

**CITY OF LAPEER
MINUTES OF A JOINT MEETING OF THE
CITY COMMISSION
PLANNING COMMISSION
&
DOWNTOWN DEVELOPMENT AUTHORITY
JANUARY 21, 2020**

A joint meeting of the City of Lapeer City Commission, Planning Commission and Downtown Development Authority (DDA) was held in the Commission Chambers of Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Tuesday, January 21, 2020 at 6:30 p.m.

City Commission / Mayor

Members Present: Mayor Debbie Marquardt, Commissioners Jeff Pattison, Dan Osentoski, Tony Stroh, Josh Atwood and Eric Cattane.

Planning Members Present: Chairperson Jennell RaCosta, Vice Chairman Austin Kelly, Commissioners Dale Kerbyson, Anne Shenck, Catherine Bostick-Tullius, Debbie Marquardt, Jeff Pattison and Joe Black (arrived at 7:05 p.m.)

Planning Members Absent: Commissioner Dave Sommerville.

DDA Members Present: Chairperson Dan Osentoski, Mr. Tim Roodvoets, Ms. Ginni Bruman, Ms. Debbie Marquardt, Mr. Dan Sharkey, Mr. Ray Davis and Ms. Elizabeth Moffitt.

DDA Members Absent: Mr. Bruce Cady, Mr. Tony Macksoud, Mr. Dan Gerlach and Ms. Sue Griggs.

Also Present: Ms. Caitlyn Habben, Rowe Professional Services Co. Planning Consultant.

Planning Commission Chairperson RaCosta called the Planning Commission meeting to order at 6:42 p.m.

DDA Chairman Dan Osentoski called the DDA meeting to order at 6:42 p.m.

Members of the Planning Commission, Downtown Development Authority and City Commission introduced themselves to the group.

Ms. Habben conducted a training session which included purpose for plans/regulations, basic roles and flow, documents the various commission and board members should be familiar with, meeting best practices and hot topics.

Ms. Habben reviewed the purposes for various plans, procedures and rules and the roles and responsibilities of the City Commissioners, Planning Commissioners, DDA board members, City staff members, consultants and applicants. Ms. Habben reviewed various documents and programs to be familiar with and the purpose of the City Charter, Development/TIF Plan, Master Plan and Zoning Ordinance. Ms. Habben also reviewed other sources available for guidance and/or assistance to businesses and developers including the Development Review Procedures Handbook, the New Business Application Packet, the DDA Building Improvement Loan Fund, the DDA Sign Assistance Program, the Michigan Main Street Program and the Lapeer Development Corporation.

Ms. Habben reviewed best practices for meetings including the purpose of by-laws, the Open Meetings Act, the Freedom of Information Act, conflicts of interest, and procedures on ex-parte communication, findings of fact, conditions and creating motions. Ms. Habben reviewed the State of Michigan Redevelopment Ready Community training policy and requirements for board members and commissioners.

Discussion was held on hot topics including the prohibition of pole signs and the restriction on allowing drive-through restaurants along M-24 between Tower Drive and Turrill Road. Ms. Habben reviewed the definition of pole and monument signs and rules for existing and non-conforming signs. Ms. Habben also reviewed the drive-through restaurant restriction area and the basis for the restriction which is included in the current Master Plan and Zoning Ordinance. Discussion was held on improving the process for notifying businesses of signage permit requirements, development restrictions utilized by drive-through restaurant businesses, the visual appearance of the northbound entrance into the City, current design standards for drive-through restaurants, Dark Store legislation at the State level and the current status of the ongoing 5 year review of the Master Plan.

PUBLIC COMMENTS

Chairperson RaCosta opened the meetings for public comments at 8:14 p.m. There being no comments, the public comment portion of the meeting was closed.

COMMISSIONER COMMENTS

Mr. Tim Roodvoets, DDA member, commented there appears to be overlapping of the various initiatives of the Michigan Main Street Program and the responsibilities of the Planning Commission as well as the expectations of the DDA in the Master Plan which need to be clarified.

ADJOURNMENT

There being no further business, it was moved by Commissioner RaCosta and supported by Commissioner Kerbyson to adjourn the Planning Commission meeting at 8:27 p.m.

MEETING ADJOURNED.

It was moved by Chairman Osentoski and supported by Mr. Roodvoets to adjourn the DDA meeting at 8:27 p.m. **MEETING ADJOURNED.**

It was moved by Commissioner Cattane to adjourn the City Commission meeting at 8:28 p.m. **MEETING ADJOURNED.**

Mr. Jeff Pattison, Secretary
Planning Commission