

**VILLAGE OF ONEKAMA PLANNING COMMISSION MINUTES – DRAFT  
JANUARY 13, 2016**

The meeting was called to order by the Chair Bonnie Miller at 1:10 p.m.

Present: Bonnie Miller, Sandy Beauvais, Ceceilia Huebner, Rudi Milasich, Zoning Administrator, Bob Hall and Alice Hendricks.

**Public Comment**

Village President, Roger Berger addressed the commission members.

- He said the Planning Commission meetings, in the future, were to be held in the big room as these meetings are open to the public. It is felt that this office, with the door closed and blinds half closed, it does not appear to some individuals that it is an open public meeting. Additionally, it is felt the office is not conducive or favorable to accommodate more individuals during the planning commission meetings if there are several of the public in attendance.
- During the recent budget meeting there were questions about the 11 meetings held in 2015 and what progress had been made.
- He encouraged output from the commission as it relates to the village financial bottom line.

The Zoning Administrator said meetings should be whenever necessary.

- Need to list accomplishments.
- No real landmarks and accomplishments have been listed.

Planning commission members would like to receive specifics from the Village Council members. Also, the commission is, and has been, short a member for over a year and no one has been appointed.

Hall suggested an annual joint meeting with the council and planning commission.

Hall gave a short review, no real specifics, on a Site Plan Review meeting with Blarney Castle. Planning Commission needs to review Section 5 standards.

**Minutes of December 9, 2015**

A motion by Miller, second by Beauvais to approve the minutes as presented. Motion carried.

**Old Business**

Ordinance 42 regarding Junk/Blight is fine according to Hall.

Enforcement Ordinance has been taken care of.

Property Maintenance Code from White Cloud – Hall will provide copies for the members to review.

**Public Comment requested by David Meister, Township Supervisor**

Concern about what is allowed in the Portage Lake Overlay Zone due to our revised ordinance and the affect it can have on the taxable value of property adjacent to Portage Lake. (Note: This complies with the Portage Lake Watershed Forever Plan.)

**Manistee County Park and Recreation Plan**, which involved all communities in the counts, was discussed. Commission members wanted more information. It was suggested they review the plan, a copy of which is and has been in the library. There will be a Public Hearing during next Village Council meeting in January at 7:00.

Capitol Improvement Plan – (CIP) There was discussion regarding what the council members saw as the most important improvement(s) needed in the village. Ultimately, most important was burying the utility wires and improving the sidewalks on Rt. 22. A motion was made by Miller, second by Beauvais to present to the Village Council a request to appoint Huebner chair of this project to investigate the feasibility for getting this accomplished, estimated costs and possible grants that may be available. Ayes: Miller, Beauvais, Hendricks, and Huebner. Motion carried.

Miller reported that the sidewalks seminar was not all that helpful. There was a question as to who is responsible for maintaining sidewalks: municipality or property owner? If there is currently not an ordinance or law stating who is responsible? An ordinance is needed indicating that homeowners are responsible for maintenance of their sidewalks.

### **Ordinance Revisions**

Rudi Milasich has worked on the following requested revisions to the current Village Zoning Ordinance. These have been discussed during previous Planning Commission meetings.

### **Amend 7004 Regulations and Standards regarding Building Height on Accessory Buildings (changes are in bold)**

1<sup>st</sup> Paragraph to read: The following additional regulations and standards shall apply to any parcel or portion of any parcel which is **located within the Portage Lake Overly Zone** and to any **structure** located on such a parcel or portion thereof:

A. Parcel Width – the minimum parcel width shall be seventy-five (75) feet **except that for a platted lot or record, the minimum shall be the platted width. For a parcel which is adjacent to Portage Lake, the minimum width shall be** measured at the shoreline.

#### C. Yard and Setback Requirements

1. Waterfront yard **for a parcel adjacent to Portage Lake** – The minimum.....

#### 3. Rear Yard (all new)

**a. For a parcel which has a side adjacent to Portage Lake and a side adjacent to M22, the minimum setback for the rear yard shall not be less than fifteen (15) feet from the road side property line or forty eight (48) feet from the center line of the road, whichever is greater.**

**b. For a parcel not adjacent to Portage Lake – The minimum setback for the rear yard shall be fifteen (15) feet.**

**4 Front Yard for a parcel which is not adjacent to Portage Lake – The minimum setback shall not be less than fifteen (15) feet from the road side property line or forty-eight (48) feet from the center line of the road, whichever is greater.**

G. New

On a nonconforming lot of record on which the principal structure is a temporary seasonal dock, an accessory building shall not exceed six and one half (6 1/2) feet measured from the ground to the highest point of the roof and shall be secured to the ground either on a foundation the bottom which is at least thirty (30) inches below level ground or by tie-downs and screw-in anchors.

A motion was made by Miller, second by Huebner to approve the revisions to 7004 of the current Village Zoning Ordinance as noted above. Ayes: Miller, Beauvais, Huebner and Hendricks. Motion carried.

**Amend Definition Impervious Surface** to read:

Means a hard surface area that prevents or substantially impedes the natural infiltration of water into the underlying soil, including, without limitation, buildings, accessory buildings, roofed structures, roadways, driveways, parking places, sidewalks, patios and courts for sports activities; **provided, however, that the surface area covered by a dwelling, building, accessory building, and other such other roofed structures shall not be considered to be impervious if the storm water runoff from those structures is treated and/or disposed of on the parcel by utilizing innovative storm water treatment methods such as rain gardens, ground water infiltration structures, or constructed wetlands.**

A motion by Beauvais, second by Huebner to approve the definition of Impervious Surface as amended. Ayes: Beauvais, Huebner, Miller and Hendricks. Motion carried.

**Amend Section 1017 A** to read

Impervious surfaces limit. The percentage of the total land area of a parcel covered by impervious surfaces shall not exceed thirty-five percent (35%). Note: the balance of the section 1017 is to be deleted.

A motion by Hueber, second by Miller to approve amending Section 1017 A as presented. Ayes: Beauvais, Huebner, Hendricks, and Miller. Motion carried.

**Amend Section 1021 B Minimum Unit Size**

Delete item 7. **The percentage of the total land are of the subject covered by impervious surfaces shall not exceed sixty percent (60%).**

A motion by Miller, second by Beauvais to approve the amendment to Section 1021 B as presented. Ayes: Huebner, Beauvais, Miller and Hendricks. Motion carried.

**Proposed Amendments Concerning Signs**

**Definition: Digital Sign** means a sign that has or appears to contain movement or that appears to change, caused by a method other than physically removing and replacing the sign or its components, whether the real or apparent movement or change is in the display, the sign structure itself, or any other part of the sign. A digital sign often incorporates a technology allowing the sign face to change the image without the necessity of physically or mechanically replacing the sign face or its components. A digital sign includes any display that incorporates rotating panels, LED lights

manipulated through digital input, electronic message centers, or other similar methods or technologies that permit a sign face to present different images or displays.

A motion made by Beauvais, second by Huebner to approve the definition of Digital Sign.

Ayes: Miller, Hendricks, Beauvais and Huebner. Motion carried.

Amend Section 1015.A.2.

Signs on parcels in the Residential District (~~delete or on residential parcels in the Commercial Residential District~~) shall not exceed nine (9) square feet in area and the top edge of the sign shall not be more than (3) feet above ground level.

A motion made by Huebner, second by Hendricks to approve the amendments to Section 1015.A.2 above. Motion carried. Ayes: Hendricks, Beauvais, Huebner and Miller.

Amend Section 1015.A.3.b. Signs on non-residential parcels in the Commercial Residential District:

b.

shall be limited to one sign on or attached to each building wall, (**add except that each business located in a building may have one sign on or attached to each building wall.**) (~~Delete for each business located in that building.~~)

A motion made by Miller, second by Huebner to amend Section 1015.A.3.b. above. Motion carried. Ayes: Beauvais, Miller, Hendricks and Huebner.

Amend Section 1015.A.5 Temporary (~~delete sale, lease, or rent~~) signs shall be located only on the (~~delete affected~~) parcel or structure (**add concerned with a temporary event,**) except for the directional sign as permitted by Section 1015.A.4, and shall be (**add posted no more than seven (7) days before the event and**) be removed within seven (7) days following the completion of the (**add event.**) (~~delete sale or signing of a lease or rental agreement.~~)

Motion made by Hendricks, second by Huebner to amend Section 1015.A.5 as above. Ayes: Miller, Hendricks, Beauvais and Huebner. Motion carried.

Add new Section 1015.A.7

Digital signs are permitted only in the Commercial Residential District and shall comply with the following requirements:

a. A digital sign may not allow the display or message to change more frequently than once every sixty (60) seconds, with a transition period of one second or less. Digital signs may not contain any visible moving parts, alternating or moving messages or have the appearance of having moving parts or messages. Under no circumstances may any type of digital sign contain a video, a message or a display that appears to flash, undulate, pulse, move, or portray explosions, fireworks, flashes of light, or blinking light or otherwise appears to move toward or away from the viewer, expand or contract, bounce, rotate, spin, twist or make other comparable movements.

b. A digital sign must have installed a monitor, which shall continuously monitor and automatically adjust the brightness level of the display based on conditions to comply with the following maximum brightness requirements:

- (1) Brightness shall be no greater than 2,000 nits from dawn until dusk.
- (2) Brightness shall be no greater than 125 nits from dusk until dawn.
- (3) Brightness of digital signs shall be measured from the sign's face using a standard nit-meter when the digital sign is turned on to full white copy.

c. Certification must be provided to the Village demonstrating that the digital sign has been preset to automatically adjust the brightness to comply with the brightness requirements set forth in the preceding paragraph. Re-inspection and recalibration may be periodically required by the Village in its reasonable discretion, at the expense of the applicant, his or her assignees or successors, or the person who owns or exercises control over the sign, to ensure that the brightness requirements specified above are met.

A motion made by Huebner, second by Miller to add new Section 1015.A.7. Ayes: Huebner, Beauvais, Miller and Hendricks. Motion carried

Amend Section 1015.B in its entirety to read as follows:

B. The following signs are prohibited in the Village:

1. Signs which utilize flashing **or blinking** lights or flashing reflectors.
2. Signs which have moving parts to attract attention, including **but non limited to** figures or shapes which inflate or deflate to cause motion.

A motion made by Hendricks, second by Miller to amend section 1015.B. as above. Ayes: Beauvais, Huebner, Hendricks and Miller, Motion carried.

Please note the suggested revisions to the items above pertaining to the Village zoning ordinance require a public hearing and then a recommendation to the Village Council. Also, check with Bob Hall before scheduling the public hearing to give time for him to review and provide his opinion.

Future Planning Commission meetings

Four meetings are required annual for planning commissions. The schedule for meetings in 2016 is:

February 3 - 1 PM  
March 9 - 1 PM  
June 8 - 1 PM  
September 14 - 1 PM

Additional Planning Commission meetings will be scheduled as necessary.

**Master Plan Meeting January 18 at 5 pm Village Hall**

**Meeting adjourned at 4:30 p.m.**

Respectfully submitted,

Alice E. Hendricks

**For the Village Council Meeting January 20, 2016**

**Capitol Improvement Plan – (CIP)**

There was discussion regarding what the council members saw as the most important improvement(s) needed in the village. Ultimately, most important was burying the utility wires and improving the sidewalks on Rt. 22.

**A motion was made by Miller, second by Beauvais to present to the Village Council a request to appoint Huebner chair of this project to investigate the feasibility for getting this accomplished, estimated costs and possible grants that may be available.**

**Ayes: Miller, Beauvais, Hendricks, and Huebner. Motion carried.**