



**City Planning Commission
Minutes**

Tuesday, January 23, 2024
1315 S Washington Avenue
Council Chambers – Room 205
989-754-8222

- I. **Call to Order** – Commissioner Milne called the meeting to order at 6:01 p.m.
- II. **Roll Call** – Cassi Zimmerman took roll.
Present: Yolanda Bland, Michael Foust, Floyd Kloc, Carla LaMarr, John Milne, Jack Nash, Charlene Orange, William Ostash,
Absent: Brenda Moore
Staff: Bob Gollin, Cassi Zimmerman, City Attorney Amy Lusk
- III. **Approval of Minutes** – November 28, 2023

Motion by Commissioner Kloc, seconded by Commissioner Ostash to approve the meeting minutes for the November 28, 2023, meeting. 8 ayes, 0 nays, 1 absent. Motion approved.
- IV. **Approval of Agenda**

Motion by Commissioner Foust, seconded by Commissioner Bland to approve the agenda for the January 23, 2024, meeting. 8 ayes, 0 nays, 1 absent. Motion approved.
- V. **Elections**

Motion by Commissioner Kloc, seconded by Commissioner `to Nominate Commissioner Milne for Chairperson.

Motion by Commissioner Foust, seconded by Commissioner Bland to Nominate Commissioner Nash for Vice Chairperson.

Motion by Commissioner Kloc, seconded by Commissioner Foust to Nominate Commissioner LaMarr for Secretary.

Motion by Commissioner Kloc, seconded by Commissioner Ostash to approve the slate of candidates for officers. 8 ayes, 0 nays, 1 absent. Motion approved.
- VI. **New Business**
 - a. **Public Hearing – Case #J23-0208 Special Use Permit/Site Plan Review for a proposed take-out restaurant at 2926 Hess.**
Commissioner Milne opened the public hearing and asked if anyone representing the project would like to speak. Randall Carter, 1008 Cleavland St, Saginaw, MI, spoke about the project and hoped to open in the summer of 2024. Commissioner Milne asked for additional comments three times. No additional comments were given.

Commissioner Moore joined the meeting at 6:08 pm

Motion to close the public hearing by Commissioner Moore, seconded by Commissioner Kloc. 9 ayes, 0 nays, none absent. Motion approved.

Motion by Commissioner Ostash, seconded by Commissioner Moore to recommend the approve site plan and special use permit for a proposed take-out restaurant at 2926 Hess contingent upon the following:

- 1) A signed lease agreement between the applicant and CSX Railroad authorizing the use of the property to construct paved parking.**
- 2) Review and approval of the site plan by engineering**

Commissioner LaMarr asked how many handicap parking spaces are required. Staff Gollin responded that one is required and provided along the front of the building on Hess Street. Commissioner Kloc asked staff if there were any objections from any of the neighboring properties. Mr. Gollin stated there were none. Commissioner Milne asked if the parking in front of the building is within the public right of way. Staff Gollin stated that the zoning ordinance does permit parking within the right of way (between the curb and sidewalk) if the area is already paved. He pointed out that this is also where the handicapped parking is located. Commissioner Nash pointed out that the site plan cover page is incorrectly labeled as Saginaw Township instead of City of Saginaw.

9 ayes, 0 nays, none absent. Motion approved.

b. Capital Improvement Plan

Johnathon Baker, Budget Analyst from the Office of Management and Budget reviewed the proposed Capital Improvement Plan (CIP) for FY 2024-2030. He highlighted some of the larger projects which consists mainly of street reconstruction projects as well as the ongoing lead water service line replacements for the period. The score sheets will be submitted to the Planning Commission which will require scoring in terms of priorities. Discussions centered on funding the project. Mr. Baker responded that some of the funding is coming from grants. Commissioner Bland commented that the departments will be working to align their asset management plans with the CIP in the future.

c. 2023 Annual Report

Staff Gollin pointed out that this report is required annually.

Motion by Commissioner Kloc, seconded by Commissioner Nash, to approve the 2023 Planning Commission Annual Report. 9 ayes, 0 nays, none absent. Motion approved.

d. Approval of 2024 Meeting Schedule

Motion by Commissioner Moore, seconded by Commissioner Nash, to approve the 2024 Planning Commission Meeting Schedule. 9 ayes, 0 nays, none absent. Motion approved.

VII. Public Comment – None

VIII. Old Business

Commissioner Moore requested that the Master Plan Work Plan be reviewed periodically by the

Planning Commission. Staff Gollin stated that he will send the update to the Commission.

Commissioner Milne stated that he appreciated the Planning Commission invitation by the City Council to attend the strategic planning session. He requested that staff Gollin prepare a letter of thanks.

IX. Adjournment

Motion by Commissioner Nash, seconded by Commissioner Moore to adjourn the meeting at 6:32 p.m. 9 ayes, 0 nays, none absent. Motion approved.

Prepared and submitted by

Robert Gollin
Urban Planner
City of Saginaw