

**REGULAR MEETING – STURGIS PLANNING COMMISSION
TUESDAY, FEBRUARY 21, 2017
WIESLOCH RAUM – CITY HALL**

Chairman Waltke called the meeting to order at 7:30 PM.

Commissioners Present: Waltke, Mikulenas, Stage, Allen, Brothers

Commissioners Absent: Eaton, Caywood, Jones

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein; City Manager, Mike Hughes

Also present: Mayor, Robert Hile; City Commissioner, Rick Bir

Action of Minutes of Previous Meeting

APPROVAL of the minutes from the December 20, 2016, Regular Meeting as presented

Chairman Waltke presented the first agenda item – Old Business – 806 S. Lakeview trailer complaint status

The trailer has been brought into compliance.

Chairman Waltke presented the second agenda item – Master Plan Update - Request for Proposals

Mr. Waltke explained that a Master Plan update is to be completed every 5 years. The City of Sturgis is now due for an update to its existing Master Plan. Mr. Prichard explained that the Request for Proposal (RFP) had been completed for the Planning Commission's review and would be presented the following evening for the Commissioner's approval. The Chairman of the Planning Commission was chosen automatically to sit on the Master Plan Selection Committee. In addition to the Chairman, another member of the Planning Commission was to be selected to sit on the Selection Committee. Mr. Waltke recommended Garry Allen to sit on the Selection Committee, Mr. Allen volunteered, no one objected.

Adjourned 7:45 PM



Kara Falkenstein, Recording Secretary

**REGULAR MEETING – STURGIS PLANNING COMMISSION
TUESDAY, MARCH 21, 2017
WIESLOCH RAUM – CITY HALL**

Acting Chairman Mikulenas called the meeting to order at 7:30 PM.

Commissioners Present: Mikulenas, Stage, Allen, Brothers, and Jones
Commissioners Absent: Waltke, Eaton, and Caywood

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein

Also present: No visitors present

Action of Minutes of Previous Meeting

APPROVAL of the minutes from the February 21, 2017, Regular Meeting as presented

Acting Chairman Mikulenas presented the first agenda item – Old Business – Master Plan Update

Mr. Prichard updated the Commission on the response that the Community Development Dept. had received regarding the Master Plan Update Request for Proposals. There were approximately 10 firms that had shown interest in submitting a Request for Proposal. The interest was higher than expected.

Acting Chairman Mikulenas presented the second agenda item – Class “A” Non-Conforming – 1820 S. Centerville Road

Mr. Prichard explained to the Commission that Auto Park Ford was currently zoned Manufacturing. Vehicle sales is not a permitted use in parcels zoned Manufacturing. A Class “A” Non-Conforming Use status would allow Auto Park to continue vehicle sales and allow for expansion.

Motion: Made by Jones, seconded by Brothers to approve the request for a Class “A” Non-Conforming Use.

Acting Chairman Mikulenas presented the third agenda item – Zoning District Change – 1820 S. Centerville Road

Mr. Mikulenas explained that Auto Park Ford had recently acquired a small parcel of land, previously located in Sturgis Township. Per City of Sturgis Code of Ordinances, when annexed into the city, the parcel was zoned as Residential-2 (R-2) automatically. Neighboring parcels are currently zoned Manufacturing. It was the recommendation of the City Staff to rezone the parcel Manufacturing. The approval of the Zoning District Change request would allow the newly acquired parcel to be combined with the northern adjoining property.

Motion: Made by Jones, seconded by Allen to approve the Zoning District Change request.

Adjourned 7:39 PM



Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING COMMISSION
TUESDAY, MAY 16, 2017
WIESLOCH RAUM – CITY HALL

Chairman Waltke called the meeting to order at 7:30 PM, then passing the meeting lead to Acting Chairman Mikulenas.

Commissioners Present: Waltke, Mikulenas, Stage, Allen, Brothers, and Jones
Commissioners Absent: Eaton, and Caywood

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein; City Manager, Mike Hughes

Also present: Matt Boland, Boland Tire; Vickie Boland, Boland Tire; Ted Modert, 211 W. Chicago Road; Henry Pena, 223 W. Chicago Road; Leo Andaverde, 317 Susan Court; Rick Bir, City Commissioner; Alejandro Delgado, 211 Jacob; Alma Hicks, 322 N. Lakeview; Ron Miller, American Fish Haulers

Action of Minutes of Previous Meeting

APPROVAL of the minutes from the March 21, 2017 Regular Meeting as presented

Acting Chairman Mikulenas requested visitor comments, none were made.

Acting Chairman Mikulenas presented the first agenda item – Special Land Request – 223 W. Chicago Rd.

The owner of 223 W. Chicago Road is requesting a Special Land Use to construct 2 apartment dwellings above their retail space.

Acting Chairman Mikulenas asked if there was a representative for the property and that they would approach the podium. Henry Pena, owner of 223 W. Chicago Road, approached the podium. Mr. Pena explained that with the influx of downtown dwellings, he sees potential with his property to do the same. Mr. Pena had provided architectural drawings of the proposed dwellings, consisting of 2 apartments. He explained he is exploring the possibility to apply for grants to facilitate the proposed apartments. However, he explained the completion would not be contingent on receipt of a grant. The receipt of a grant may place a cap on a tenant's income level for the first two years, a condition that may need to be researched. Mr. Mikulenas asked Mr. Pena what his investment for the property would be. Mr. Pena explained his initial investment would be approximately \$60,000 to \$70,000.

The Commission reviewed the Special Land Use Standards, Code Section 1.0602, to determine if qualifications were met. Five out of six standards were met, #5 not applicable to the proposed Special Land Use.

Acting Chairman Mikulenas opened the Public Hearing. No public comment. Public Hearing was closed.

Motion: Made by Allen, seconded by Jones, to approve the Special Land Use Request for 223 W. Chicago Road.

Voting yea: Six Voting nay: None Absent: Eaton, Caywood MOTION CARRIED

Acting Chairman Mikulenas presented the second agenda item – Special Land Use – 331 Center Court

Acting Chairman Mikulenas asked if there was a representative for the property and that they would approach the podium. Ron Miller, a representative of American Fish Haulers, approached the podium. Mr. Miller explained that Sturgis is a perfect location for an additional storage/warehousing facility. The property recently acquired at 331 Center Court would provide American Fish Haulers a facility between Minnesota and New York, where the company currently has facilities.

Mr. Miller explained the company will install automatic gates to allow access to the facility, primarily at night. The fish are transported via tanks mounted on flatbed trucks. The facilities primary use in Sturgis would be to unload tanks and store them on the premises until retrieval on the next trip through Sturgis. Only interior lighting will be used, a minimum use of electricity will be needed.

Mr. Miller explained that previously there have been many security issues with the property. The property has numerous layers of graffiti, after many years of neglect. Mr. Miller has cleaned up the graffiti and freshened up the property. The property will be monitored via security cameras and additional security fencing will be installed. Mr. Miller has opened communication with the Sturgis Police Department and hopes to maintain the property to remove the nuisance issues from the property.

Discussion took place regarding any possible drainage issues that this type of storage/warehousing could cause. Mr. Prichard, Director of the Community Development Department, explained that the Waste Water Treatment department would be conducting dye testing to insure that the water is draining to the correct place. Mr. Mikulenas inquired whether there would be an odor when working with the storage tanks. Mr. Miller assured the Commission that the odor stays within the tanks or within the building.

Discussion took place regarding the possibility of hazardous gases with use of the oxygen tanks. Mr. Prichard explained he had been in contact with the Sturgis Fire Department regarding any potential issues with the use of the oxygen tanks. To date, there had been no conclusion reached.

Acting Chairman Mikulenas opened the Public Hearing.

Rick Bir, City of Sturgis Commissioner, inquired as to how many drivers/trucks are used by American Fish Haulers. Mr. Miller explained that during the busiest season, generally between Labor Day and Memorial Day, approximately 3 truckloads per week would be brought to the facility.

Leo Andaverde of 317 Susan Court, approached the podium. Mr. Andaverde explained that he has lived on his property for 48 years. In that time, he believes that the property now owned by American Fish Haulers has been vacant for approximately 25 years. Mr. Andaverde stated that there is constant trespassing onto the property. On many occasions Mr. Andaverde has had to chase children and teenagers away from the property. Mr. Andaverde explained that he has gotten to know Mr. Miller and believes that American Fish Hauler's intentions will move the neighborhood towards ridding nuisances on the property.

Acting Chairman Mikulenas closed the Public Hearing.

The Commission reviewed the Special Land Use Standards, Code Section 1.0602, to determine if qualifications were met. All six standards were met.

Motion: Made by Waltke, seconded by Stage, to approve the Special Land Use request contingent on final approval from the Sturgis Fire Department.

Voting yea: Six

Voting nay: None

Absent: Eaton, Caywood

MOTION CARRIED

Acting Chairman Mikulenas presented the third agenda item – Class “A” Non-Conforming Structure – 315 N. Nottawa

Acting Chairman Mikulenas asked if there was a representative for the property and that they would approach the podium. Matt Boland, a representative of Boland Tire, approached the podium. Mr. Mikulenas explained that the former Boland Tire location at 315 N. Nottawa has 2 buildings that are non-conforming due to current setback requirements. The front building on the property has non-conforming front yard setbacks, the rear building with non-conforming rear yard setbacks.

Mr. Boland explained that he had potential buyers for the property that was once used for his business. The non-conforming status would insure that the future property owner could rebuild in the event a catastrophe would happen.

Mr. Mikulas felt it best to divide discussion by building, keeping front and rear structures separate. He opened discussion to Board members. The board had no questions or comments.

Motion: Made by Allen, seconded by Brothers, to approve the Class “A” Non-Conforming structure for front building only.

Voting yea: Six Voting nay: None Absent: Eaton, Caywood MOTION CARRIED

Mr. Mikulas opened discussion regarding the rear building. He explained the non-conforming structure at the rear of the property lies right on the property line, which could pose a hazard to the adjoining property owner. Currently there is no fire wall separation. In the event of a fire, the adjoining property may be at risk damage or loss. Current rear yard setback requirements would require the structure to be rebuilt 25 feet from the property line. Mr. Prichard explained he believed the structure would have to be rebuilt with a fire wall separation, if rear yard setbacks were not met. As hours of fire wall separation increase, setback requirements decrease.

A translator, speaking on behalf of Alejandro Delgado, stated that Mr. Delgado would comply with the fire wall separation requirements in the event that he purchases the property and anything would happen to the rear building. There would also be a possibility to attach storage to the rear of the front building in the event the current building is lost.

Acting Chairman Mikulas closed the Public Hearing.

Motion: Made by Jones, seconded by Brothers, to deny the Class “A” Non-Conforming structure for rear building located at 315 N. Nottawa.

Voting yea: Six Voting nay: None Absent: Eaton, Caywood MOTION CARRIED

Acting Chairman Mikulas presented the fourth agenda item – Zoning District Change – 211 Jacob Street

The property owner of 211 Jacob Street is requesting a Zoning District Change due to a split zoned lot, currently zoned R-4 and BH-2.

Acting Chairman Mikulas asked if there was a representative for the property and that they would approach the podium. A translator, speaking on behalf of Alejandro Delgado approached the podium. Mr. Delgado is the owner of the property and store located at 211 Jacob and is in his 5th year of business. Future plans would be to expand their business, offering catering and a banquet hall. Current zoning requirements limit their desired parking lot due to the lot being split zoned, partly zoned as Residential-4. The owners request if for a Zoning District Change, the entire lot to be zoned as Business Highway-2.

Currently, parking is at the front and south side of the building. Mr. Delgado desires to demolish the failing structure to the north of the store and use the vacant space for future expansion of his business.

Acting Chairman Mikulas opened discussion from the board members. Mr. Jones abstained due to family member being an employee.

Acting Chairman Mikulas opened the Public Hearing. No public comment. Public Hearing was closed.

Motion: Made by Waltke, seconded by Allen, to approve the Zoning District Change at 211 Jacob Street.

Voting yea: Five Voting nay: None Absent: Eaton, Caywood Abstaining: Jones MOTION CARRIED

Acting Chairman Mikulenas presented the fifth agenda item – Proposed Signage – 205 E. Chicago Road

The Design Review Committee met on May 4, 2017 to discuss the proposed signage for 205 E. Chicago Road, the new location for the Sturgis Media Group. The Committee was required to review the proposal due to desired internal lighting. The Design Review Committee approved the proposed signage for 205 E. Chicago Road, next to be reviewed and approved by the Planning Commission.

Motion: Made by Stage, seconded by Jones, to uphold the approval of the Design Review Committee for proposed signage at 205 E. Chicago Road.

Voting yea: Six

Voting nay: None

Absent: Eaton, Caywood

MOTION CARRIED

Acting Chairman Mikulenas presented the sixth agenda item – Discussion of signs in the Business Central District

The Community Development Department has received an inquiry in regards to the sign ordinances in the Central Business District.

Will Prichard, Director of Community Development, explained there is a business owner currently zoned as Business Highway-2, zoned BC (Central Business) per Future Land Use. The owner must abide by the requirements of zoning ordinances of the Future Land Use, not their current zoning. The owner has questioned the maximum square footage allowed for signage in his zoning district. Mr. Prichard explained that currently signage requirements are based on the front area of the building measurements. He inquired whether the board would like to explore other options that requirements could be based upon, such as lot size vs. size of building. This would allow signage allowances to be based specific to each lot, not each building.

Mike Hughes, City Manager, approached the podium. Mr. Hughes believes the sign requirements for the Central Business District would be a great discussion for the Master Plan Update. The issues in the past with sign requirements for this zoning district is due to color, lighting, etc. Unfortunately, none of the issues would be considered a hardship for the business owners. State statute is what defines a hardship for zoning. A business owner forced to follow the Future Land Use plan would not necessarily constitute a hardship.

Discussion was postponed to a later date.

Adjourned 8:49 p.m.



Kara Falkenstein, Recording Secretary

SPECIAL MEETING – STURGIS PLANNING COMMISSION
WEDNESDAY, MAY 24, 2017
WIESLOCH RAUM – CITY HALL

Chairman Waltke called the meeting to order at 1:00 pm.

Commissioners Present: Waltke, Mikulenas, Stage, Allen, and Caywood

Commissioners Absent: Eaton, Jones, and Brothers

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein

Also present: Julia Terry, Bison Graphix

Chairman Waltke presented the agenda item – Proposed signage in Central Business District – 500 W. Chicago Road

The Design Review Committee met on April 11, 2017 to discuss the proposed signage for the American Legion, located at 500 W. Chicago Road. The committee was required to review the proposal due to desired internal lighting. Motion was not to be used and dimness was to be approved upon completion of construction. The Design Review Committee approved the proposed signage for 500 W. Chicago Road, with alterations to original plans to be approved upon submission.

Chairman Waltke asked if there was a representative for the property and that they would approach the podium. Julia Terry, a representative of Bison Graphix, approached the podium. Ms. Terry explained that the American Legion had raised funds to replace their existing sign with an electronic message board. It was discussed in detail that there was to be no movement or flashing per City of Sturgis Code of Ordinances section 1.1006 (L). The date, time and temperature are the only portion of the message board that may change in 15 second intervals

Motion: Made by Caywood, seconded by Stage, to approve proposed signage for 500 W. Chicago Road, with the exclusion of motion and video and approval of dimness.

Voting yea: Five

Voting nay: None

Absent: Eaton, Jones, Brothers

MOTION CARRIED

Adjourned 1:04 p.m.



Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING COMMISSION
TUESDAY, JUNE 6, 2017
WIESLOCH RAUM – CITY HALL

Chairman Waltke called the meeting to order at 7:30 p.m.

Commissioners Present: Waltke, Mikulenas, Stage, Liston, Brothers, Allen and Eaton
Commissioners Absent: Caywood and Jones

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein; Assistant City Manager, Andrew Kuk

Also Present: Frank Stellner, 103 Magnolia; Rick Bir, City Commission; Kathy Jessup, Sturgis Journal

Action of Minutes of Previous Meeting

APPROVAL of the minutes from the May 16, 2017 Regular Meeting as presented

Action of Minutes of Previous Meeting

APPROVAL of the minutes from the May 24, 2017 Special Meeting as presented

Chairman Waltke requested visitor comments, none were made.

Acting Chairman Mikulenas presented the first agenda item – Class “A” Non-Conforming Structure Request – 103 Magnolia

The owner of 103 Magnolia is requesting a Class “A” Non-Conforming Structure to construct additional attached garage space to his property.

Acting Chairman Mikulenas asked if there was a representative for the property and that they would approach the podium. Frank Stellner, owner of 103 Magnolia, approached the podium. Mr. Stellner explained that to build a conforming attached garage, a structure would need to be built on the east side of his property. The East side of his property slopes towards Oaklawn Park, located adjacent to his property. Construction of a foundation for a garage on the East side of the property would be astronomical due to sloping. The primary use of the proposed garage would be storage. Mr. Stellner explained additional parking in the proposed garage would lessen the amount of cars parked on the properties roadside, which had been a concern voiced by the board members. Mr. Eaton asked about the proposed roof line, concerned with runoff. Mr. Stellner referred to a CAD drawing depicting a proposed roof line running North and South, providing proper runoff.

Motion: Made by Eaton, second by Brothers, to approve the Class “A” Non-Conforming Structure request for 103 Magnolia.

Acting Chairman Mikulenas presented the second agenda item – Master Plan firm recommendation from the Selection Committee

Beckett and Raeder were chosen to complete the Master Plan update, contracts were being negotiated. In the event that an agreement could not be reached with Beckett and Raeder, the proposal from McKenna would be negotiated next. Discussion took place regarding Beckett and Raeder’s competency to complete the Master Plan update. Board members felt that the firm have a lot to offer the city in the Master Plan update process. Planning Commission Members Stage and Brothers were asked to participate on the Master Plan Update Committee. Recommendation was made to accept proposal for agreement.

Acting Chairman Mikulenas presented the third agenda item – Initial discussion regarding food trucks

Will Prichard, Director of Community Development, explained that interest had been voiced in food trucks within the City of Sturgis. The topic had been brought to the Planning Commission in 2011, but was tabled for a future discussion. Currently, there is no language within the ordinances regarding food trucks. Andrew Kuk, Assistant City Manager, approached the podium to explain the current interest in establishing food trucks in the city. Discussion took place on the advantages and disadvantages to allowing food trucks within the city. Mr. Kuk explained an ordinance would need to be adopted to allow food trucks. It was agreed to continue discussion at a future meeting.

Commissioner and Staff comments were requested, none were made.

Adjourned 7:57 p.m.

A handwritten signature in black ink that reads "Kara Falkenstein". The script is cursive and fluid, with the first name "Kara" and last name "Falkenstein" clearly legible.

Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING COMMISSION

TUESDAY, JULY 18, 2017

WIESLOCH RAUM – CITY HALL

Chairman Waltke called the meeting to order at 7:30 p.m.

Commissioners Present: Waltke, Mikulenas, Stage, Jones, Liston, Brothers, Allen

Commissioners Absent: Eaton and Caywood

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein; Assistant City Manager, Andrew Kuk

Also Present: Rick Bir, City Commission; Jon Good, City Commission; Jeff Mullins, City Commission; Denise Pollicella, Cannabis Attorneys of Michigan; Kevin Chang, Attorney for Wild Bills Tobacco/Oasis Wellness Center

Action of Minutes of Previous Meeting

APPROVAL of the minutes from June 6, 2017 Special Meeting as presented

Chairman requested visitor comments.

Kevin Chang, representative of Wild Bills Tobacco/Oasis Wellness Center, explained as a company what his clients are doing to address the Medical Marihuana issue. Mr. Chang referred to a sample ordinance that he had drafted for the City of Sturgis. Will Prichard, Director of Community Development, informed the Planning Commission that the draft ordinance had not been given to them with their packet because the sample had not been discussed amongst the members previously.

Chairman Waltke closed visitor comments.

Acting Chairman Mikulenas presented the first agenda item – Medical Marihuana

The City Commission, after the June 28th Commission meeting, requested the Medical Marihuana topic be brought before the Planning Commission to discuss potential zoning issues the City could face if Medical Marihuana was permitted in the future.

Mr. Prichard explained the Medical Marihuana industry is defined by class. Classes A, B and C are permitted 500, 1,000 and 1,500 plants, respectively. There are 5 types of facilities allowed under the new law: grower, processor, secure transporter, provisioning center, and safety compliance facility. The City of Sturgis could choose to “opt in” to apply for State licensing. In doing so, the City would have several options of what facilities to allow. The City could potentially permit one, all or any combination of facilities within the City.

Mr. Liston asked whether a medical marihuana facility may be placed within an existing non-related business. Mr. Prichard explained that Medical Marihuana facilities must be ran and maintained exclusively from other businesses, e.g. it is not permitted for a Medical Marihuana facility to be placed within a hardware store or for a farmer growing beans to grow medical marihuana.

A question was asked regarding limitations to the transportation of medical marihuana. Denise Pollicella, owner of Cannabis Attorneys of Michigan, approached the podium and explained that because marihuana is illegal under Federal law, it may only be transported within the State of Michigan, and is not permitted to be taken into another state.

Mr. Mikulenas asked Ms. Pollicella what the benefits would be for the City of Sturgis to “opt in”. Ms. Pollicella explained there would be a financial benefit because there is an excise tax collected at the retail location. There would also be a benefit to the community as the medical marihuana would be readily available to those patients in need.

Mr. Liston asked if a patient needs a prescription to obtain medical marihuana. Ms. Pollicella explained that Medical Marihuana is classified as a Schedule 1 drug, which prohibits it from being prescribed. Schedules 2-5 are permitted for

prescription. Mr. Mikulenas asked how one would become a patient. Ms. Pollicella explained that an exam would be completed by a physician who would “certify” that the patient would benefit from medical marihuana. Mr. Allen explained that he feels a history would be established in records to determine the need a patient might have for Medical Marihuana.

Jon Good, Commission Member seated in the audience, addressed the Planning Commission members regarding what the Commission would like the members to focus on regarding the Medical Marihuana issues; zoning ordinances being a very important one. Mr. Good expressed the urgency of the matter due to deadlines to opt-in. He felt that if the City doesn’t pursue the option to opt-in now the December due date would pass by and the City would be left out of the benefits Medical Marihuana could provide.

Rick Bir, Commission Member seated in the audience, then addressed the members. Mr. Bir urged the Planning Commission to look at such issues as whether the idea is a viable one and if it is, where facilities may be placed. Mr. Bir explained to the members that the Commission is looking for a recommendation from the Planning Commission to pursue the option to opt-in.

Mr. Mikulenas expressed an interest in additional information that would include zoning maps and a input from Public Safety Director, Geoff Smith.

Motion: Made by Mikulenas, seconded by Jones, to recommend to the City Commission to opt-in to permit Medical Marihuana in the City of Sturgis.

Voting yea: Seven Voting nay: None Absent: Eaton, Caywood MOTION CARRIED

Acting Chairman Mikulenas presented the second agenda item – Discussion of sign ordinances

While reviewing our current sign ordinance of the residential districts, it was determined that we have some areas that the City may have some ordinances that need updating.

Mr. Prichard explained that the current sign ordinance, 1.1003, has historically been enforced within residential areas, though it doesn’t specifically state that the use must be within a residential district. According to feedback from several local sign companies, the City of Sturgis size restrictions do not seem to be consistent with neighboring areas. While researching, it was discovered that most other cities have a maximum of 32 sq. ft. per face, the City of Sturgis only allows 20 sq. ft. per face. Setback requirements and allowing additional signage if a parcel has more than one street frontage were also reviewed.

A second potential ordinance was reviewed. The ordinance would be a new ordinance created for Public Parks and Facilities. Currently, there is not an ordinance to allow signage to be placed on parcels that do not have a building located on the premises. The new ordinance would allow parcels absent of a building to place signage on the premises, e.g. the new Bark Park signs.

Mr. Prichard asked that the ordinances be discussed and either:

- Make recommendation to City Commission to hold a public hearing to adopt the new ordinances or
- Hold a public hearing at a future Planning Commission meeting with a possible recommendation being made to the City Commission

Motion: Made by Allen, seconded by Liston, to hold public hearing at the next Planning Commission meeting.

Voting yea: Seven Voting nay: None Absent: Eaton, Caywood MOTION CARRIED

Adjourned 9:06 p.m.

Kara falkenstein

Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING COMMISSION
TUESDAY, SEPTEMBER 19, 2017
WIESLOCH RAUM – CITY HALL

Chairman Waltke called the meeting to order at 7:30 p.m.

Commissioners Present: Waltke, Mikulenas, Caywood, Jones, Liston, Brothers, Allen, Eaton

Commissioners Absent: Stage

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein; Assistant City Manager, Andrew Kuk

Also Present: Rob Falkenstein, Downtown Development Association Vice Chairman; Elena Meadows, Sturgis Journal

Action of Minutes of Previous Meeting

APPROVAL of the minutes from August 15, 2017 Regular Meeting as presented

Chairman Waltke requested visitor comments.

Chairman Waltke closed visitor comments.

Acting Chairman Mikulenas presented the first agenda item – Medical Marihuana

Will Prichard, Director of Community Development, explained that clarification was needed in regards to a motion made at a previous Planning Commission meeting held on August 15, 2017. A clarification on buffer zones assigned in the previous meeting was needed. Members discussed the issue and requested to review maps at an upcoming meeting before clarification is given.

Acting Chairman Mikulenas presented the second agenda item – Mobile Vending

Andrew Kuk, City of Sturgis Assistant City Manager, approached the podium and introduced the new language for the proposed Mobile Vending ordinance. The information he provided included mapping of potential sites that could be used for mobile vending. Mr. Kuk explained that the permitted public areas would be assigned on a first come, first served basis. These proposed sites would most likely be used for day-to-day mobile vending. Mobile vending for events or festivals would not be subject to the proposed ordinance but would require approval through the City, as is currently required. It was discussed to bring back updated language with zoning amendments when Public Hearing is held.

Motion: Made by Mikulenas, seconded by Eaton, to accept the new language for the proposed Mobile Vending ordinance, as presented.

Voting yea: Eight

Voting nay: None

Absent: Stage

MOTION CARRIED

Adjourned 8:22 p.m.



Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING COMMISSION

TUESDAY, OCTOBER 17, 2017

WIESLOCH RAUM – CITY HALL

Chairman Waltke called the meeting to order at 7:30 p.m.

Commissioners Present: Waltke, Caywood, Jones, Liston, Brothers, Allen, Stage

Commissioners Absent: Mikulenas, Eaton

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein; City Manager, Mike Hughes; Assistant City Manager, Andrew Kuk

Also Present: Jeremy Gump, Moso Village; Rob Falkenstein, Downtown Development Association Vice Chairman; Jon Good, Vice Mayor; Elena Meadows, Sturgis Journal

Action of Minutes of Previous Meeting

APPROVAL of the minutes from September 19, 2017 Regular Meeting as presented

Chairman Waltke opened visitor comments.

Chairman Waltke closed visitor comments.

Chairman Waltke presented the first agenda item – Zoning Ordinance Change Request: Signs in Planned Development District 2

Will Prichard, Director of Community Development, explained that the owner of Moso Village has requested an increase to the graphic symbols and corporate logos section for signage in the Planned Development District II. The Commissioners were provided the current ordinance, a proposed ordinance suggested by the owner of Moso Village and a proposed ordinance suggested by Mr. Prichard. Currently, the Planned Development District II allows signage to contain letters that have a maximum of 18” of height if it is a single line sign and 24” if a double line. The proposed amendment would not restrict the height based on the number of lines a sign contains, but instead, a maximum height of 24” would be allowed for letters within a sign.

A second proposed amendment to the ordinance regarding graphic symbols was also requested. Currently, graphic symbols and corporate logos are not able to exceed sign letters by more than 25%. The amendment would place a maximum on the symbol itself, 8’ in any direction, not exclusive to the letters contained within the sign.

Jeremy Gump, owner of Moso Village, approached the podium. Mr. Gump explained that GT Independence, a future tenant at Moso Village, proposed a non-conforming sign to be placed on the building to advertise their business. Mr. Liston asked if the tenant had made the request so that the sign would be visible from Chicago Road. Mr. Gump explained that the building is 38 ft. tall. If a sign were to conform to the ordinance, the sign would appear to be the size of a window on a large building, making the sign barely visible.

Mr. Caywood announced he would abstain from voting as his law firm represents Mr. Gump and his business.

Motion: Made by Allen, seconded by Brothers, to approve, as staff recommends, to increase the allowable height of letters to 24” maximum height, regardless of how many lines are present within a sign. Graphic symbols and corporate logos would be 8’ maximum, in any direction.

Voting yea: Six Voting nay: None Abstained: Caywood Absent: Mikulenas, Eaton MOTION CARRIED

Chairman Waltke presented the second agenda item – Medical Marihuana: Clarification of Buffer Zones

Mr. Prichard requested clarification from a previous meeting regarding proposed buffer zones for the proposed Medical Marihuana ordinance. Previously, it was discussed where buffer zones would be placed. Clarification was needed as to whether the proposed buffer zones were for all facility types or just provisioning centers exclusively within the manufacturing district or just for commercial zoning districts. Another clarification that was needed was whether the buffer zones would be measured from property line to property line or property line to building/tenant space. Discussion took place on various properties throughout Sturgis that could possibly house the various facility types.

Recommendation: Consensus determined that all facilities must be placed a minimum of 1,000 ft. from any school and Provisioning Centers are to be placed a minimum of 250 ft. from churches, public parks and facilities and residential districts. Buffer zones are to be measured from the property line to the tenant space.

Voting yea: Seven

Voting nay: None

Absent: Mikulenas, Eaton

Chairman Waltke presented the third agenda item – Mobile Vending: Final Discussion

Andrew Kuk, City of Sturgis Assistant City Manager, approached the podium. He explained that the proposed ordinance and any changes to it, had been given to the Commission members and he wanted to review it with them a final time before introducing it to the City Commission. Discussion took place regarding the proposed mobile vending ordinance. Mr. Prichard explained to the members that any zoning changes for the proposed Mobile Vending ordinance would be brought back to the Planning Commission at a future meeting.

Recommendation: The consensus of the members was the proposed ordinance should be recommended to the City Commission as it was submitted to the Planning Commission members.

Chairman Waltke opened Commissioner/Staff Comments.

Mr. Prichard explained that a request had been submitted to the Community Development Department to allow Auto Detailing/Car Wash in a Manufacturing zone with a Special Land Use. Currently, these types of businesses are prohibited in the Manufacturing districts. The members discussed the possibility of allowing these businesses to exist within the manufacturing district. Consensus was to allow the business to apply for a Special Land Use to conduct business within the manufacturing district.

Chairman Waltke announced he would be resigning as Chairman of the Planning Commission. Nominations for Chairman and Vice Chairman would be heard at the next meeting.

Adjourned 8:26 p.m.



Kara Falkenstein, Recording Secretary

REGULAR MEETING – STURGIS PLANNING COMMISSION
TUESDAY, NOVEMBER 21, 2017
WIESLOCH RAUM – CITY HALL

Chairman Waltke called the meeting to order at 7:30 p.m.

Commissioners Present: Waltke, Mikulenas, Caywood, Liston, Brothers, Allen

Commissioners Absent: Eaton, Stage, Jones

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein; City Manager, Mike Hughes

Also Present: Mark Dvorak, City Commission; Jon Good, City of Sturgis Vice-Mayor; Rick Bir, City Commission; Jeff Nemeth, ACT Labs; Dray Perkins, 206 Pleasant; Rodger Rynd, 202 W. Congress; Elena Meadows, Sturgis Journal

Action of Minutes of Previous Meeting

APPROVAL of the minutes from October 17, 2017 Regular Meeting as presented

Chairman Waltke opened visitor comments.

Chairman Waltke closed visitor comments.

Chairman Waltke presented the first agenda item – Chairman and Vice-Chairman Nominations

Motion: Mike Brothers nominated John Mikulenas as Chairman, seconded by Mike Caywood.

Voting yea: Six Voting nay: None Absent: Eaton, Stage, Jones MOTION CARRIED

Motion: Mike Brothers nominated Garry Allen as Vice-Chairman, seconded by Mike Caywood.

Voting yea: Six Voting nay: None Absent: Eaton, Stage, Jones MOTION CARRIED

Chairman Mikulenas presented the second agenda item – Signage – City of Sturgis Bark Park

Commissioners were presented with the sign specifications and site plan for the proposed signage at the City of Sturgis Bark Park.

Motion: Made by Allen, seconded by Caywood, to approve the proposed signage as presented.

Voting yea: Six Voting nay: None Absent: Eaton, Stage, Jones MOTION CARRIED

Chairman Mikulenas presented the third agenda item – Signage – Spence Softball Field

Commissioners were presented with the sign specifications and site plan for the 2 proposed signs at the Spence Softball Field.

Motion: Made by Liston, seconded by Brothers, to approve the proposed signage as presented.

Voting yea: Six Voting nay: None Absent: Eaton, Stage, Jones MOTION CARRIED

Chairman Mikulas presented the fourth agenda item – Mobile Vending

Chairman Mikulas explained that a Mobile Vending ordinance had been reviewed and discussed at previous Planning Commission meetings. The Mobile Vending ordinance was now completed and ready to be presented to the City Commission members. The zoning ordinance must be amended to allow this type of use.

Chairman Mikulas requested visitor comments, none were made.

Motion: Made by Caywood, seconded by Allen, to recommend to the City Commission an amendment to the zoning ordinance to allow mobile vending.

Voting yea: Six Voting nay: None Absent: Eaton, Stage, Jones MOTION CARRIED

Chairman Mikulas presented the fifth agenda item – Auto Car Wash in Manufacturing districts with a Special Land Use

Currently, auto car washes are prohibited within the manufacturing districts. A request had been submitted to allow auto car washes, with a Special Land Use, in the manufacturing districts. Will Prichard, Director of Community Development, explained the auto car wash use would be similar to that of automobile repair. Discussion continued regarding the request.

Chairman Mikulas opened up public comment, none were made.

Chairman Mikulas closed public comment.

Motion: Made by Caywood, seconded by Brothers, to recommend to the City Commission to allow auto car wash as a Special Land Use in the Manufacturing districts.

Voting yea: Six Voting nay: None Absent: Eaton, Stage, Jones MOTION CARRIED

Chairman Mikulas presented the sixth agenda item – Medical Marijuana Update

An update was given regarding Medical Marijuana buffer zones. In one of the previous City Commission meetings, City Commission members recommended a 1,000 ft. public parks and facilities buffer zone for Provisioning Centers. A rest stop park located near an apartment complex in the southwest corner of Sturgis would be a public park that would need to further reviewed for buffer zone criteria.

Chairman Mikulas opened Commissioner/Staff Comments.

City Staff then updated the Commission members regarding the Master Plan Update. Beckett and Raeder, the consulting firm hired to complete the Master Plan Update, would be hosting focus groups on Wednesday, December 6, 2017. The members were urged to attend the final focus group to be held between 6 and 8 p.m. that evening. The next steering committee meeting would be scheduled for some time in January.

Adjourned 7:48 p.m.



REGULAR MEETING – STURGIS PLANNING COMMISSION
TUESDAY, DECEMBER 19, 2017
WIESLOCH RAUM – CITY HALL

Chairman Waltke called the meeting to order at 7:30 p.m.

Commissioners Present: Mikulenas, Allen, Stage, Eaton, Liston, Brothers, Jones

Commissioners Absent: Waltke, Caywood

Staff Present: Director of Community Development, Will Prichard; Recording Secretary, Kara Falkenstein; Assistant City Manager, Andrew Kuk

Also Present: Rick Bir, City Commission; Steve Stidham of S & S Motor City, 700 S. Centerville Road; Victor Stidham of S & S Motor City, 700 S. Centerville Rd.; Anu Sahni, 210 Broadus; Elena Meadows, Sturgis Journal

Action of Minutes of Previous Meeting

APPROVAL of the minutes from November 21, 2017 Regular Meeting as presented

Chairman Mikulenas opened visitor comments.

Chairman Mikulenas closed visitor comments.

Chairman Mikulenas presented the first agenda item – Special Land Use Request – 700 S. Centerville Rd.

Chairman Mikulenas asked if there was a representative for the property and that they would approach the podium. Steve Stidham, owner of S & S Motor City, approached the podium. Mr. Stidham explained that he wishes to expand his current business, located in Lagrange, Indiana. He has chosen to lease the property located at 700 S. Centerville to conduct his vehicle sales business. Currently zoned Business Highway, the property would require a Special Land Use for a vehicle sales area.

Chairman Mikulenas explained there would be parking requirements that would have to be met for Special Land Use, once granted, or the use would become void. A buffer zone of 5 feet from sidewalk, to avoid encroachment on pedestrians, would need to be maintained. Also, the minimum depth for a parking space is 20 ft. Currently, parking spaces on the south and east side of the property maintain a 14 ft. depth. These spaces must be extended to the 20 ft. minimum depth. Chairman Mikulenas explained that Mr. Stidham could be given 6 months to become compliant with the parking requirements.

Motion: Made by Liston, seconded by Stage, to approve Special Land Use request for 700 S. Centerville Road, subject to compliance with parking requirements.

Voting yea: Seven

Voting nay: None

Absent: Waltke, Caywood

MOTION CARRIED

Chairman Mikulenas presented the second agenda item – Site Plan Review – 210 Broadus

Chairman Mikulenas asked if there was a representative for the property and that they would approach the podium. Anu Sahni, owner of All That Jazz, approached the podium. He explained that All That Jazz, a product wholesaler, has recently outgrown their current building located in Lagrange, Indiana. The building located at 210 Broadus would offer more square footage for daily operations. Discussion took place regarding the tenant spaces and the requirements that All That Jazz have for their daily operations.

Motion: Made by Eaton, seconded by Jones, to approve Site Plan, subject to final approval from City Staff.

Voting yea: Seven

Voting nay: None


Absent: Waltke, Caywood

MOTION CARRIED

Chairman Mikulenas opened Commissioner/Staff Comments.

Mr. Prichard reported that WLKM, a local radio station, requested to place a broadcasting antenna on the City of Sturgis water tower. Originally, the request was brought to the City Commission. However, the City Commission requested the Planning Commission review the request. The request was discussed and was tabled to discuss at an upcoming meeting.

Adjourned 7:52 p.m.

A handwritten signature in black ink that reads "Kara Falkenstein". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Kara Falkenstein, Recording Secretary