

**CITY OF DEXTER
PLANNING COMMISSION
VIRTUAL MEETING
MONDAY, AUGUST 3, 2020**

I. CALL TO ORDER AND ROLL CALL

The Virtual Meeting of the Planning Commission was called to order at 7:02 PM by Vice Chairman Thom Phillips with roll call.

Matt Kowalski-AB	Thomas Phillips	Jim Carty
Alison Heatley	Kyle Marsh-arr 7:20 PM	Karen Roberts-AB
Marni Schmid	James Smith	Scott Stewart

Student Representatives: Charlotte Hawley
 Eleanor King
 Aiden Haughton-AB

Also present: Michelle Aniol, Community Development Manager; Mike Auerbach, Assistant Planner; Carol Jones, Recording Secretary; Megan Masson-Minock, CWA; and guests in the virtual audience.

II. APPROVAL OF THE MINUTES

1. Virtual Regular Meeting Minutes – July 6, 2020
2. Virtual Special Meeting Minutes - July 9, 2020

Motion Smith; support Stewart to approve the minutes of the Virtual Regular Meeting of July 6, 2020 and the Virtual Special Meeting of July 9, 2020 as presented.

Unanimous voice vote approval with Commissioners Marsh, Roberts and Kowalski absent.

III. APPROVAL OF THE AGENDA

Motion Smith; support Stewart to approve the agenda with revision of New Business order of items, moving Item B, Amendment to Approved Preliminary and Final Site Plan for UIS ahead of Item A, Zoning Ordinance Text Amendment for Short-term Rentals and B&B Inns.

Unanimous voice vote approval with Commissioners Marsh, Roberts and Kowalski absent.

IV. PUBLIC HEARING

None

V. PRE-ARRANGED CITIZEN PARTICIPATION

None

VI. CITIZENS WISHING TO ADDRESS THE COMMISSION

Pete Bigelow of 3578 S. Wilson Court spoke of the Dollar Tree proposal for a store in the Dexter Crossing Mall. He feels that this is a high value piece of property and down the road there could be other high value businesses that could be considered for this site. (Ms. Aniol explained the process for businesses which does not involve the Planning Commission.)

VII. REPORTS

A. Chairman Report – Matt Kowalski

None

B. Planning Commissioners and Council Ex-Officio Reports

Planning Commissioner Smith reported that most likely there will not be a Facilities ballot issue for the November election.

C. Committee Reports

None

D. Community Development Office Reports – Michelle Aniol

Ms. Aniol submits her report as per packet with no additional updates.

VIII. COMMUNICATIONS

None

IX. OLD BUSINESS

None

X. NEW BUSINESS

B. AP2020.21-01 Amendment to Approved Preliminary and Final Site Plan for UIS (AP 2019.20-07 CSP) – Consider an Amendment to the Approved Site Plan for UIS, located at 2290 Bishop Circle East, for a 20,000 square foot stand-alone building instead of an expansion of the company's existing facility.

Applicant: Chris Knight from UIS reported on the timeline of the business in Dexter and the growth experienced over the last few years. Originally they had planned on adding a 13,000 sq. ft. building to their 9000 s. ft. building. This project became too costly and they changed to Plan B to erect a standalone building of 20,000 sq. ft. on the site and place the old building up for sale.

Staff:

Megan Masson-Minock from CWA spoke on the Amendment to the Site Plan proposed by UIS of a 20,000 sq. ft. building of which 10,000 sq. ft. will be office and 10,000 sq. ft. will be warehouse and this proposal is in align with the usage. There is the need for the land division to occur; credit for tree preservation; clarification and update of the site plan for landscaping; and details on turning radii for waste collection.

Michelle Aniol, Community Development Manager reported that issues area minor for the amendment and they will be addressed on a revised plan and with the conditions of approval. She also explained that in regards to the utility easement issue, there was significant additional background information that has been discovered since the Planning Commission's action to recommend the initial UIS site plan to City Council, and that it has resulted in UIS and the City entering into an Agreement regarding the extinguishment of the easement(s) and recording of an amended Plat for the Dexter Business and Research Park. As such, terms and conditions in the Agreement must be a condition of approval, along with approval of a land division and waivers granted by the Planning Commission.

Motion Smith; support Carty based on the information provided by the applicant, staff, the Planning and Engineering consultants, and DAFD, and reflected in the minutes of its August 3, 2020 meeting, the Planning Commission finds AP2020.21-01 Amendments to Approved Combined Preliminary and Final Site Plan for UIS, dated July 3, 2020 meets the requirements of Article XXI of the Zoning Ordinance, and recommends approval to City Council, subject to the following conditions:

1. The following waivers granted by the Planning Commission:
 - a. The 4-foot setback requirement for the north entrance driveway is waived, based the need to align driveway with existing Mill Creek Drive and the support of the City Engineer.
 - b. Waiver to allow more then 10% of Eastern White Pine, Norway Spruce, White Spruce, American Cranberry Viburnum, and Burning Bush species.
 - c. Tree preservation credit.
2. The terms of the Agreement, between UIS Real Estate, Inc. and the City of Dexter. Dated April 24, 2020;
3. Staff review, dated July 29, 2020;
4. CWA review, dated July 20, 2020;
5. OHM review, dated July 20, 2020;
6. DAFD review, dated July 12, 2020;
7. Washtenaw Engineering response letter, dated July 28, 2020; and
8. Approval of a Land Division of parcel 08-08-07-125-049.

Ayes: Carty, Marsh, Heatley, Phillips, Schmid, Smith and Stewart

Nays: None

Absent: Roberts and Kowalski

Motion carries

A. Zoning Ordinance Text Amendment – Short-term Rentals & Bed-n-Breakfast Inns – Review and Discussion of draft amendment for Short-term Rentals and Bed-n-Breakfast Inns.

Mr. Auerbach reviewed the Draft Text Amendment, which included feedback from the Planning Commission, the Dexter Area Fire Department, Washtenaw County Building Department, and the City Attorney. The draft established two categories for short-term rentals (STR) of STR Housing and Vacation Rentals. The draft also includes Bed-n-Breakfast. Mr. Auerbach asked for feedback from the Commission on a hosting or permanent resident STR and B&B Proprietor.

Commissioner discussion followed on the following items:

- I agree with having hosting B&B owners on site. If the host is not on site, the market will figure this out. Leave it as it is now – change later if needed.
- I like special land uses for control for vacation rentals because it gives Planning Commission discretion as to where it is used. Do we want vacation rentals or make them accessory uses.
- We don't have parking requirements for residential homes, why do we have them here. This seems like an unnecessary restriction.
- Regarding the Annual Permit, does that seem too frequent? It could become a tracking problem though if not done annually.
- I would add the phrase per rental period to 30 days consecutive calendar days in section 2.02 definitions.
- When the ordinance is finalized, develop a flow chart for approvals, permits, etc.
- Have those participating with STR, Vacation Rental & B&B review and give their feedback.
- The next step will be a Public Hearing in September on the Text Amendment.

XI. BUSINESS FOR SPECIAL MEETING, TUESDAY, SEPTEMBER 8, 2020:

Public Hearing to consider Text Amendments for Short-term Rentals and Bed-n-Breakfast Ins.

XII. CITIZENS WISHING TO ADDRESS THE COMMISSION

None

XIII. ADJOURNMENT

Meeting adjourned by Vice Chairman Phillips at 8:37 PM.

Unanimous voice vote approval with Commissioners Roberts and Kowalski absent.

Respectfully submitted,

Carol J. Jones
Recording Secretary

Approved for Filing: September 8, 2020