1) **CALL TO ORDER**  
   a) Pledge of Allegiance  
   b) Roll Call  

2) **CITIZEN COMMENTS**  

3) **APPROVAL OF THE MINUTES**  
   a) Approval of the December 5, 2019 Meeting Minutes  

4) **APPROVAL OF THE AGENDA**  

5) **ELECTION OF OFFICERS**  

6) **OLD BUSINESS**  
   a) **Z 19-15**: 250 N. Main, Wall Signage  

7) **NEW BUSINESS**  

8) **COMMISSIONER COMMENTS**  

9) **REPORTS AND CORRESPONDENCE**  

10) **ADJOURNMENT**  

**Citizen Comments** - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.  

Persons with disabilities needing assistance should contact the City Clerk’s office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.
GOAL I - QUALITY OF LIFE

OBJECTIVES
1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the Joint Recreation Master Plan
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2019-2020
- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize City website update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to Tree Ordinance to clarify implementation, enforcement, and scope

GOAL II - FINANCIAL STABILITY

OBJECTIVES
1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2019-2020
- Continue to support Michigan Municipal League (MML) efforts to coordinate state initiatives related to revenue sharing with municipalities
- Increase awareness of and support the MML Save MI City campaign
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

GOAL III - ECONOMIC VITALITY

OBJECTIVES
1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the Master Plan in economic decision-making

ONE YEAR TASKS 2019-2020
- Complete and approve the DDA Master Plan
- Address and implement recommendations in the Redevelopment Ready Communities baseline report
- Develop and approve city-wide economic development strategies (Saxon’s property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City’s Master Plan using implementation matrix (Appendix Table 5)

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES
1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2019-2020
- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with Western Township Utilities Authority (WTUA)
1. CALL TO ORDER
Chair Giummo called the meeting to order at 7:00 PM.
The Board said the Pledge of Allegiance.

PRESENT: Scott Silvers, Mike Devine, Jim Burrows, Ed Krol, Joe Elliott, Kara Giummo
ABSENT: None
Also present was Assistant Community Development Director Greta Bolhuis and City Commission Liaison Tony Sebastian.

2. CITIZEN COMMENTS
None.

3. APPROVAL OF THE MEETING MINUTES
a) A motion was made by Comm. Burrows and seconded by Comm. Krol for approval of the October 3, 2019 meeting minutes.
MOTION APPROVED 4-0

b) A motion was made by Comm. Devine and seconded by Comm. Elliott for approval of the October 30, 2019 training meeting notes as amended.
MOTION APPROVED 5-0

4. APPROVAL OF THE AGENDA
A motion was made by Comm. Elliott and seconded by Comm. Burrows for approval of the agenda as amended to reorder the cases under new business.
MOTION APPROVED 5-0

5. OLD BUSINESS
None.

6. NEW BUSINESS
A) Z19-15: 250 N. Main, Non-Use Variance, Wall signage, Zoned B-1
Chair Giummo read the administrative review from the city.
The applicant was not present.
Comm. Devine returned to his seat.

B) Z19-14: 303 Maple, Non-Use Variance, Front yard setback and rear yard setback, Zoned R-1
Chair Giummo read the administrative review from the city.
Ms. Bolhuis explained that a rear yard setback variance of 4 feet was required but was not included in the original notice.

Mark Poll, applicant, presented his case. Mr. Poll explained the proposed interior remodel and that they want to fill out the existing layout of the home. He explained they are adding only 200 square feet of new construction.

Citizen Comments
None.

Board Discussion
Comm. Devine was in favor of the variance request. He believed that the proposed layout was reasonable and that the bedroom and powder room had been minimized but would still be functional. He also found the lot depth to be shallow.
Comm. Burrows asked if the tree was going to be kept. The applicant stated that branches would have to be cut but the tree would be kept.
Comm. Elliott stated that the addition is not encroaching further into the setbacks and he felt that an additional 1 foot was not significant.
Comm. Krol agreed with the other Commissioners’ comments. He wanted to ensure the 10-foot space between the house and garage existed for safety.
Chair Giummo agreed and felt like the variance was a minimal ask.
Comm. Devine asked about the discrepancy on the survey. The applicant explained that the survey did not include other addresses that Brent Strong, Building Official allowed them to include in their calculation.

A motion was made by Comm. Devine, seconded by Comm. Burrows, to approve Z19-14 303 Maple. The variance is for 3.9 feet for the front yard setback along the Fairground side, allowing for a 12.1-foot front yard setback, and 4 feet for the rear yard setback, allowing for a 31-foot rear yard setback. The finding of fact is that per the existing footprint and location of the home and internal arrangement of the spaces the proposed addition provides a safe and functional rear entry mudroom adjacent to the rear entry garage and that this location is best suited for the lot due to its depth.
MOTION APPROVED 5-0.

A) Z19-15: 250 N. Main, Non-Use Variance, Wall signage. Zoned B-1
The applicant was present.
Chair Giummo read the administrative review from the city.

The applicant presented his case. He explained that they approach signage as a function of the store’s façade and the size of the space. He explained the store is 25,000 square foot and they want a wall sign that is appropriate for that space.

Citizen Comments
None.

Board Discussion
Chair Giummo felt that the sign was very large for the area. She stated that the gear itself was 8 feet tall. Comm. Elliott asked Comm. Silvers about the status of the sign ordinance with the Planning Commission.
Comm. Silvers explained that the Planning Commission was not interested in increasing sign sizes at this time. He explained that the previous tenants and tenants in a similar suburban strip mall situation across the street have all maintained a 25 square foot wall sign. He did not see a hardship. He felt that having large signs were a thing of the past.

Comm. Krol asked how many entrances the building will have. The applicant explained that there is only one entrance for the Planet Fitness but that there is another tenant space.

Comm. Burrows felt that this sign was bigger than signs on Ann Arbor Road.

Comm. Krol asked about using the existing pylon sign. The applicant confirmed they will use space on that sign.

Comm. Krol asked if the sign size was mandated by corporate. The applicant answered no, but he explained that the logo size, configuration, and letters could not be altered and were mandated by corporate.

Chair Giummo asked if he knew the other standard size sign size. The applicant explained that they can create any size.

The Board discussed window signage and other options for a larger sign. The applicant explained that they were not interested in those alternatives.

Comm. Silvers was concerned that approving this variance may cause addition requests to be made of them for larger wall signage, particularly for another tenant space in the same building.

Comm. Burrows asked if something smaller would due.

Comm. Silvers felt that it was unfair to the other spaces in the same building to grant a variance.

Comm. Krol asked about the total sign area.

The applicant asked how the sign area was calculated and the process for coming back with additional options for the board to review.

The Board discussed the calculation of the sign area and its impact on the overall size of the sign.

A motion was made by Comm. Krol, seconded by Comm. Silvers, to table Z19-15 250 N. Main to the January meeting.

MOTION APPROVED 5-0

C) Z19-16: 546 Roe, Non-Use Variance, Lot split creating two non-conforming properties. Zoned R-1

Chair Giummo read the administrative review from the city.

Ron Myers, applicant, presented his case. He explained that they had been given tentative approval by DTE to build under the primary line that bisects the property but then DTE changed their mind and disapproved building underneath. He explained that the proposed solution was re-routing the line around the east side of the property which would include five new poles and guide wires. He explained that trees would need to be removed, which was not desired by the owner or neighboring property owners.

Chair Giummo asked for a copy of the proposed location of the poles.

Citizen Comments

Louann DeBeliso, 197 S. Union, asked about the history of approvals. She was concerned over the removal of the tree but spoke in favor of the variance request.

Dan MacKinnon, 546 Roe, gave the history on the DTE process and approvals. He explained that the intention is to build a second home for his son. He felt that the lot split proposal met the best interest of the City and neighborhood.

Board Discussion

Comm. Elliott asked about the procedure for asking for the same variance.

Chair Giummo explained that the same variance could be requested after one year.
Comm. Burrows asked if two single family homes could be built on one lot. It was confirmed that the zoning ordinance prevents that from being possible.

Comm. Burrows asked about the DTE easement. Comm. Elliott asked where the DTE easement was since it wasn’t recorded on the survey.

Comm. Burrows asked about what an easement might do to this proposed lot split and if future variances would be required. He asked about the tree removal.

Ms. Bolhuis explained that a tree removal application had been submitted prior to its removal and that the tree removed was a heritage tree.

Comm. Devine was hesitant because the board had seen this proposal before. He agreed that not connecting the structures was better for the streetscape. He was concerned with the creation of the smaller lot and that it might become a variance magnet. He wanted the burden to be proved.

Comm. Krol was concerned with the creation of the small lot.

Comm. Devine asked if the board could acknowledge the FAR as non-conforming instead of granting a variance.

Ms. Bolhuis confirmed that they could interpret that condition as non-conforming.

The Board discussed appropriate documentation they would require from DTE.

A motion was made by Comm. Elliott, seconded by Comm. Devine, to approve Z19-16 546 Roe. The variance is to split the lot into two non-conforming parcels. The parcel that will be made up of lot 24 shall be 45.12 feet wide requiring a 14.88-foot variance and 2,946.72 square feet in area requiring a variance of 4,253.28 square feet. This lot creation would result in a non-conformance for the floor area ratio of the existing structure. The parcel that will be made up of lot 27 shall be 7,132 square feet requiring a variance of 68 square feet. The variance approval has the following conditions: the applicant to provide documentation from DTE to City Administration including dimensions of the utility easement, a statement that structures cannot be built in that easement, and that the only alternative plan is to add utility poles and relocate power lines to the east side of the property similar to the documentation provided at the meeting. This documentation shall be received prior to permits being issued. The finding of fact is that the property is unique in that it is bisected by a main power line, the unusual shape of the lot, the number of mature trees that would be impacted by the DTE solution, and the intrusive nature of the DTE solution to the neighborhood.

MOTION APPROVED 5-0

7. COMMISSIONER COMMENTS

Comm. Krol stated the board denied a variance request for a backyard area on Linden a few years prior. He stated the owner was happy because the denial required them to find a better, cheaper alternative.

Comm. Elliott didn’t believe that safety was a reason to allow a variance, it is a constraint. He felt that the 546 Roe approval was making the best of a difficult situation and is more aligned with the neighborhood.

Comm. Devine would like the Board to pursue elimination of use variances. Ms. Bolhuis will include this request in the Planning Commission Annual Report.

8. REPORTS AND CORRESPONDENCE

Chair Giummo informed the Board of the Wreaths Across America event at Riverside Cemetery on Saturday, December 14, 2019.

The Board discussed the January meeting date. They picked the alternative meeting date of Tues., Jan. 7, 2020.

Ms. Bolhuis thanked the Board for all their hard work and effort and for their dedication to the City.

9. ADJOURNMENT

Hearing no further business, a motion was made by Comm. Burrows, supported by Comm. Krol to adjourn the meeting at 8:43 PM.

MOTION APPROVED 5-0
TO: Zoning Board of Appeals Commissioners  
FROM: Greta Bolhuis, Assistant Community Development Director  
DATE: December 26, 2019  
RE: Z19-15, 250 N. Main, Non-Use Variance

Planet Fitness, applicant, is requesting a non-use variance to install a sign that is larger than is currently allowed in the B-3 district. The property is 2.399 acres and is zoned B-3, General Business District.

Section 78-229(d) references the maximum area of a wall sign shall not exceed 25 square feet.

A variance of 125 square feet is required install a wall sign that is 150 square feet in area.

Please note that the applicant has provided additional options for the Board’s consideration. The first option is an option for calculating the area of the sign differently than what is outlined in the ordinance. The second option is for a 100 square foot sign which would require a 75 square foot variance.

Should you have any questions regarding this agenda item, please contact me directly.