

**Village of Mackinaw City
Special Meeting
Planning Commission
February 10, 2011
Approved Minutes**

Members: Rob Most (Chairman), John Riemer, Bo Whipkey, Florence Tracy, Mary Clark, Paul Allers, and Nancy Dean

Staff: Jeff Lawson (Village Manager)

Guests: Enzo Lieghio, Chris Brown, Matt Mikus, Dick Moehl

SPECIAL MEETING	
1	Call to Order and Welcome
2	<p>Roll Call The meeting was called to order at 7:00 p.m. by Chairman Most. Roll call members present: R. Most, B. Whipkey, M. Clark, P. Allers, F. Tracy and N. Dean. Members Absent: J. Riemer</p>
3	Pledge to Flag
4	<p>Approval of Minutes Motion Allers seconded Dean to accept the minutes of the meeting held on January 27, 2011, as presented. Voice vote – all ayes. Absent – Riemer. Motion carried.</p>
5	<p>Public Comment There were no public comments.</p>
6	<p>New Business Discussion of Fire Plan Elements During Site Plan Review The Village Council requested that the Planning Commission review the Site Plan review standards under the Zoning Ordinance as related to fire plan information. Staff provided a review of the existing language and recommended the following information be required on site plans:</p> <ul style="list-style-type: none"> ➤ General sprinkler plan (if required by code) including fire department connection and shut off location with height dimensions ➤ Final sprinkler plan at time of zoning permit application ➤ Fire access lanes (reviewed by Fire Chief) <p>Also discussed were National Fire Protection Association (NFPA) standards and how regulations are established. Several aspects were discussed such as maneuvering lanes, how fire standards are reviewed during a site plan review, parking in front of hotel units, adequate access areas to buildings, general sprinkler plans, hydrant locations, elevator locations, fire department connections, fire access lanes, etc.</p> <p>Motion Allers seconded Dean to follow the recommendations provided by Staff to add the three provisions, previously identified, to the Site Plan Review Checklist to the Village Council. Voice vote – all ayes. Absent – Riemer. Motion carried.</p>
7	<p>Old Business B-4 Historic Downtown Parking Ratio The need to review parking standards within the Zoning Ordinance was identified during the development of the Master Plan. Staff summarized the history of parking within the B-4 District. Current standards allow a property owner to utilize 80% of total lot area for customer service floor area and 50% for restaurant, multi use, and restaurants. Staff also reviewed the results obtained from the 2002 Parking Study, which indicated that the district appears to have additional capacity.</p>

	<p>The total parking demand results in higher occupancy on some weekends, especially during holiday weekends (4th of July). In national studies, most individuals will walk 350 feet from parking to what they perceive as their shopping destination. The Walkable Streets article from 2005 discusses the use of parking exemptions in downtown areas.</p> <p>Commissioners reviewed the amount of parking ratio that could allow a business to convert existing floor space or underutilized areas of buildings into areas for product sale. Calculating floor space and booth area can be determined to reflect the additional demand on parking areas. Two property owners have inquired on the review of the current parking ratio.</p> <p>Also discussed was the impact or encroachment of parking spill over into residential areas surrounding downtown. On street parking allows property owners certain landscape features to eliminate parking in front of their home, while also allowing property owners to utilize their property for their own use.</p>						
	<p>Most called for recess at 8:25 p.m. Meeting called to order at 8:30 p.m.</p>						
	<p>Parking criteria was discussed at length. Parking standards and ratios were also reviewed as it relates to restaurants and retail use. The following examples were given:</p> <p>Lots size 25' x 135' = 3,375 square feet Current Retail Ratio: 80% of lot area = 2,700 Proposed Retail Ratio: 85% of lot area = 2,868</p> <p>Lot size 25' x 135' = 3,335 square feet Current Restaurant Ratio: 50 % = 1687.5 square feet Proposed Restaurant Ratio: 55% = 1856.25 + 168.75 = 3 additional booths estimate Proposed Restaurant Ratio: 60% = 2,025 + 337.5 = 5 + 6 additional booths estimate</p> <p>Lot size 50' x 140' = 7,000 square feet Current Restaurant Ratio: 50% = 3500 square feet Proposed Restaurant Ratio: 55% = 3,850 + 350 = 4 additional booths estimate Proposed Restaurant Ratio: 60% = 4,200 + 700 = 12 additional booths estimate</p> <p>This topic will be discussed further at a future meeting. Commissioners requested that staff provide a table identifying the footage of retail and restaurant customer service square footage ratios.</p>						
8	<p>Commissioner Comments Michigan Public Service Commission will be holding hearings concerning the ferry boat operations.</p>						
9	<p>Commissioner Calendar</p> <table border="0"> <tr> <td>February 24, 2010 – Regular Meeting</td> <td>April 14, 2011 – Special Meeting</td> </tr> <tr> <td>March 10, 2011 – Special Meeting</td> <td>April 28, 2011 – Regular Meeting</td> </tr> <tr> <td>March 24, 2011 – Regular Meeting</td> <td></td> </tr> </table>	February 24, 2010 – Regular Meeting	April 14, 2011 – Special Meeting	March 10, 2011 – Special Meeting	April 28, 2011 – Regular Meeting	March 24, 2011 – Regular Meeting	
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10	Adjournment Motion Dean seconded Tracy to adjourn at 9:32 p.m. Voice vote – all ayes. Absent – Riemer. Motion carried.
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Planning Commission Minutes respectfully submitted:

Rob Most, Chairman

Mary Clark, Secretary