CITY OF MARINE CITY

Planning Commission Meeting Agenda

Marine City Fire Hall, 200 South Parker Street

Special Meeting: Monday, September 19, 2016 7:00 PM

1. **CALL TO ORDER**

2. **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Chairperson Rebecca Lepley; Commissioners Graham Allan, Linda Gabler, Keith Jenken, Rudolofo Menchaca, Joseph Moran; City Commissioner David Simpson; Building Official Susan Wilburn; City Manager Elaine Leven

4. **APPROVE AGENDA**

5. **PUBLIC COMMENT** *Residents are welcome to address the Planning Commission. Please state name and address. Limit comments to five (5) minutes.*

6. **UNFINISHED BUSINESS**
   A. Site Plan Review ~ The Inn on Water Street

7. **NEW BUSINESS**

8. **ADJOURNMENT**

2nd

SITE PLAN REVIEW APPLICATION

CITY OF MARINE CITY, MICHIGAN

303 S. Water Street, Marine City, Michigan 48039

Regular meetings of the Planning Commission are held on the second Monday of each month. This Application must be submitted with seventeen (17) sets of sealed plans at least thirty (30) days prior to the next regular scheduled meeting. If the proposed development requires landscaping, then a landscape architect seal must also be on the plans. Applicant will reimburse the City of Marine City for all Planning Consultant fees and Engineering Consultant fees associated with this application before being placed on the Agenda.

Application fees:

$200.00	**Single & Multi-Family (up to 3 Units)**
$300.00	**Commercial, Industrial, Subdivisions, Condos, Multi-Family (4 or more Units)**
$100.00	**Special Use Application**

Applicant's Name: The Inn On Water Street, LLC

Address: 420 S. Water Street, PO Box 238 (Street) Marine City (City) MI (State) 48039 (Zip)

Phone: 586-764-2761 **Fax:** _____ **Email:** tvertin@gmail.com

Name of Proposed Development: The Inn On Water Street

Location of development: 102 Bridge Street (Number / Street)

Parcel # 74-02-475-0205-000 74-02-475-0206-000 74-02-475-0207-000 74-02-475-0208-000

☒ **Copy of Legal Description Attached** see site plan

Description of Development: **New:** Building & Parking **Addition:** _____

Proposed Use: Hotel & Single Family Condominiums

Property Owner: The Inn On Water Street, LLC

Address: 420 S. Water Street, PO Box 238 (Street) Marine City (City) MI (State) 48039 (Zip)

Phone: 586-764-2761 **Fax:** _____ **Email:** tvertin@gmail.com

Site Plan Preparer: Project Control Engineering & Infuz Ltd

If petitioner is not the owner, state basis for representative (i.e. Attorney, Representative, Option-to-Buy, etc)

Checklist of Required Data to be Included on Site Plan

Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least 24" x 36" with plan view drawn to a minimum scale of 1" = 20' if the subject property is less than three acres, and 1" = 50' if three or more acres. Included on the site plan will be all dimensions and the following:

General:

- ☒ Proprietors name, address and telephone number
- ☒ Date (month, day, year) including revisions
- ☒ Title block
- ☒ Scale
- ☒ North point
- ☒ Location map drawn at a scale of 1" = 2000' with North point indicated
- ☒ Architect, engineer, surveyor, landscape architect, or planner's seal
- ☒ Existing lot lines, building lines, structures, parking areas, etc. on the parcel, and within 100 feet of the site
- ☒ Centerline and existing and proposed right-of-way lines
- ☒ Zoning classification of petitioner's parcel and all abutting parcels
- ☒ Gross acreage figure
- ☒ Proximity to major thoroughfare and/or section corners

Physical Features:

- ☒ Proposed locations of access drives, street intersections, driveway locations, sidewalks, signs, curbing, and acceleration, deceleration, and passing lanes
- ☒ Location of existing and proposed service facilities above and below ground, including:
  - Storage, loading, and disposal areas for chemicals, hazardous substances, salt, and fuels
  - Water main, hydrants, pump houses, standpipes, and building services and sizes
  - Sanitary sewers and pumping stations
  - Stormwater control facilities and structures including storm sewers, swales, retention and detention basins, drainageways, and other facilities, including calculations for sizes

- Location of all easements

☒ All buildings with dimensioned floor plans, setback and yard dimensions, and typical elevation views of proposed structures
☒ Dimensioned parking spaces and calculations, drives, and method of surfacing
☒ Exterior lighting locations and illumination patterns
☒ Location and description of all existing and proposed landscaping, berms, fencing, and walls
☒ Sidewalks and bike paths
☒ Trash receptacle pad location and method of screening
☒ Transformer pad location and method of screening
☒ Dedicated road or service drive locations
☒ Entrance details including sign locations and size
☒ Designation of fire lanes
☒ Any other pertinent physical features

Natural Features

☒ Existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions shall be indicated.
☐ A grading plan showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling, and grading.
☒ Location of existing drainage courses, lakes, ponds, wetlands, river and streams, including their water surface elevation, floodplain elevation, and ordinary high water mark.
☒ Location of other natural resources features, including woodlands.

Additional requirements for Multiple-Family, and PUD Developments:

☐ Density calculations by type of unit by bedroom count
☐ Designation of units by type of unit in each building
☐ Carport locations and details where proposed
☐ Specific amount of space and locations
☐ Type of recreation facilities to be provided in recreation space
☐ If proposed, details of community building and fencing of swimming pool

Additional requirements for commercial and industrial developments:

☒ Loading / unloading areas
☒ Gross and useable floor area
☒ Number of employees in peak usage

OMISSION OF ANY REQUIRED DATA WILL RESULT IN PROCESSING DELAY

Complete Applicable Proposed Use Information:

Churches, stadiums, theaters

Seating Capacity _____ Persons

Theater, hospitals, convalescent homes, auto washes, furniture and appliance stores, household equipment repair stores, all trades such as plumbers or electricians, all repair activities, auto dealers, golf courses and miniature golf courses.

Number of employees _____ Persons

Industrial

Numbers of Employees by Shift	*Shift*	*Employees*
	_____ to _____	_____
	_____ to _____	_____
	_____ to _____	_____

Hospitals, convalescent homes — Number of Beds _____

Private golf and/or swimming clubs — Number of Members _____

Barbers, beauty salons — Number of Chairs _____

Lodge halls, pool parlors, roller/skate rinks — Health Department Capacity _____

Laundromats — Number of Machines _____

Doctor Office — Number of Exam Room _____

Dentist Office — Number of Chairs _____

Hotels, motels, commercial lodging — Number of Employees 10
Number of Rooms 26

Multiple family dwellings — Single Family Condos- 4 ea
Number of Units _____
Number of Bedrooms _____

NOTE: The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the City of Marine City Zoning Ordinances, which are available on the City's website at www.marinecity-mi.org, and following all requirements therein. Further, these professionals shall make themselves aware of all master plan requirements (such as major thoroughfares, land use, recreation, etc).

I (We) hereby attest that all the information provided in this application, and attachments submitted, are true and correct to the best of my (our) knowledge and belief.

Applicant's Signature: _____

Dated: 8-24-16

Owner's Signature: _____

Dated: 8-24-16

Return to: City of Marine City
303 South Water Street
Marine City, Michigan 48039

CITY OF MARINE CITY

303 S. Water Street
MARINE CITY, MICHIGAN 48039
(810) 765-8846 • Fax (810) 765-4010

To: Chairman and Members of the Marine City Planning Commission

From: Susan Wilburn, Building Official

Date: September 8, 2016

Subject: The Inn on Water Street LLC
74-02-475-0205-000 74-02-475-0206-000
74-02-475-0207-000 74-02-475-0208-000

Re: The Inn on Water Street

Site Plan Review:

Attached with this memo are the site plans for the proposed hotel/commercial/residential building.

The Inn on Water Street is proposed to be built on .72 acres located at 102 Bridge Street (formerly Terhune car dealership location). The zoning for these parcels is B-1 Central Business District.

The drawings propose the construction of a 3 story, multi use (commercial/hotel/residential) development. This project has been reviewed by Wade Trim Associates, Inc. (see attached letter).

The Planning Commission Approval would be contingent upon Zoning Board of Appeals approval of the balcony overhang encroaching on the property line.

A Public hearing is required for the residential use portion of the project as Per Section 160.081 of the marine City Zoning Ordinance, which states: hotels, restaurants, and retail businesses are all principal uses permitted within the B-1, Central Business District. Per Section 160.082, (C), residential units, "provided they are an integral part of the structure containing a permitted use and the residential use is subordinate to another permitted use," is a use permitted subject to special conditions. Therefore, special conditional use approval the Planning Commission is required for this project, after holding a public hearing, following the procedures and standards of Section 160.270 through Section 160.278.

The property owner has purchased the home located southwest of the proposed development. This property will be combined with the hotel property to eliminate #7 and gives clarification of #1 of the site plan review violations that refer to lack of required site setback.

Deficiency #19 may require Planning Commission discussion and approval to remove and relocate an existing streetlight. The remaining deficiencies are easily resolved and will be addressed prior to issuance of a building permit.

Summary:

Upon Planning Commission approval, 4 complete sets of detailed site plan and architectural drawings (including ADA requirements) will be required. These drawings will be subject to the Building Official's (and possibly Wade Trim Associates, Inc.) plan review approval.

WADE TRIM

September 8, 2016

City of Marine City
303 S. Water Street
Marine City, MI 48039

Attention: Planning Commission

Re: Site Plan Review, as Revised
The Inn on Water Street
Proposed Mixed-Use Building (Restaurant, Retail, Hotel and Condominiums)
Wade Trim File No.: MRN 6116-01D

Dear Commissioners:

We are in receipt of a revised site plan, submitted by property owner Tom and Kathy Vertin, to establish a new 28,720 square foot, three-story mixed-use building ("The Inn on Water Street") on property located at the northwest corner of Bridge Street and Water Street in downtown Marine City. We have been asked by the City to review the project and are pleased to respond to this request.

Project Background

The proposed mixed-use building will be three-stories with a gross building area of 28,720 square feet. The mixed-use building would be comprised of the following:

- Ground Floor – 6 hotel rooms; 4 attached garages; retail space (384 square feet); office space (300 square feet); meeting room (973 square feet); kitchen/bar with covered seating area (1,103 square feet); and other miscellaneous spaces
- Second Floor – 21 hotel rooms; employee/meeting room (265 square feet); and other miscellaneous spaces
- Third Floor – 4 condominium units and other miscellaneous spaces

Proposed site improvements will include a 42-space parking lot, landscaping and lighting.

The subject site is 0.72 acres in size and is presently zoned B-1, Central Business District. The subject site is a corner lot with approximately 125 feet of frontage on Water Street and 170 feet of frontage on Bridge Street. Adjacent properties along the west side of Water Street and north side of Bridge Street are also zoned B-1 District. The properties to the south of the subject site, across Bridge Street, are zoned R-1A, One-Family Residential District. The properties to the west of the subject site, across Market Street, are also zoned R-1A District. The properties to the east of the subject site, across Water Street, are zoned W-M, Waterfront Recreation and Marina District (please refer to the attached Site and Zoning Development Pattern Exhibit.) Although this is not reflected on the site plan, based on St. Clair County GIS records, the subject site consists

Wade Trim 616.956.3304
2851 Charlevoix Dr. SE 616.956.3475 fax
Suite 108
Grand Rapids, MI 49546 www.wadetrim.com

of four separate legal parcels of land (please refer to the attached St. Clair County GIS Parcel Map Exhibit).

Per Section 160.081 of the Marine City Zoning Ordinance, hotels, restaurants and retail businesses are all principal uses permitted within the B-1, Central Business District. Per Section 160.082,(C), residential units, "provided they are an integral part of the structure containing a permitted use and the residential use is subordinate to another permitted use," are a use permitted subject to special conditions. Therefore, special conditional use approval by the Planning Commission is required for this project, after holding a public hearing, following the procedures and standards of Section 160.270 through Section 160.278. (We are not aware if the applicant has officially submitted a special conditional use permit application to the City or whether a public hearing on this project has been held.)

Revised Site Plan

We previously reviewed a preliminary site plan for this project, dated April 25, 2016, and provided comments in a letter dated May 5, 2016. This revised site plan has been prepared by Infuz Architects and Project Control Engineering, Inc. and is dated August 23,2016. As a reference, below is a listing of the major changes shown on this revised site plan in comparison to the original preliminary site plan:

- The previous site plan proposed 24 hotel rooms (3 of which were proposed on the ground floor); this revised site plan proposes 26 hotel rooms (6 of which are proposed on the ground floor).
- The previous site plan proposed 2 ground floor retail spaces, occupying 949 square feet; this revised site plan only proposes 1 ground floor retail space, occupying 384 square feet.
- An employee/meeting room was previously proposed on the ground floor; the revised site plan now shows an employee/meeting room on the second floor.
- The proposed off-street parking lot has generally been redesigned, and now features 42 total off-street parking spaces; previously, 35 off-street parking spaces were proposed.
- The off-street parking lot is now shown to extend across the subject site and into the adjacent property (which includes an existing residence and detached garage) located at the corner of Bridge Street and Market Street.
- The proposed loading and unloading area has been relocated along the northern edge of the site so as to not conflict with a proposed vehicle maneuvering lane.
- The primary entrance drive to the site from Water Street was previously proposed as a two-way drive; it is now proposed as a one-way drive.
- A separate landscape plan sheet has been provided which outlines minor changes to the overall landscape design.
- As shown on the landscape plan sheet, a 54 inch tall screen wall is now proposed to screen the off-street parking area along Market Street.

- The revised site plan now shows an improved area adjacent to the subject site within the Market Street right-of-way. Currently, this area includes asphalt (in poor condition) and no sidewalk. As now proposed, the asphalt will be removed and the right-of-way will feature a new 5 foot wide sidewalk and lawn area.

Site Plan Comments

We have reviewed the revised site plan for compliance with the City of Marine City Zoning Ordinance and sound planning principles. We note the following concerns or omissions:

1. The Site Plan Sheet shows the off-street parking area encroaching into the adjacent residential property at the corner of Bridge Street and Market Street. We are not sure if the applicant owns this property.

   Applicant Action(s):
   - If the adjacent property is owned by the applicant and intended to be part of this development, the Site Plan Sheet should be revised accordingly. If not owned by the applicant, the off-street parking lot cannot encroach into this adjacent property.

2. The Site Plan Sheet shows 8 proposed off-street parking spaces immediately adjacent to the attached garages. This area cannot be considered as off-street parking; if non-resident vehicles were to park there, the access to the attached garages would be blocked.

   Applicant Action(s):
   - Remove the 8 proposed off-street parking spaces where immediately adjacent to the attached garages.

3. The "floor area" table on the Cover Sheet is inaccurate and should be revised. For example, the first floor description should be revised to indicate that it would contain 6 hotel rooms (not 5 hotel rooms), a 384 square foot retail space (not currently listed), and a 973 square foot meeting room (not 979 square foot).

   Applicant Action(s):
   - Revise the Cover Sheet to correctly summarize the proposed development.

4. The Site Plan Sheet and one of the architectural sheets both include a dumpster enclosure screen wall detail; however, they do not match. One of the details should be deleted.

   Applicant Action(s):
   - Choose which dumpster detail should be kept and which should be removed from the site plan.

5. The Architectural Elevations Sheet uses codes such as "R-1" and "B-1" to indicate the proposed wall materials. However, no key is provided which explains the codes. (We assume that the codes are the same as the previously submitted site plan.)

   Applicant Action(s):
   - Add an explanation of the building material codes to the Architectural Elevations Sheet.

6. We recommend that the landscape plan include the height and/or caliper of proposed landscaping and additionally include a statement that the landscaping will be maintained in a healthy condition. (Please note that per Section 160.219,(B),(1), properties zoned B-1 Central Business District are exempt from the landscaping, screening, greenbelts, buffering and fencing requirements of Section 169.219.)

   Applicant Action(s):
   - Add information pertaining to the size/height of proposed landscaping, as well as a maintenance statement, to the Landscape Plan Sheet.

7. Footnote H to the Schedule of Regulations (Section 160.196,(H)) requires a minimum 10-foot side yard setback for walls which contain windows or other openings. The westernmost side of the proposed building, which contains a door and windows, is less than 10 feet from the side lot line.

   Applicant Action(s):
   - Mandatory – Revise site plan to move the building wall to at least 10 feet from the site lot line. The wall can remain in its current location if no windows or doors are proposed.
   - Alternative – Seek and obtain a variance from the side yard setback requirement.

8. The revised site plan correctly notes that the proposed development is exempt from off-street parking requirements because it is located within the "developed business district bounded by Broadway Street on the north, the St. Clair River on the east, Bridge Street and the centerline of same projected easterly to the St. Clair River on the south, and the centerline of Market Street on the west." (We previously erroneously noted that the applicant would need to seek a variance for a parking deficiency; this is not necessary.)

   Applicant Action(s):
   - No action necessary.

9. For consistency with the requirement of Section 160.215,(G), the Landscape Plan Sheet now shows a 54 inch tall "screen wall" between the parking lot and the Market Street right-of-way. Additional detail for this screen wall should be provided, such as material, color, etc.

   Applicant Action(s):
   - Provide additional detail for this screen wall, such as material, color, etc.

10. We previously questioned the need for the second driveway to Market Street, given that it would funnel traffic from the site onto a primarily residential street. This driveway continues to be shown on the revised site plan; given that it is an existing driveway, this is acceptable. The revised site plan, however, now shows the primary entrance drive from Water Street as a one-way drive (into the site). Thus, the only way to leave the site would be through Market Street, a primarily residential street. The site plan should be revised to make the entrance drive from Water Street a two-way drive. (It appears that the loading and unloading area could be moved to the parking area near the garages.)

    Applicant Action(s):
    - Revise the site plan to show a two-way driveway from Water Street.

11. Although a variety of building mounted lighting is proposed, only one parking lot light is proposed within the off-street parking lot area. This light is proposed to be attached to an existing utility pole. For safety, security and aesthetic reasons, we recommend that the applicant consider stand-alone parking lot poles with fixtures within the off-street parking lot.

    Applicant Action(s):
    - Consider additional pole mounted light fixtures for the off-street parking area.

12. In our previous review, we commented on the architectural style and building materials, based on compliance with Zoning Ordinance requirements. Section 160.232,(B),(8),(b) of the Ordinance gives the Planning Commission flexibility in approving a specific architectural style for the building. We assume that the Planning Commission has reviewed and is acceptable of the proposed architectural style and materials for the building.

    Applicant Action(s):
    - Presumed no action necessary.

13. Roof and/or balcony overhangs are proposed to extend over the front property lines along both Bridge Street (4-foot 8-inch overhang encroachment) and Water Street (1-foot 9-inch overhang encroachment). Under Section 160.253, architectural features are allowed to extend into a required front yard not more than three feet; however, no language pertaining to an encroachment into a public right-of-way is included within the Zoning Ordinance. Such an encroachment may be regulated in another City code and/or may require separate approval by the City Council.

    Applicant Action(s):
    - No action necessary. However, City Council approval may be required.

14. Along Bridge Street, the applicant is proposing to remove and relocate an existing streetlight, as well as remove an existing landscaping area, in order to accommodate a valet/loading area. Given that these existing improvements are within City property, approval from the City Council may be required.

    Applicant Action(s):
    - No action necessary. However, City Council approval may be required.

It is our opinion that the project would be a good fit for the subject site and Downtown Marine City. Further, we believe that our concerns as noted above can be sufficiently addressed through the submittal of a revised site plan. We would be glad to work directly with the applicant to ensure that the revised site plan addresses the above noted concerns and the requirements of the Marine City Zoning Ordinance.

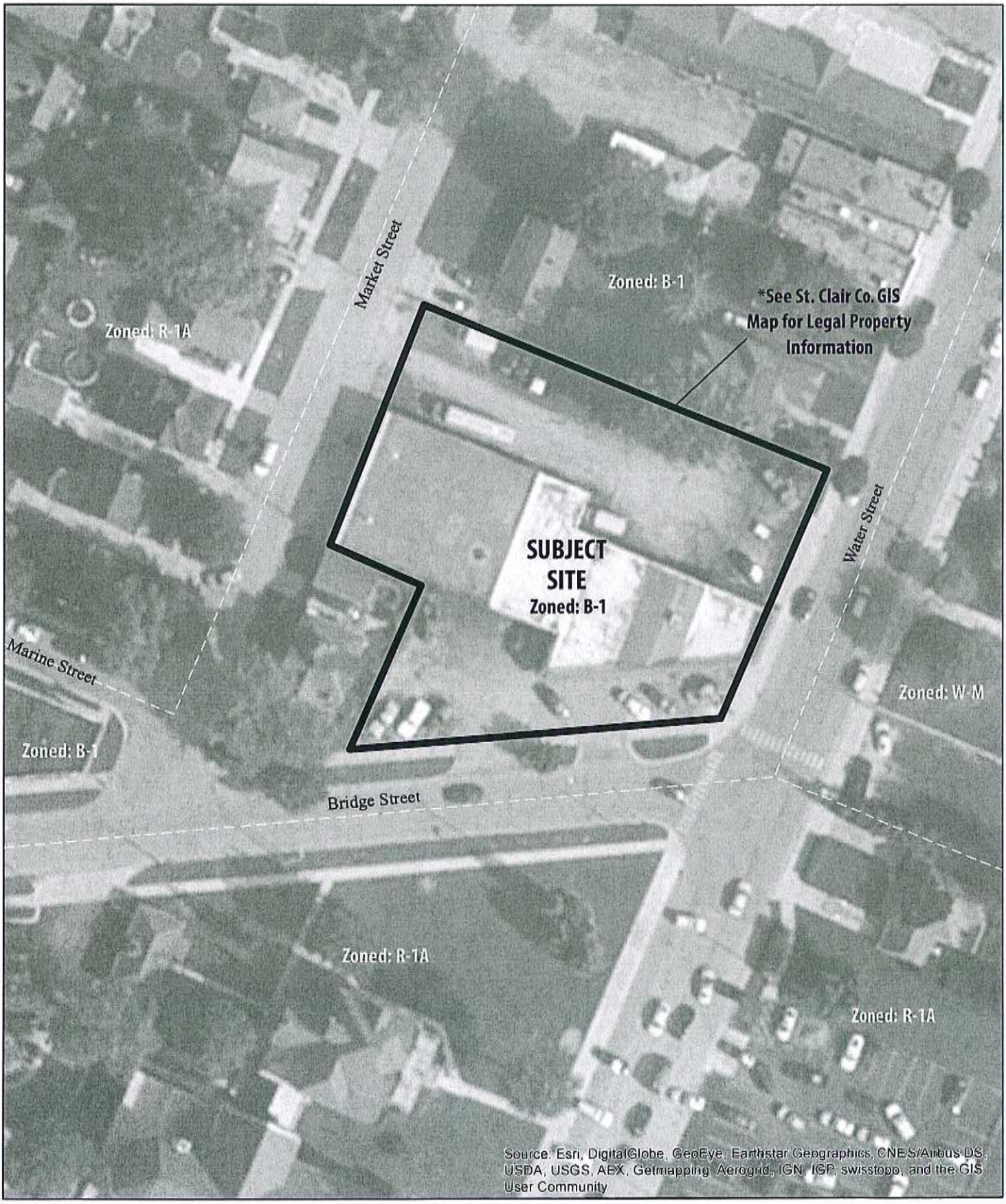
Very truly yours,

Wade Trim Associates, Inc.

Adam Young, AICP
Professional Planner

AY
MRN6116-01D
PW:\Projects\M\MRN6116\01D\Docs\SPR The Inn on Water Street Revised 9-7-16.docx

Enclosures



Site and Zoning Development Pattern

Proposed Mixed-Use Building: The Inn on Water Street
NW Corner of Bridge/Water Streets

0 12.5 25 50 Feet

May 4, 2016
Aerial Source: ESRI World Imagery

WADETRIM

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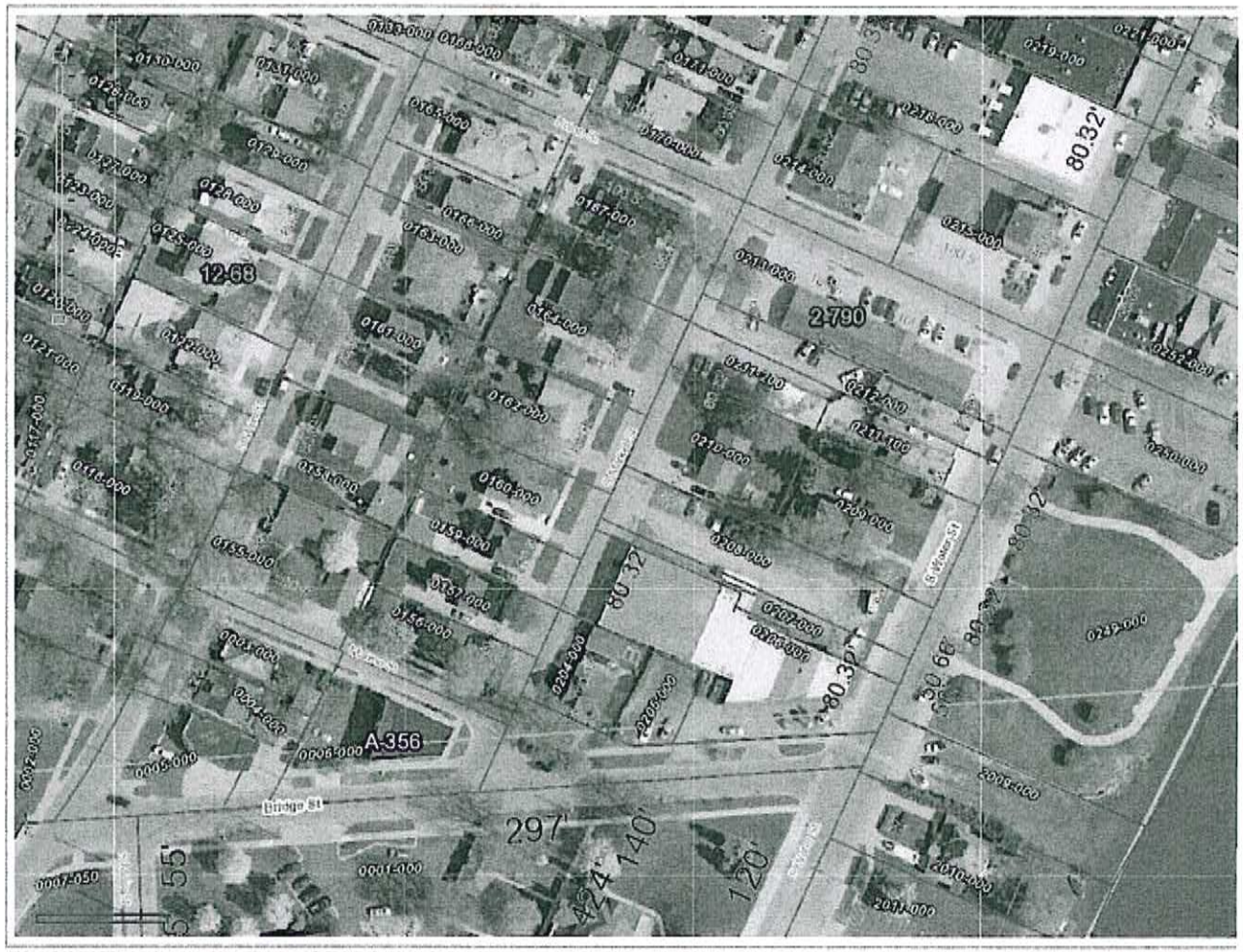

Parcel No.	Owner	Address	Legal

City of Marine City
NOTICE OF PUBLIC HEARING
SPECIAL USE APPLICATION

Residents, owners of real property, and other interested persons, please take notice that the City of Marine City Planning Commission will hold a Public Hearing on Monday, September 19, 2016 at 7:00 PM at the Fire Hall, 200 South Parker Street, Marine City, Michigan 48039, to consider an application for special use, as follows:

SPECIAL USE APPLICATION NO. 01-2016: Applicant Thomas Vertin is requesting, per Section 160.082(c) of the Zoning Ordinance, permission for the special condition for residential units as a subordinate use on the subject property, which is currently zoned B-1, Central Business District. The legal description of the subject property, is as follows:

Parcel No: 74-02-475-0205-000

THAT PART OF LOT 9 & VAC. MARINE ST. LYING E OF A LINE, BEG 50.17' E OF ITS NW COR, TH SW LY TO PT. ON N LINE BRIDGE ST. 5' W OF EXTD E LINE OF W 1/2 OF LOT 9 BLK 18 MAP OF THE VILLAGE OF MARINE

Parcel No: 74-02-475-0206-000

LOTS 10 & 15 EX N 10' OF LOT 15, & LOT 16 EX N 30', ALSO S 4' OF N 30' OF E 44' OF W 45' OF LOT 16 & W 1' OF S 20' OF N 30' OF LOT 16, BLK 18 MAP OF THE VILLAGE OF MARINE

Parcel No: 74-02-475-0207-000

N 26' OF E 99' & S 4' OF N 30' OF E 55' & N 10' OF W 1' OF LOT 16 ALSO N 10' OF LOT 15 BLK 18 MAP OF THE VILLAGE OF MARINE

Parcel No: 74-02-475-0208-000

S 1/2 OF LOTS 25 & 26 BLK 18 MAP OF THE VILLAGE OF MARINE

Comments regarding this special use application will be received at the Public Hearing. Written comments will also be received at the Marine City Offices, 303 South Water Street, Marine City, Michigan 48039 until the close of business on September 19, 2016. The application is on file at the City Offices and may be inspected during regular business hours.

Kristen Baxter, City Clerk
September 8, 2016