presented.

**Voting yes: 7**

**Voting no: 0**

**Absent: Pete Stage**

#### **Burr Oak Tool – Amended Site Plan Review**

Chairman Waltke asked if a representative was present and none was in attendance. Mr. Hughes addressed the Commission stating the main change in the plan was the proposed location of the truck dock access. The proposal would move the dock from Bogen Road to S. Nottawa Road and would change from one 125 ft. drive to two 30 ft. drives. This would require a portion of S Nottawa Road to a Class A Road. Mr. Hughes stated Burr Oak Tool's original wish was to have the truck dock access come off S Nottawa Road but, since it was not an all-weather road, they chose to use Bogen Road. They have now determined they like the traffic flow off Nottawa Road much better and were willing to pay for reconstruction of Nottawa Road to an all-weather road. Hearing no other questions from Staff, Mr. Waltke asked for comment from the Public. No comments were heard from the Public and the floor was closed and returned to the Commission. At this time, a motion was made, seconded, and passed unanimously.

**MOTION:** Made by Don Eaton and seconded by Michael Caywood to approve the Amended Site Plan as presented.

**Voting yes: 7**

**Voting no: 0**

**Absent: Pete Stage**

#### **Moso Village Zoning Request & Preliminary Plan Review**

Mr. Waltke opened the floor to Jeremy Gump, Inquire Partners, and Andy Mollison, Wightman & Associates as representatives for the project. Mr. Gump addressed the Commission outlining changes made to the proposed Zoning Ordinance for PDD-2. Mr. Waltke asked if there were any questions from the Commission. At that time, Mr. Musolff addressed the Commission with a question regarding the allowable height of the display board. His concerns were that the display board could potentially be placed high enough to be visible above building profiles. Mr. Gump stated that he did not wish to install the display board that high, however, Mr. Musolff pointed out that the Ordinance would cover any potential future owner as well. After discussion regarding what would be an acceptable height, the Commission and Mr. Gump agreed to a maximum of 40 ft. from ground level. Mr. Waltke asked for Public comment and hearing none, redirected back to the Commission. A motion was made, seconded, and passed unanimously.

**MOTION:** Made by Jon Good and seconded by John Mikulas to recommend the PDD Zoning Request to the Sturgis City Commission for approval with the noted amendment of a height maximum for the display board of 40' from ground level.

**Voting yes: 7**

**Voting no: 0**

**Absent: Pete Stage**



Mr. Mollison lead discussion on the Preliminary Plan Review by summarizing the drawings presented. He explained the streetscaping would be included during the final Site Plan Review. It was noted by Mr. Mollison and Mr. Gump that an area had been left for the Sigrist Furniture van to park, a proposed alley a service court, an area for pedestrians to travel from the Strand Theater through the lobby of the building and over to John Street, and some transformer locations had been moved. Barry Cox questioned whether Frontier and Charter had been contacted yet regarding utilities and Mr. Gump stated he had spoken with Frontier, but had not yet been able to reach Charter. Discussion was returned to the Commission and Mr. Eaton acknowledged that most of the Sturgis City Commissioners were in attendance. He wanted to make it known that he had an interest in the project as a potential tenant as well as serving on the Planning Commission. Hearing no other comments, a motion was made, seconded, and passed unanimously.

**MOTION:** Made by Michael Caywood and seconded by John Mikulenas to recommend the PDD Preliminary Plan to the Sturgis City Commission.

**Voting yes: 7**

**Voting no: 0**

**Absent: Pete Stage**

### **Groundwater Ordinance Language**

Mr. Waltke opened the discussion by asking the representatives Barry Cox, City Engineer, and Brian Rice, Fleis & Vandenbrink, to address the Commission regarding the Ordinance. Mr. Cox explained that Checklists would be utilized by the Community Development Department in conjunction with the Ordinance when new projects are started. Mr. Waltke asked for comments from City Staff and the Public. Hearing none, the discussion was returned to the Commission. Mr. Mikulenas asked what the change was in the Appeals Process section and was informed by Mr. Rice the changes were naming the Board of Appeals and removing the City Manager as a member of the Board of Appeals since the first step in the process would require a meeting and decision by the City Manager. Hearing no other questions, a motion was made, seconded, and passed unanimously.

**MOTION:** Made by John Mikulenas and seconded by Don Eaton to recommend the Groundwater Ordinance Language to the Sturgis City Commission for approval as presented.

**Voting yes: 7**

**Voting no: 0**

**Absent: Pete Stage**

### **New Business**

Mr. Waltke commended Mr. Musolff on the action being taken at the Mestelle office site in the downtown. Mr. Good inquired about a banner hanging at Trinity Lutheran Church and Staff informed the Commission the matter has been addressed.

Hearing no further business, Chairman Waltke adjourned the meeting.

**Adjourned 8:14 pm**

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Tammy Williams, Recording Secretary

# STURGIS PLANNING BOARD

## Regular Meeting

### November 19, 2013

Called to Order at 7:30 pm in the Wiesloch Raum of City Hall.

**Members present:** Chairman, Keith Waltke; Jon Good; Don Eaton; Peter Stage; John Mikulenas; Michael Brothers

**Members absent:** Eric Jones; Michael Caywood

**Staff present:** Dir. Community Development, George E. Musolff; Recording Secretary, Tammy Williams

**Also present:** Assistant City Manager, Andrew Kuk; Matt Weiderman; Brent Rumsey; Grant Writer for St. Joseph County, Lindsay Oswald

*Minutes of the October 15, 2013 Regular Meeting approved as presented.*

**Chairman presented request for Special Land Use Request at 71320 M66 – Used Vehicle Sales Area proposed.**

At this time Chairman Waltke asked for a representative from the address. Mr. Matt Weiderman explained they had come across the location for sale and though it would fit their needs as far as establishing a Used Vehicle Sales Area. They are requesting a Special Land Use to allow for this. Mr. Waltke stated the property is currently zoned as Sturgis Township property but, upon sale, the property would come into the City under the BH-1 (Business Highway 1) Zoning. He then read from the City Ordinance section 1.0408 C (2) stating Used Vehicle Sales are allowed in BH-1 as a Special Land Use. He also noted, according to the staff report, building permits for change of use and some site development issues may be required. The conclusion of the Staff Report stated that so long as the potential buyers were aware of these possibilities and were willing to develop the site according to minimum standards of State Building Code and local Zoning Regulations, Staff could see no reason to deny the request.

Mr. Weiderman was asked by Mr. Mikulenas if he knew of any changes that would need to be made and he responded that there was a BDT meeting set if the Special Land Use is granted and this is their first step. Mr. Mikulenas then asked if he knew when the last Environmental Study was done on the property to which he responded that he was unsure. The County has no record of any issues at the property and the previous owner states that the tanks have been removed but, he has no paperwork to confirm. Mr. Weiderman stated that if there was a contamination issue, he would want it cleared up before they purchased the property.

Planning Administrator, George Musolff explained the Commission is being asked to grant the Special Land Use contingent upon the actual sale of the property to Mr. Rumsey and Mr. Weiderman. Staff is working with them to coordinate a BDT Meeting to discuss other possible issues with the property. The Special Land Use would go into effect upon completion of the sale but, they still would have to meet all Building and Zoning requirements.

*Chairman opened for Public Comment. No comments.  
Chairman closed for Public Comment.*

Chairman Waltke read the Special Land Use Standards Code Section 1.0602 (D) and allowed for Commission members to respond to each questions. It was deemed the Special Land Use Request met all of the standards. He then called for further questions or a motion. A motion was made and Mr. Musolff reminded the Commission that they would need to list any conditions in the motion. The motion was amended, seconded, a vote was taken, and the motion passed.

**MOTION:** Made by Michael Brothers and seconded by Don Eaton to approve the Special Land Use Request for the Vehicle Sales Area with the following conditions: Close of sale to Mr. Weiderman and Mr. Rumsey, the site meets all minimum DEQ

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requirements, a Baseline Environmental Assessment must be established, the building meets all current Building Codes per the State of Michigan, and the site conforms to all local City of Sturgis Zoning Ordinance Regulations.

**Voting yes: six                      Voting no: none                      Absent: Jones, Caywood                      Motion carried**

**Chairman presented the Farmland and Hazards Letter for Sturgis Molded Products.**

St. Joseph County Grant Writer, Lindsay Oswald addressed the Commission and explained the letter presented for the Chairman's signatures were required in order to approve grants for Federal money to fund projects at the locations. Chairman then read the letters to the Commission and asked for the Commission's wishes. A motion was made, voted on, and passed.

**MOTION:** Made by Jon Good and seconded by Don Eaton to approve the letters for the Chairman's signature as presented.

**Voting yes: six                      Voting no: none                      Absent: Jones, Caywood                      Motion carried**

**Chairman presented the Farmland and Hazards Letter for Wood Motel.**

Chairman read the letters to the Commission and asked for the Commission's wishes. A motion was made, voted on, and passed.

**MOTION:** Made by Jon Good and seconded by Don Eaton to approve the letters for the Chairman's signature as presented.

**Voting yes: six                      Voting no: none                      Absent: Jones, Caywood                      Motion carried**

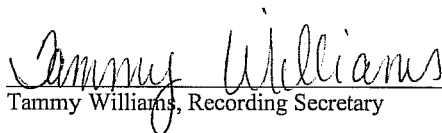
**New Business**

Under New Business Staff addressed the Commission with a request from the Sturgis City Commission regarding revisiting the possibility of regulating wood burning stoves and furnaces. This issue has been addressed and tabled by the Planning Commission in the past. Several suggestions were made on how the regulations could be accomplished ranging from lot size to placement. It was agreed that the discussion warranted more research and the Commission requested the issue be tabled for the evening and revisited on the next Agenda. City Staff was also asked to bring research regarding the issue.

It was also addressed that the Commission would be reviewing internally lit signs in the BC district. At that time, Chairman Waltke asked if there would be some data and information presented and Mr. Musolff replied yes.

Mr. Mikulenas asked if there was anything that could be done regarding the parking lot where Little Caesar's is located and Mr. Musolff informed him that Staff was in the process of locating the owner of the property to deal with some of the ongoing issues there.

**Adjourned 8:27 pm**

  
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Tammy Williams, Recording Secretary

# STURGIS PLANNING BOARD

## Regular Meeting

### December 17, 2013

Called to Order at 7:30 pm in the Wiesloch Raum of City Hall.

**Members present:** Chairman, Keith Waltke; John Mikulenas; Eric Jones; Peter Stage; Michael Brothers  
**Members absent:** Don Eaton; Michael Caywood; Jon Good  
**Staff present:** Dir. Community Development, George E. Musolff; Recording Secretary, Tammy Williams  
**Also present:** City Manager, Michael Hughes; Dick Derks K Drive Greenhouse; Ray Boes; Dave Hutchison

*Minutes of the November 19, 2013 Regular Meeting approved as presented.*

#### **Chairman presented request for Special Land Use Request at 264 W Fawn River Rd. – Seasonal Greenhouse Structure and Sales**

Chairman Waltke read the Staff Report submitted for this request and then asked for a representative from the address. Mr. Dick Derks of K Drive Greenhouse approached the podium and explained they were wanting to erect a temporary greenhouse and sell spring plants at the address for a period between April and June each year. They will be donating a portion of the sales to the VFW post. They are requesting a Special Land Use to allow for the structure and selling of the plants.

Mr. Derks explained that the structure would be erected each year around the end of April and then taken down around the middle of June. Once it is taken down, K Drive Greenhouse will make sure the area is returned to normal condition including taking care of any ruts or damage done to the lawn area. A representative from the VFW Post confirmed there was a portion of the a contract between K Drive Greenhouse and the VFW Post which stated K Drive Greenhouse would be responsible for taking care of any damages to the property.

*Chairman opened for Public Comment. No comments.  
Chairman closed for Public Comment.*

Chairman Waltke read the Special Land Use Standards Code Section 1.0602 (D) and allowed for Commission members to respond to each questions. It was deemed the Special Land Use Request met all of the standards. He then called for further questions or a motion. A motion was made and Mr. Musolff reminded the Commission that they would need to list any conditions in the motion. The motion was amended, seconded, a vote was taken, and the motion passed.

**MOTION:** Made by Eric Jones and seconded by Pete Stage to approve the Special Land Use Request for the Seasonal Greenhouse Structure and Sales with the following conditions: K Drive Greenhouse agrees to clean up the area and repair any damage to the property that should arise, and use can be continuous year after year.

**Voting yes:** Five      **Voting no:** none      **Absent:** Eaton, Caywood, Good      **Motion carried**

#### **Chairman presented request for Special Land Use Request at 906 E Chicago Rd. – Home Occupation – Insurance Office.**

Seeing no representative for this property in attendance, Chairman Waltke read the report provided by Staff explaining that Mr. Frank Perez, prospective buyer of this property, would like to request the Special Land Use for a Home Occupation contingent upon his purchase of the property. Mr. Perez is proposing to move his family into the home and relocate his Insurance Office there also.

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*Chairman opened for Public Comment.*

Mr. Dave Hutchison approached the podium and introduced himself as owner of property directly across the street from 906 E Chicago Road. He expressed concern over the increased traffic if a business moved in with all of the children present in the neighborhood. It was explained that a home occupation would not be allowed to increase traffic flow substantially in the neighborhood.

No other comments were heard from the public.

*Chairman closed for Public Comment*

Chairman Waltke read the Home Occupation - Special Land Use Conditions Code Section 1.0603 (A) and allowed for Commission members to respond to each question. It was deemed the Home Occupation - Special Land Use Request met all of the standards. He then called for further questions or a motion. A motion was made, seconded, a vote was taken, and the motion passed.

**MOTION:** Made by John Mikulenas and seconded by Michael Brother to approve the Home Occupation - Special Land Use Request as presented.

**Voting yes: Five**

**Voting no: none**

**Absent: Eaton, Caywood, Good**

**Motion carried**

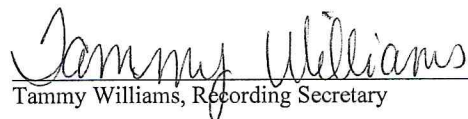
**Chairman presented the topic of Wood Burning Stoves/Furnaces for discussion**

Due to the nature and volume of information on this subject, it was decided to table this item until Commission members had more time to review this information and decide if they wanted to form a committee on the matter.

**New Business**

No new business was presented.

**Adjourned 8:22 pm**

  
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Tammy Williams, Recording Secretary