

**City of Marine City  
Planning Commission Meeting  
November 14, 2016**

A regular meeting of the Marine City Planning Commission was held on Monday, November 14, 2016, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Chairperson Rebecca Lepley at 7:00 pm.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson Lepley.

**Present:** Chairperson Rebecca Lepley; Commissioners Linda Gabler, Keith Jenken (arrived at 7:06 pm), Rudolofo Menchaca, Joseph Moran; City Commissioner David Simpson; Building Official Susan Wilburn; City Manager Elaine Leven; Deputy Clerk Elizabeth McDonald

**Absent:** Commissioner Graham Allan

Motion by City Commissioner Simpson, seconded by Commissioner Menchaca to excuse Commissioner Allan from the meeting. All Ayes. Motion Carried.

### **Communications**

The following communication was received:

- St. Clair County Economic Development Alliance

City Manager Leven explained that the communication provided potential regional projects and if the Board had any projects to submit to the EDA to either contact them directly or compile a list and she would forward them to the EDA.

Motion by City Commissioner Simpson, seconded by Commissioner Menchaca to receive and file the communication. All Ayes. Motion Carried.

### **Public Comment**

No residents addressed the Commission.

## **Approve Agenda**

Motion by City Commissioner Simpson, seconded by Commissioner Gabler, to approve the Agenda, as presented. All Ayes. Motion Carried.

## **Approve Minutes**

Motion by Commissioner Menchaca, seconded by City Commissioner Simpson, to approve the October 7, 2016 Special Meeting Minutes of the Planning Commission, as presented. All Ayes. Motion Carried.

Motion by Commissioner Menchaca, seconded by City Commissioner Simpson, to approve the October 10, 2016 Meeting Minutes of the Planning Commission, as presented. All Ayes. Motion Carried.

## **Unfinished Business**

### ***Master Plan Update***

City Manager Leven began the discussion by stating that the following topics should be considered for the Master Plan update:

- Demographics
- Recreation Master Plan
- Redevelopment Ready Community Standards

She reminded the Board that the initial proposal received by the St. Clair County Metropolitan Planning Commission (MPC) was only for a portion of the costs to update the Master Plan and was not to exceed \$2,500.00. She stated that if the Board elected to move forward with using the County to do the updates, an amended quote would need to be submitted from the MPC in order to add additional chapter updates such as the Recreation Master Plan.

The Board then discussed the possibility of having the MPC complete the updates and the possible benefits of doing so. It was mentioned that adding Redevelopment Ready Community Standards that were clear, streamlined procedures to make redevelopment in Marine City easier was an important topic to consider for addition.

Motion by Commissioner Moran, seconded by City Commissioner Simpson, to request a quote from the St. Clair County Metropolitan Planning Commission to update the Master Plan and include in the contract with the County, language that ensures compliance with Federal, State and County laws and meet the general requirements in order to obtain MDNR and MEDC grants. All Ayes. Motion Carried.

## **New Business**

### ***Marine City Building/Code Enforcement Department ~ Susan Wilburn***

Building Official Wilburn gave a summary of her code enforcement procedures and actions, which included the following:

- Divided the City into sections to address code enforcement
- Approximately 80 letters had been sent since June regarding blight
- Inoperable vehicles had been addressed
- City was currently at approximately 80% compliance
- Procedure for enforcement was to send three letters with two weeks in between each; the letters stated the infraction and what steps needed to be taken in order to correct the issue. Legal action could be taken if the incompliance was not corrected.
- Six properties were ready for legal action, but only two had begun the process with the City Attorney at this time.
- She found that several ordinances needed to be revised and had begun working with City Manager Leven to start the process.

The Board talked about property maintenance noncompliance within the City and the possibility of reinstating the Rental Program in the future as well as other solutions to minimize code violations.

### ***Public Hearing ~ Special Land Use for Marine City Apartments***

Chairperson Lepley opened the Public Hearing at 7:45 pm.

Herbert Blackstock, of Blackstock – Alessandri Associates, LLC., addressed the Board and stated that the project was to build two (2) additional stories for three (3) apartments above the existing My Sister's Closet business located at 344 S. Water Street. Due to the zero lot lines, the entire addition included a fire rated wall system, which required the water line to be increased for fire suppression sprinklers. The owners were also proposing a dumpster enclosure, loading zone, and a driveway in the rear of the building for two parking spaces.

Tom Vertin, 358 S. Water Street, said he applauded what the owners were doing, but was concerned that this project would cause him to redo the apartment he had recently completed next door. He also stated that he was willing to work with the owners to find solutions to the arising issue.

Chairperson Lepley closed the Public Hearing at 7:45 pm.

The Board discussed the fire rating issue due to the zero lot lines and Building Official Wilburn reported that the City Attorney had been contacted with regard to 358 S. Water Street and how to proceed.

Motion by City Commissioner Simpson, seconded by Commissioner Moran, to approve the Special Land Use Application No. 02-2016, as presented. All Ayes. Motion Carried.

***Site Plan Approval for Marine City Apartments***

Motion by Commissioner Moran, seconded by Commissioner Menchaca, to approve the Site Plan for the Marine City Apartments, as presented. All Ayes. Motion Carried.

***Public Hearing ~ Special Land Use for The Blake House Bed and Breakfast***

Chairperson Lepley opened the Public Hearing at 8:16 pm

Corine Mullins, 358 S. Main Street, addressed the Board and talked about her vision for the Bed and Breakfast and how it was meant to promote economic growth and local businesses. It was noted that parking and noise levels would not be an issue if the project was approved.

Chairperson Lepley closed the Public Hearing at 8:18 pm

The Board conversed about the benefits this project could produce for the City and any possible issues that may exist with ordinance compliance.

Motion by City Commissioner Simpson, seconded by Commissioner Menchaca, to approve the Special Land Use Application No. 03-2016, as presented. All Ayes. Motion Carried.

***Sign Approval for The Blake House Bed and Breakfast***

Motion by Commissioner Moran, seconded by Commissioner Jenken, to approve the sign for The Blake House Bed and Breakfast, as presented. All Ayes. Motion Carried.

## **Adjournment**

Motion by City Commissioner Simpson, seconded by Commissioner Menchaca, to adjourn at 8:34 pm. All Ayes. Motion Carried.

Respectfully submitted,

*Elizabeth McDonald*

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Deputy Clerk

*Kristen Baxter*

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City Clerk