

**City of Two Rivers
Plan Commission**

**Monday, September 9, 2019
5:30 PM
City Hall Council Chambers**

Minutes

1. Call to Order

Chairman Buckley called the meeting to order at 5:36 PM.

2. Roll Call

Attendee Name	Title	Status	Arrived
Greg Buckley	Chairman	Present	
David England	Commissioner	Present	
Rick Inman	Commissioner	Present	
Kay Koach	Commissioner	Present	
Connie Loden	Commissioner	Present	
Jim McDonald	Commissioner	Present	
Eric Pangburn	Commissioner	Absent	

Also Present: Rick Carey, Jeremy Greisbach, Jim Knicklebine, Greg Moreau, Stephanie Mueller, Councilmember Curt Andrews, Councilmember Mark Bittner, City Clerk Kim Graves and Recording Secretary Vicky Berg.

3. Action Items

- A. Consider a request for a Conditional Use Permit to allow animal day care in the B-1 Business District at 1705 East Street, submitted by Stephanie Mueller d/b/a Lucky Paws (business owner) and Neal and Shellie Jacquart (property owners)

It was noted the days of operation should be Monday - Sunday (7 days a week).

Motion to recommendation approval with the conditions noted on the draft permit and forward to Council for public hearing. Upon a roll call vote, motion carried.

RESULT:	RECOMMENDED APPROVAL [UNANIMOUS]	Next: 9/16/2019 6:00 PM
MOVER:	David England, Commissioner	
SECONDER:	Jim McDonald, Commissioner	
AYES:	Buckley, England, Inman, Koach, Loden, McDonald	
ABSENT:	Pangburn	

- B. Review Site, Architectural and Landscaping Plans for a 5,000 square foot addition to the main building at 3000 Hawthorne Avenue, submitted by Jim Knickelbine, Executive Director, Woodland Dunes Nature Center (property owner)

Mr. Knickelbine provided a summary of the project.

The Zoning Administrator finds that the perforated tile is a suitable material in lieu of concrete, asphalt, crushed stone or gravel for the parking surface in accord with Ordinance 10-1-14(k).

Motion to approve the plans subject to the following:

- Any additional site lighting shall require Plan Commission approval prior to install.
- Any requirements of the City Engineer related to storm water management.
- Drop off area adjacent to new main entrance shall not be used by buses because the turning radius is inadequate.

RESULT: APPROVED WITH ROLL CALL VOTE [UNANIMOUS]
MOVER: Jim McDonald, Commissioner
SECONDER: Kay Koach, Commissioner
AYES: Buckley, England, Inman, Koach, Loden, McDonald
ABSENT: Pangburn

- C. Review Certified Survey Map to combine five parcels located near the intersection of 16th and Jefferson Streets, being Lots 1, 2, 3 and 11 and part of Lots 10 and 12 of Block 71, Original Plat in the City of Two Rivers, to create a single parcel consisting of 1.112 acres for commercial development, submitted by Two Rivers Hotel Group, LLC (property owner)

Motion to approve the Certified Survey Map as submitted.

RESULT: APPROVED WITH ROLL CALL VOTE [UNANIMOUS]
MOVER: Kay Koach, Commissioner
SECONDER: Connie Loden, Commissioner
AYES: Buckley, England, Inman, Koach, Loden, McDonald
ABSENT: Pangburn

Agenda Item E (bee keeping) was addressed out of order, which changed the numbering for Agenda Items D and E in the minutes.

- D. Discussion related to the keeping of honey bees in the City

A brief discussion of the information included with the agenda concluded with staff being directed to obtain additional information. Upon a voice vote, motion carried.

RESULT: TABLED [UNANIMOUS] **Next: 10/14/2019 5:30 PM**
MOVER: David England, Commissioner
SECONDER: Rick Inman, Commissioner
AYES: Buckley, England, Inman, Koach, Loden, McDonald
ABSENT: Pangburn

The Joint Meeting with the City Council was called to order. See City Council minutes for details.

- E. Consider Site, Architectural, Landscaping and Lighting Plans for a 55 unit Cobblestone Hotel Project to be located at 1407 - 16th Street, submitted by Two Rivers Hotel Group, LLC (property owner)

Discussion included the following:

- Height of glass-panel fence surrounding the outdoor patio. Plan shows a fence 4 feet in height. Suggested a 6-foot fence to block easterly winds off Lake Michigan.
- Provide exterior building material samples for approval.
- Parking barrier along the west property line. The existing guard rail along the west property line is acceptable because it prohibits vehicles from extending over the property line where there is a considerable change in grade. Mr. Carey stated his preference would be to replace the guard rail with curbing. Concerns voiced related to the danger of vehicles jumping the curb with the considerable change in grade along the west property line. Also, the plan shows an open area along the west property line adjacent to the rear yard of the 920 Lounge. Curbing and additional parking stalls may be installed if access easement is not created. Any changes to the Site Plan submitted will require a revised plan be submitted for approval by the City Council and Plan Commission.
- Traffic pattern in parking area shall be two-way, except beneath the canopy.

Motion to approve the plans subject to the following:

- Any requirements of the State, the City Engineer and the Fire Department related to infrastructure, site or building components.
- Any requirements of the Electric Utility Director related to electrical infrastructure. The location of the dumpster pad and footings extending over the electric underground 3-Phase conduit and conductors in the easement is acceptable. Use caution when digging due to live underground conduit/conductors (typically 3 feet, hand dig only within easement).
- The location of the safety-glass panel fence surrounding the outdoor patio along Jefferson Street shall be granted an exemption by the Zoning Administrator. Also, the exemption shall allow for the fence not to exceed 6 feet in height.
- Provide an emergency shut-off on the building exterior for the outdoor natural gas fireplace.
- Existing guard rail or curbing is acceptable along the west property line. Any changes to the submitted Site Plan will require revised plans be submitted for approval by the City Council and Plan Commission.
- All landscaping plantings shall be maintained and kept in good health or be replaced; and, all landscaped areas shall be maintained in such a manner to be free of weeds.
- Provide exterior building material samples for Plan Commission and City Council review and approval on September 30th.

RESULT: APPROVED WITH ROLL CALL VOTE [UNANIMOUS]

MOVER: Kay Koach, Commissioner

SECONDER: Connie Loden, Commissioner

AYES: Buckley, England, Inman, Koach, Loden, McDonald

ABSENT: Pangburn

The Joint meeting with the City Council was adjourned. See City Council minutes for details.

F. Continue Comprehensive Review of Conditional Uses in the Industrial, Business and Residential Districts

Due to time constraints, no discussion or action was taken by the Commission.

RESULT: NO VOTE

4. Adjournment

A. Motion to adjourn at 6:35 PM.

RESULT: APPROVED VOICE VOTE [UNANIMOUS]
MOVER: David England, Commissioner
SECONDER: Rick Inman, Commissioner
AYES: Buckley, England, Inman, Koach, Loden, McDonald
ABSENT: Pangburn

Vicky Berg, Recording Secretary