

**CITY OF WAYLAND
PLANNING COMMISSION
MINUTES**

**Tuesday, June 8, 2010
City Hall - City Council Chambers**

Chair J.D. Gonzales called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

Chair Gonzales led the Pledge of Allegiance to the American Flag.

ROLL CALL

Members Present: Chair Gonzales, Commissioners Sam Dykstra, John Frigmanski, Ann Kilmartin, Ryan Martin, Jim Ramey & Kelle Tobolic and Ex-Officio Commissioner Ron Kobish

Members Absent: None

Others Present: City Manager Chris Yonker & Mayor Tim Bala

Chair Gonzales noted that former Commissioner Arny Rodriguez had stepped down following the previous Commission meeting in order to join the Downtown Development Authority/Main Street Program Board. His departure leaves two positions to fill on the Commission: 1) for the remainder of Mr. Rodriguez's 3-year term ending 2/28/13; and 2) for the remainder of the unexpired 3-year term of Joel Frederickson ending 2/29/12. According to the MI Planning Enabling Act, in this case candidates for both appointments must be a "qualified elector" (resident) of the City.

The City Manager noted that in the interest of efficiency & timeliness, the packets for the meeting had been delivered via e-mail instead of via delivery of printed copies. He asked if the Commission would be willing to receive future packets in this manner, with hard copies available on the Commissioners' desks @ the meeting. All members were willing to try the new system; however, Commissioner Dykstra would still prefer to receive his packet via mail or delivery.

APPROVAL OF MINUTES

Commissioner Kilmartin **moved, seconded** by Commissioner Tobolic to approve the minutes of the Regular Meeting held April 13, 2010 as distributed with the meeting packet. **All Yes; motion carried.**

OTHER MINUTES FOR REVIEW

Chair Gonzales acknowledged for the file the following Minutes of the Regular Meetings of the:

- City Council held April 5 & 19 and May 3, 2010

CITIZENS APPEARING BEFORE THE COMMISSION: None

COMMUNICATIONS

The Commission acknowledged for the record receipt of the Allegan County Planning Commission (ACPC) minutes of its May 10, 2010 meeting. Commissioner Tobolic summarized the discussions taking place re: the future of the ACPC and the County Commission's proposals to reduce funding for the ACPC & Tourism Council in order to allow for the increased push in economic development. Even though discussions continue with the County Administrator, to date there has been no clear direction from the AC Board of Commissioners re: the ACPC's future.

OLD BUSINESS: None

NEW BUSINESS: FIVE-YEAR REVIEW OF CITY MASTER PLAN

City Planner Mark Sisson summarized his memo dated June 2, 2010 to the Commission regarding the necessary discussions regarding the adequacy and/or relevance of the 2005 Master Plan's goals and objectives. The revisions to the Plan should incorporate and reference other planning efforts, such as the Hyatt/Palma Downtown Blueprint Study and the updated Parks & Recreation Plan. It should encompass the City's desire to consider the use of newer planning & sustainability techniques & polices, such as the use of form-based zoning codes for the central business district and connectivity of parks & open space to residential & other areas.

The Commission proceeded to review each section of Chapter 3 "Goals & Strategies" of the current (2005) Master Plan. Following are comments made during the discussion of each section:

The Business Community

- Incorporate either by reference or direct inclusion the "Course of Action" statements included in the Hyatt-Palma Downtown Blueprint Study
- Review the land use list/downtown district boundaries in the zoning code w/ those of the DT Blueprint Study & the MI Main Street program application
- The PC should be the entity to define what the downtown should look like, through such mechanisms as design guidelines (although maybe not yet in the Code) and form-based (F-B) code provisions (more formal, such as "build-to" versus "setback" lines)
- A gatekeeper will be needed if a form-based code or aspects of a F-B code are adopted
- Reference should be made to the DDA's "Wayland Downtown Renovation Study," an architectural/design study prepared by Cornerstone Architects in 2006
- Noted that the MI Main Street Selected Level program will be offering architectural design assistance for the renovation of downtown building facades (up to 3 facades/year for 5 years)
- The PC could incorporate much of the detailed design standards into a form-based section of the overall zoning code for the downtown; the DDA/MS Program Board would continue to operate & fund the façade renovation program
- Include some discussion about the needed expansion of the Henika District Library; the need to keep the library as a public anchor in the downtown; the impacts the expansion could have on the parking lots on both the north & south side of the library

Recreation & Open Space

- Eliminate the first four recommended actions & steps under the first current goal
- Should the 5th action be retained (Community Center) as it is not identified in the updated Park & Recreation Plan?
- Split action #8 such that the Parks Comm. would be responsible for actively acquiring sites for parks & recreation use; the PC would be responsible for identifying potential sites of environmental or historical value for potential acquisition and/or preservation
- Under the 2nd goal, move actions 1-3 (sidewalks & trails) to the Traffic & Circulation section of the Master Plan

Traffic & Circulation

- Include cooperating with schools in seeking & implementing a "Safe Routes to Schools" program through the State of MI
- Address the issue of heavy truck traffic in the downtown area; explore options for re-routing, encouraging alternate routes, physical barriers, etc.

- Move actions 1-3 (sidewalks & trails) from the 2nd goal under the Recreation & Open Space section of the Master Plan
- Remove the 3rd action (reconstruction of 133rd Avenue); already completed

Financing of Capital Improvements

- PC to work on preparing a comprehensive 5-year capital improvement plan
- PC to have major input into annual capital improvement portion of annual City Budget
- Review MDOT's "Context Sensitive Design" policies & standards; develop similar ones for City
- Review & update City's Standards for Development Design (construction standards/specs)

Industrial Growth & Development

- No changes

Emergency Services, Public Safety

- Include consideration of design of service capacity & locations to serve the new Gun Lake Casino; including possible extensions/expansions of sewer/water utilities, fire & police services

Housing & Land Use

- Add emphasis on the renovation & conversion of upper-level housing units in the downtown district
- Address need for parking & policies for location/use of public parking for downtown residential upper-level housing
- Consider the use of a form-based code concept for the downtown district, maybe even by use of a planned unit development (PUD) requirement. Could be optional or mandatory
- Encourage a mixed use downtown (commercial/retail on 1st floor; residential or office uses on 2nd or 3rd floors)
- Not seek to expand downtown boundaries as established by Main Street program & DT Blueprint Study; encourage infill & redevelopment of existing DT; encourage higher density uses; establish appropriate transitional uses from DT to residential areas along DT perimeter

PUBLIC COMMUNICATIONS AND COMMENTS

The City Manager updated the Commission on the status of the reconstruction of Wastewater Pump Station #5 (Railroad St.); the design process for the new Rabbit River Park; and the Superior St. railroad crossing signals/gates installation project.

There were no additional public communications or comments.

ADJOURNMENT

Being no further business before the Commission, Chair Gonzales adjourned the meeting at 9:08 PM.

Respectfully Submitted,

Chris A. Yonker
City Manager

J.D. Gonzales
PC Chair