

**CITY OF DEXTER
PLANNING COMMISSION
REGULAR MEETING
MONDAY, MARCH 2, 2015**

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order at 7:31 PM by Planning Commission Chairman Kowalski at the Dexter Senior Center located at 7720 Ann Arbor Street in Dexter, Michigan with roll call.

Matt Kowalski	Thomas Phillips	Jim Carty
Jack Donaldson	Alison Heatley	Marni Schmid
James Smith	Scott Stewart	Tom Stoner-arr at 7:32 PM

Also present: Michelle Aniol, Community Development Manager; Carol Jones, Interim City Clerk; Justin Breyer, Assistant to the City Manager; Shawn Keough, Mayor; Jim Carson and Donna Fisher, City Council Members; Laura Kreps, Carlisle Wortman Associates; and one resident.

II. APPROVAL OF THE MINUTES

1. Regular Meeting – February 2, 2015

Motion Smith; support Smith to approve the minutes of the Regular Meeting of February 2, 2015 as presented.

Unanimous voice vote approval with Stoner absent.

III. APPROVAL OF THE AGENDA

Motion Smith; support Donaldson to approve the agenda with the additional information under Old Business regarding Zoning Ordinance Update provided by Carlisle Wortman Associates.

Unanimous voice vote approval with Stoner absent.

IV. PUBLIC HEARINGS

A. Capital Improvements Plan (CIP) – Public hearing to consider adoption of the 2015-2020 Capital Improvements Plan; discussion and possible action to recommend adoption of Plan to City Council following the public hearing.

Ms. Aniol gave a synopsis of the 2015-2020 CIP process as to what it is and how it is formed which includes the process, timeline, organization, prioritization, funding, justification, goals and policies.

At 7:50 PM, Chairman Kowalski opened the Public Hearing.

Shawn Keough of 8222 Webster Drive, Dexter thanked the Planning Commissioners and Ms. Aniol for their work in putting the CIP together. He mentioned the recent Town Hall meeting and the great attendance by the community. He also mentioned that the Road Plan Committee has done a lot of work and that he was glad to see their planning included in the CIP.

At 7:52 PM, Chairman Kowalski closed the Public Hearing.

Motion Donaldson; support Stewart that the City of Dexter Planning Commission hereby adopts the 2015-2020 Capital Improvements Program and be it further resolved that the City of Dexter Planning Commission recommends that the City Council use the 2015-2020 Capital Improvements Program as a guide to developing the FY 2015-2020 Budget.

Ayes: Phillips, Carty, Heatley, Schmid, Donaldson, Stewart, Stoner, Smith and Kowalski.

Nays: None

Motion carries

V. PRE-ARRANGED PARTICIPATION

A. Introduction of D. Jack Donaldson, new Planning Commissioner.

VI. REPORTS

A. Chairman Report – Matt Kowalski

None

B. Planning Commissioners and Council Ex-Officio Reports

None

C. Community Development Office Reports – Michelle Aniol

Ms. Aniol provided her report in the packet. In addition she provided the following updates:

- Met with representatives from DTE regarding the decommissioning of the DTE sub-station in 2015. They presented a proposal and timeline with a cost of approximately \$350,000 to the City. DTE and Dexter are still talking about a land swap on Dan Hoey Road and the City will be looking for grant assistance to offset costs.
- At the February 19 DDA meeting, the DDA will be looking into opening up brokerage services for 3045 Broad Street. They did receive a Letter of Interest on the property from Foremost Development and will set up a meeting with them.
- The DDA is looking to move forward to update the retail market study last done in 2006.
- We have received a \$15,000 grant for the target market analysis.

- Comment about the owner of the 3441 Broad Street property and possibly being on the May agenda of Planning Commission.

VII. CITIZENS WISHING TO ADDRESS THE COMMISSION

Donna Fisher of 3035 Inverness, Dexter spoke of the confusion she has with the updating of the zoning ordinances and the relationship that Carlisle Wortman and MEDC has with this process. She asked the question, what is Planning Commission interested in doing with the ordinances.

VIII. OLD BUSINESS

A. Proposal from Carlisle Wortman Associates (CWA) to amend the Zoning Ordinance – Discussion regarding Council request that the Planning Commission provide specific details demonstrating why it needs to work through clarifications, definitions, and refinements to the Zoning Ordinance.

Ms. Aniol gave an explanation of the timeline and progression of clarifying the definitions and refinement of the zoning ordinance and in particular the ordinances regarding signs, landscaping and exterior lighting. The original update would have cost approximately \$13,000 from a proposal made by Carlisle Wortman. Planning Commission was informed of a matching grant from Michigan Economic Development Corporation (MEDC) for technical assistance and it was decided to move forward with the process.

Discussion included but was not limited to the following:

- From City Council's perspective, is this project being done just because of the matching funds and what is Planning Commission's intent? Is it just to meet the Redevelopment Ready Communities (RRC) standards?
- The reasoning for doing the work at this time is that the zoning ordinances are old and the opportunity came up through the MEDC and not just to do this update because of RRC.
- There is need for improvement of the zoning ordinances and that was illustrated when trying to work with signage. Ordinances should reflect a city's current needs and usage.
- What is the justification or what is the need for making the changes? Is it just one incident or are there more than one incident.
- The goal was to make the ordinances easier to read and navigate online. When the opportunity with the grant gave the Planning Commission the opportunity to have an all over review and standardization,
- We are looking into Dexter's best interest.
- Would like to clarify the ordinance sub-committee's role.
- Mayor Keough requested that Council would like to see specifics. One issue going before the ZBA doesn't mean that the ordinances need change but if there is a pattern of issues, then there is a reason for the review. Would like to see a listing of problems with the ordinances and what needs to be addressed.

IX. NEW BUSINESS

A. Discussion regarding use regulations for breweries/micro-breweries in the RD Research Development District.

Ms. Aniol explained the background with the request from Northern United Brewing Company (NUBCo) with the request for a production kitchen and product development. She identified agricultural economics that are involved with breweries and the promotion of the craft beer industry in Michigan. NUBCo is looking to expand from a microbrewery to a regional brewery.

Discussion included but was not limited to the following:

- Is there interest in revisiting the ordinance for a tasting room?
- There are many things to look at. Are we changing what is needed in the Industrial Park?
- We have a unique opportunity for an unique business.
- Previous discussion was not to allow a restaurant and kitchen when the original usage was proposed.
- This business is a place builder for the community. What were the issues with the original application?
- There is a need to define a tasting room.
- Question about who does the inspection of food products served with this type of business (Michigan Department of Agriculture).

Next Steps: discussion of how other communities are handling the possible change in use, look to a special use, and/or changing the ordinance.

Commissioner Phillips left the meeting at 9:38 PM.

B. Discussion regarding Oil and Gas Drilling/Excavation

Ms. Aniol explained the issue regarding oil and gas drilling as related to current issues in Scio Township.

C. Discussion of proposed change in the meeting time from 7:30 PM to 7:00 PM.

Request to staff to draft a resolution to the change of meeting time and Planning Commission will discuss and consider this proposal.

X. PROPOSED BUSINESS FOR NEXT AGENDA

A. **April 6, 2015:** Change of meeting time

XI. CITIZENS WISHING TO ADDRESS THE COMMISSION

None

XII. ADJOURNMENT

Motion Smith; support Carty to adjourn at 9:54 PM.

Unanimous voice vote approval with Phillips absent.

XIII. COMMUNICATONS

None

Respectfully submitted,

Carol J. Jones
Interim Clerk, City of Dexter

Approved for Filing: _____

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CARLISLE

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MEMORANDUM

TO: Michelle Aniol, Community Development Manager

FROM: Doug J. Lewan, City Planner
Laura K. Kreps, City Planner

DATE: March 31, 2015

RE: Proposal to Update the Master Plan and Zoning Ordinances in relation to Oil and Gas Drilling Operations

Per your request, please accept this communication as our proposal of services related to amending the Master Plan and Zoning Ordinance to include necessary provisions related to oil and gas drilling within the City of Dexter.

Master Plan Amendment

Project Initiation (Kick-off Meeting with Staff)

- TASK 1:** Provide letter of Intent to Plan to neighboring jurisdictions and applicable agencies.
- TASK 2:** Identify sections of the Master Plan that will require review and potential amendment with regard to oil and gas drilling operations, including but not limited to:
- Community Goals and Objectives (Natural Resources, Industrial, Community Facilities and Services)
 - Background Studies (Wellhead Protection, Natural Features)
 - Implementation (Zoning Adjustments)
- TASK 3:** Discuss methodology for public input. Public education of oil and gas drilling operations and existing State regulations will play a large role in the public input process.

Formulate Draft Amendments (1 Planning Commission meeting)

- TASK 4:** Initial modifications to the Master Plan will be drafted.
- TASK 5:** CWA will present draft amendments to the Planning Commission for consideration and additional input.
- TASK 6:** Planning Commission will request City Council approval to distribute the draft Master Plan Amendments to neighboring jurisdictions and applicable agencies.

TASK 7: After City Council's permission, CWA will distribute digital copies of the proposed Master Plan Amendments to all neighboring jurisdictions and applicable agencies.

Public Input (1 Public Comment Meeting)

TASK 8: After the required 42 day public comment period, a public hearing will be held regarding the proposed Master Plan Amendments. As mentioned previously, public education will play a critical role in the public input process.

Master Plan Amendment Approval (1 Planning Commission meeting)

TASK 9: Planning Commission approval of the Master Plan Amendments.

The Master Plan portion of this proposal provides for CWA attendance at four (4) meetings.

Based upon this information, we estimate 40 to 45 hours of planning services for the Master Plan Amendment at a cost of \$80 per hour for Doug Lewan and \$75 per hour for Laura Kreps totaling a not to exceed amount of \$3,450.00 (15 hours for Doug / 30 hours for Laura). Additional meetings will be billed at the hourly rate indicated.

Zoning Ordinance Update

Draft Ordinance (2 Planning Commission meetings / 1 City Council Meeting)

TASK 1: Based upon the information formulated in the Master Plan amendment, a Mineral Mining and Extractive Operations Ordinance will be drafted. Provisions will include oil and gas drilling provisions, but also general extractive regulations that are not currently provided in the City of Dexter Zoning Ordinance.

TASK 2: Draft Ordinance language will be presented to the Planning Commission for consideration and comment.

TASK 3: Planning Commission will hold a public hearing on the proposed Ordinance text, and make a recommendation to City Council

TASK 4: City Council will hold a public hearing on the proposed Ordinance text, and adopt Ordinance language.

Based upon this information, we estimate 20 to 25 hours of planning services for Zoning Ordinance amendments related to Oil and Gas Drilling provisions at a cost of \$80 per hour for Doug Lewan and \$75 per hour for Laura Kreps totaling a not to exceed amount of \$1,925.00 (10 hours for Doug / 15 hours for Laura). Additional meetings will be billed at the hourly rate indicated.

The total cost of both the Master Plan Amendment and the Zoning Ordinance Update would not exceed \$5,375.00. This cost includes up to 70 hours of planning services and attendance at seven (7) staff, Planning Commission and City Council meetings.

We look forward to hearing from you with regard to this proposal.


CARLISLE/WORTMAN ASSOC., INC.
Douglas J. Lewan, PCP, AICP
Principal


CARLISLE/WORTMAN ASSOC., INC.
Laura K. Kreps, AICP
Associate

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MEMORANDUM

TO: Matt Kowalski, Chairman and Planning Commissioners
FROM: Michelle Aniol, Community Development Manager
DATE: April 6, 2015
RE: Proposed change in Planning Commission meeting start time from 7:30 pm to 7:00 pm

On March 2, 2015 the Planning Commission discussed changing the start time of it regular meetings from 7:30 pm to 7:00 pm. The Planning Commission bylaws do not specifically state a meeting time, so if the Commission desires to make the change a simple motion to do so is all that is required.