WHITEHALL PLANNING COMMISSION AGENDA
TUESDAY, MAY 7, 2019
6:00 PM

1. Meeting Called to Order

2. Approval of the Agenda

3. Approval of the April 2019 Meeting Minutes

4. Communications
   A. 

5. Public Comment
   Persons wanting to address the Commission on any subject may do so at this time. Please come forward to the podium, provide your name, and keep your comments to three minutes or less. Public comments will not be received at any other time during the meeting.

6. Unfinished Business
   A. 

7. New Business
   A. Resolution 19-03 VanDyke Special Use Permit
   B. Resolution 19-04 Arconic Site Plan
   C. Resolution 19-05 Dillivan Site Plan Extension
   D. Adoption of Capital Improvements Program

8. Adjournment
Whitehall Planning Commission
Meeting Minutes
April 2, 2019

Present
B. Armstrong, D. Bedau, D. Bowyer, T. Cabala, D. Hillebrand, V. Irby, C. Mahoney, S. Salter

Also Present
Zoning Administrator S. Huebler, City Attorney R. Sweeting

Absent
J. Guzman-Celedon

Call to Order
Chair Bedau called the meeting to order at 6:00 p.m.

Agenda
Motion by Salter, seconded by Hillebrand, CARRIED, to approve the agenda as submitted. All ayes.

Minutes
Motion by Cabala, seconded by Armstrong, CARRIED, to approve the February 5, 2019 minutes as submitted. All ayes.

Communications
The 2018 Annual Report was provided.

Public Comment

Unfinished Business
A. Recreational Marihuana
The Commission reviewed the draft ordinances presented by City Attorney Sweeting with the following recommendations. Growers and safety compliance centers will be allowed in all three industrial zoning districts but not within 500 feet of any school property line. There will be no limit set on the number of licenses for any marijuana related facilities. Safety compliance centers will be allowed to accept products that have not originated within the city limits. Provisioning centers and retail establishments will be allowed in the central and general business districts by right and in the lakefront and restricted commercial districts by special use permit. Medical marijuana facilities will be allowed under similar regulations as recreational facilities. Overlay districts will not be used. Each zoning district will have the appropriate sections added.
New Business

A. Resolution 19-02 Adult Foster Care Home
Motion by Mahoney, seconded by Bowyer, CARRIED, to approve Resolution 19-02 allowing an adult foster care home at 1302 Warner Street as requested. All ayes.

B. Pole Barn Addition - 1627 Mears Avenue
Motion by Mahoney, seconded by Armstrong, CARRIED, to approve the site plan providing the front of the pole barn addition is aesthetically comparable to the front of the existing house and that a paved apron be provided at the street's edge. All ayes.

There was discussion about the pole barn, at three times the size of the house, being incidental and subordinate to the house as required by zoning regulations while recognizing that the ordinances also allow up to 30% of the rear yard to be covered with accessory structures.

Adjournment
Motion by Irby, seconded by Armstrong, CARRIED, to adjourn at 7:20 p.m. All ayes.
WHEREAS, TJ and Jennifer VanDyke recently received approval as allowed by right in single family residential districts to operate an adult foster care facility for up to six adults to be located at 1302 Warner Street.

WHEREAS, the VanDyke's have now indicate a desire to operate a small group home that would allow up to twelve adults.

WHEREAS, Michigan Public Act 218 of 1979 pre-empts local approval of adult foster care homes but does allow for local review by special use permit and approval as submitted or with conditions.

WHEREAS, City Ordinance 15-24-4 requires that the Commission find that the proposed use will be harmonious with the Master Plan; be designed, constructed, operated, and maintained to be appropriate in appearance with the character of the general vicinity; not be hazardous or disturbing to neighboring uses; be a substantial improvement to the immediate vicinity and to the community; be served adequately by existing public facilities and services; not create excessive additional requirements at public cost and will not be detrimental to the economic welfare of the community; not produce excessive traffic, noise, smoke, fumes, glare, or odors; and be consistent with the intent and purposes of this Ordinance.

NOW, THEREFORE, BE IT RESOLVED

that the Planning Commission finds that the proposed use adequately addresses the above requirements and thereby approves the special use permit as requested.

Moved by ______________________, seconded by ____________________, and thereafter adopted by the City of Whitehall Planning Commission at a meeting held Tuesday, May 7, 2019 at 6:00 p.m. (___ yea, ___ nay, ___ absent).

______________________________
Scott K. Huebler, Zoning Administrator
WHEREAS, Arconic has submitted a site plan application to expand the wastewater treatment facilities at Plant #3.

WHEREAS, Ordinance 15-25-2 requires review and approval by the Planning Commission prior to the issuance of a building permit for the construction of any structure in any zoning district which does not meet one of the exemptions.

WHEREAS, the expansion exceeds 500 square feet in size which requires submittal to the Planning Commission for review and approval.

WHEREAS, the Planning Commission has reviewed the site plan to determine compliance and has found that all elements of the site plan will be harmonious and efficiently organized; will not impede the normal and orderly development of surrounding property; landscaping shall be preserved in its natural state insofar as practicable; special attention has been given to surface drainage; reasonable visual and sound privacy has been provided; access for emergency vehicles has been provided; access to public streets is available; pedestrian circulation system insulated as completely as possible from vehicular circulation has been provided; screening of loading and storage areas visible from residential districts or public thoroughfares is not applicable; and exterior lighting is deflected away from adjacent properties.

NOW, THEREFORE, BE IT RESOLVED

That the Whitehall Planning Commission hereby approves the site plan as submitted.

Moved by __________, seconded by __________, and thereafter adopted by the Whitehall Planning Commission at a regular meeting held May 7, 2019.

______________________________
Scott K. Huebler, Zoning Administrator
WHITEHALL PLANNING COMMISSION
RESOLUTION 19-05

WHEREAS, Pekadills, 503 South Mears Avenue, received site plan approval for a 160 square foot addition on May 1, 2018.

WHEREAS, Construction has not yet begun.

WHEREAS, Ordinance 15-25-2(B) provides that site plans are valid for one year from the date of approval.

WHEREAS, Ordinance 15-25-3(C) allows for a one year extension if requested prior to the expiration of the initial one year period.

WHEREAS, Pekadills owner John Dillivan requested an extension on April 15.

BE IT RESOLVED

That the City of Whitehall Planning Commission hereby approves a one year extension for the approved addition at 503 South Mears.

Moved by _________, seconded by _________, and thereafter adopted by the Whitehall Planning Commission at a regular meeting held May 7, 2019. Roll Call Vote ____, Ayes, ____ Nays, ____ Absent

__________________________
Scott K. Huebler, Zoning Administrator
**SITE PLAN/ROOF PLAN**

- **GUTTER & DOWNSPOUT**
  - Connect to existing.
- **NEW 1-story 10x16'**
  - Building addition (hatched)
- **NEW 36" wide concrete delivery ramp.**
- **Modify 1st floor rail**
  - To accommodate new construction.

**EXIST. 2-story**

**MATCH AND ALIGN**

**EXIST. ROOF ASSEMBLY.**

**TIE-IN & MATCH**

**EXIST. MODIFIED CORNFLOWER ROOF WITH WATER TIGHT TRANSITION.**

- **EXIST. 1-story**
- **EXIST. 1/2-story**
- **EXIST. 4' conc.**

**MEARS AVENUE**

**ELLIOTT STREET**
CITY OF WHITEHALL
CAPITAL IMPROVEMENTS PROGRAM

2019 to 2025
INTRODUCTION

The Michigan Planning Enabling Act states that "...a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements..."

"The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures and improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and costs of those public structures and improvements."

The Whitehall Planning Commission adopted a Comprehensive Master Plan and Parks and Recreation Master Plan in June 2015. The Commission is now required to adopt an annual capital improvement program as recommended by city staff. Following adoption of the capital program it is then presented to the city council for adoption as a non-binding guide in the developing of the annual operating budget.

BENEFITS
A capital improvement program focuses on future needs to minimize piecemeal funding; coordinate problem solving; increase efficiencies; and provide an opportunity for citizens to know how tax dollars are being spent.

FINANCING
Whitehall has financed most of its capital improvements with cash. Major projects, such as Downtown Phase III, have been funded by saving cash over multiple years. Grant assistance has also been a significant source of funding. Over the last 18 years, the City has received more than $4.4 Million
in grant funding. The Playhouse renovations and remodeling was made possible with $3.9 in donations.

A local unit of government can finance capital improvements by borrowing. Interest on borrowing increases the cost of the expenditure and may limit future decisions. Cities can borrow money through the issuance of general obligation bonds. These bonds are paid back from property taxes. Total general obligation debt may not exceed 10% of a city’s taxable value. Whitehall is capable of borrowing $11.3 Million. We currently have only $2.2 Million in outstanding debt.

A city may also finance improvements through installment purchases with a maximum amount up to 1.5% of the taxable value. Whitehall has a balance of $340,000 on a limit of $1.7 Million.

Revenue bonds can be used for improvements that generate money through user fees to pay off the debt. Typically these are used to fund major sewer and water projects. Whitehall has no outstanding revenue debt.

Improvements can also be financed through special assessments paid by property owners in a defined project area that derive a direct benefit from the improvement. Whitehall has no special assessments.

**CAPITAL IMPROVEMENTS**

General Fund improvements include the long awaited replacement of the windows at city hall in hopes staff no longer has to wear parkas and gloves at their desks during the winter. The fund will also continue with routine replacement of the police cruisers and major park improvements every other year dependent upon grant funding.

TIFA and LDFA are both due to expire in 2024. TIFA will have two years of adequate funding left for major projects while LDFA will continue its financial commitment to the Playhouse remodel and expansion project.
Street improvements will continue as listed using the rating system found in the City’s Transportation Asset Management Plan. This Plan lists 64% or 17 miles out of 26 as being in poor condition.

The Water Fund will make necessary system improvements as they coincide with street projects and fund the repainting a water tower. The big capital expenditure for the Sewer Fund will be replacement of one of the lift stations.

Motor Pool is spending big this coming year but taking a few years off until a new loader and backhoe are required in 2022 and 2023.

The following list comprises the most recent update of the Capital Improvement Program.

### GENERAL FUND

<table>
<thead>
<tr>
<th></th>
<th>FY19/20</th>
<th>FY20/21</th>
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### TAX INCREMENT FINANCE AUTHORITY

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### LOCAL DEVELOPMENT FINANCE AUTHORITY

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### WATER FUND

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### SEWER FUND

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### MOTOR POOL

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