



6:00 PM Planning Commission (Action to be taken by Commission on the following agenda items)

Note: Please be courteous and turn cell phones off during the meeting.

1. **CALL TO ORDER**

2. **ROLL CALL (Excused Absences if Any)**

3. **APPROVAL OF AGENDA**

3A - Approval of the Planning Commission Meeting Agenda for May 15, 2023.

4. **APPROVAL OF MINUTES**

4A – Approval of the Planning Commission Minutes from March 20, 2023.

5. **PUBLIC COMMENT (for items not on the agenda)**

6. **NEW BUSINESS**

6A– Discussion Regarding a Potential City of Allegan Infill Ordinance for New Construction.

6B – Discussion Regarding the Public Comment Open House on the City of Allegan DRAFT Master Plan.

7. **REPORTS FROM ZONING ADMINISTRATOR & CITY OFFICERS**

8. **COMMUNICATIONS FROM COMMISSION MEMBERS**

9. **ADJOURNMENT**

PLEASE NOTE

AUDIENCE PARTICIPATION:

In addition to addressing the Commission during public hearings and under “Public Comment,” members of the audience may address the Commission, on items listed under agenda numbers 6A; please limit your comments to three minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda numbers 6A- above shall be as follows:

1. Announcement of the agenda item by the Chairperson.
2. Verbal report provided by staff.
3. Chairperson asks commission members if they have any questions for staff to clarify the staff report.
4. Chairperson opens/closes the floor to receive public comment (if a public hearing is required or if the Chairperson determines public comments is warranted).
5. Motion is made by a commission member and seconded by another commission member.
6. Chairperson then calls on councilmembers to discuss the motion if councilmembers wish to

discuss.

7. Chairperson calls for a vote on the item after discussion has occurred.



**City of Allegan
Planning Commission Meeting
March 20, 2023
Allegan City Hall
231 Trowbridge Street, Allegan, MI 49010**

MINUTES

1) Call to Order

The meeting was called to order at 6:00 pm.

2) Attendance

Present: Alyssa Ramirez, Julie Emmons, Tom Slocum, Patrick Westover, Traci Perrigo, and Teresa Galloway

Absent: Jason Watts, Roger Bird, and One Vacant Position

Others Present: Jason Derry, PCI; and Joel Dye, City Manager

3) Approval of Agenda

Motion by Traci Perrigo, supported by Teresa Galloway to approve. Motion Carried 6-0.

4) Approval of Minutes

Motion by Traci Perrigo, supported by Teresa Galloway to approve the February 21, 2023, Meeting Minutes. Motion carried 6-0.

5) Public Comment

There was no public comment.

6) New Business

6A – Discussion regarding the City of Allegan DRAFT Master Plan Document

The Planning Commission continued their review of the DRAFT Master Plan Document. During their review the Commission recommended a few more formatting changes. After their discussion the following motion was made.

Motion by Tom Slocum, supported by Traci Perrigo to approve the Master Plan in its DRAFT

Format and direct staff to being the public review process. Motion Carried 6-0.

8) Reports from Zoning Administrator and City Officers

There were no reports.

9) Communication from Commission Members

There was no communication.

10) Adjournment

Motion by Teresa Galloway, supported by Tom Slocum to adjourn the meeting at 6:21 p.m.

**Respectfully submitted by
Joel Dye, City Manager**



City of Allegan
City Manager's Office
269.673.5511
231 Trowbridge Street
Allegan, MI 49010

MEMORANDUM

TO: City of Allegan Planning Commission
FROM: Joel Dye, City Manager
REVIEWED BY: N/A
DATE: May 15, 2023

SUBJECT: Discussion Regarding a Potential City of Allegan Infill Ordinance for New Construction.

Action Requested:

It is requested that the Planning Commission hold a discussion on the possible creation of an infill ordinance for new construction in the City of Allegan.

Background:

Over the past few years, the City of Allegan has been in discussion regarding our local historic district practices and policies. Through this discussion the Historic District Commission has come to the conclusion that the current practices and policies are not in the best interest of the community and overall, there is not much support from the community to continue the local historic district regulations.

However, through this discussion, there appears to be a concern that if the local historic district regulations go away, the City will be subject to new construction that may not be "fit in" with the existing development patterns in various neighborhoods. In response to this concern, staff has reached out to our City Attorney to inquire about creating an overlay zoning district, known as an infill zoning ordinance, to make sure that new construction is compatible with existing development patterns in the immediate neighborhoods. The City Attorney is confident that this type of ordinance is legally justifiable. This type of ordinance could prevent new structures from being installed or constructed that negatively impact the design of certain neighborhoods. The City of Holland has a similar ordinance for properties not located in their Historic Districts, but in areas where the City of Holland still wants to protect the neighborhood's development patterns.

Attached is the draft copy of a potential ordinance for the City of Allegan.

Attachments:

Draft Copy of Potential Ordinance for the City of Allegan.

Infill Ordinance

A. Intent. The intent of this section is to:

1. Protect the visual character and economic stability of the neighborhoods located within the _____ areas of the City of Allegan.
2. Preserve and protect the public welfare and property values in these established residential neighborhoods.
3. Eliminate design incompatibility, promote complementary design, and enable a diversity of styles that maintain the attractiveness of the residential neighborhoods.
4. Provide reasonable deviations from the standards of review where necessary to include features that facilitate access to persons with disabilities or limited mobility.

B. Applicability. The standards of this section shall apply in the following circumstances:

1. _____ areas of the City of Allegan.
 - a. Construction of new residential *structures*.
 - b. *Accessory structure* construction or relocation on residential properties when greater than 256 square feet in area with a horizontal dimension of 16 feet or greater.
 - c. New nonresidential *structures* and additions to existing nonresidential *structures*.
 - d. Enclosure of a front porch.
 - e. Adding an additional *story* to a *structure*.
 - f. Substantial changes to increase the height of any story or the overall height of a structure.
 - g. Reconstruction or altering a *structure* if 50% or more of the exterior shell is demolished or altered due to fire, storm, or other circumstances.
2. Moving a house: when a *dwelling unit* is proposed to be moved from any location to a property within the _____ areas of the City of Allegan.
3. *Accessory dwelling units* (ADUs), in any *zone district* where they are permitted.
4. Exception. Construction subject to *Historic District Commission* approval shall not be subject to this section.

C. Standards.

1. Building setbacks. *Front yard building setbacks* shall comply with the *zone district setback* requirements.
2. Height. *Building height* shall comply with the *zone district* height requirements.
3. First floor elevation height: shall not be higher than the average height of the first-floor elevations of the *principal structures* on each side of the infill property. The first-floor elevation shall be measured as the height above the ground elevation from the center line of the fronting street.
4. Scale. Finished floor elevations, height of exposed *basement* walls, and *front yard grade* elevations shall be similar to those of adjacent dwellings.
5. Width and general proportions: shall be consistent with or similar to the character of the neighborhood.
6. Form, massing, and directional emphasis: shall conform to the established horizontal or vertical character of the neighborhood and the neighborhood's established *building* form and *massing* characteristics.
7. Façade, materials, and detail: shall be consistent with the neighborhood's discernible patterns of detail, including, but not limited to, door and window trim, corner boards, *cornice* details, railings, and shutters. Materials, siding width, and relative proportions of doors and windows shall be compatible with neighborhood character. Exposed wood shall be painted or stained in a manner compatible with other *buildings* on the property and with the neighborhood character.
8. Porches: whether enclosed or not, shall be similar in design to existing porches in the neighborhood. Enclosed porches may be allowed when the prevailing character of the neighborhood includes open front porches as long as the design is consistent with those porches that are open.
9. Roof style and pitch: shall be architecturally consistent with the prevailing neighborhood character.
10. Building separation: shall be consistent with the character of the neighborhood.
11. Orientation. Front facades and primary entrances of *principal structures* shall face the street. Garages and *accessory dwelling units* shall be oriented consistent with the character of garage orientations in the neighborhood.

D. Review procedures.

1. An application shall be submitted to the City Manager's Office that includes:
 - a. *Site Plan* with scaled dimensions showing the placement of all *structures*.
 - b. Elevation sketches that are detailed and scaled or photographs of the front and side elevations of all proposed *structures*.
 - c. Additional information as reasonably necessary to assure compliance with standards.
2. The City Manager or their designee shall provide public notice to all properties within 300 feet of the infill property.
3. The City Manager or their designee shall approve, approve with conditions, or deny an application within 21 days, but not sooner than 15 days, after public notice is given. This time period may be extended upon mutual agreement of the *applicant* and the City. No decision within this time period shall be a denial.
4. For infill properties also requiring site plan approval, the *Planning Commission* shall conduct the infill design review.
5. Expiration of approval. An infill review is valid for 18 months. If a building permit is not issued within the eighteen-month approval period, the infill review expires. Infill reviews may be eligible for a one-year extension if application is made, and approval is granted prior to the original expiration date.

E. Appeals procedure.

1. Any noticed resident may request that the *Planning Commission* undertake the infill design review instead of the City Manager's Office if a written request is received by the City Manager's Office no later than 15 days after the notice was postmarked.
2. Appeal of City Manager's Office. The *applicant* or a noticed resident may appeal a City Manager's Office decision no more than 10 days after approval by providing a written request to the *Planning Commission*.
 - a. If a noticed resident appeals the City Manager's Office decision, they shall specify how the proposed design does not meet the standards of this section. The appeal shall stay all further proceedings and shall be heard by the *Planning Commission* at its next regularly scheduled *public hearing*. The *Planning Commission* shall review

only the resident's specified concerns with the proposed design to determine if the design meets the standards of this section, in the opinion of *the Planning Commission*. The *Planning Commission* shall then sustain or modify the City Manager's Office determination.

3. Appeal of a Planning Commission decision. The *applicant* may appeal the *Planning Commission* decision within 10 days of the *Planning Commission* decision by providing a written request to the *Board of Appeals*. The appeal shall stay all further proceedings and shall be heard by the *Board of Appeals* at its next regularly scheduled *public hearing*. The *Board of Appeals* shall then sustain or modify the *Planning Commission's* determination.
4. Appeal of a Board of Appeals decision. The *applicant* may appeal to the *Board of Appeals* decision to Circuit Court.

F. Definitions. As used in this section, the following terms shall have the meanings indicated:

INFILL PROPERTY – The property to be considered for infill design review.

NEIGHBORHOOD – Generally defined as within 300 feet in either direction along street frontages, unless otherwise defined by the City Manager's Office due to the unique characteristics of the immediate surroundings. The City Manager's Office shall notify the *applicant* of any changes to the definition of "neighborhood" for a given application.



City of Allegan
City Manager's Office
269.673.5511
231 Trowbridge Street
Allegan, MI 49010

MEMORANDUM

TO: City of Allegan Planning Commission
FROM: Joel Dye, City Manager
REVIEWED BY: N/A
DATE: May 15, 2023

SUBJECT: Discussion Regarding the Public Comment Open House on the City of Allegan DRAFT Master Plan

Action Requested:

It is requested that the Planning Commission hold a discussion on the Public Comment Open House on the City of Allegan DRAFT Master Plan

Background:

The city is currently in the middle of the 42 Day Public Comment Period for the City of Allegan DRAFT Master Plan. As discussed previously, we will need to hold a Public Comment Open House at City Hall.

At your Monday meeting, the Planning Commission will be asked to look at their schedules and determine what day and time they would like to host this meeting.

Attachments:

None