

CITY OF SOUTHGATE PLANNING COMMISSION AGENDA

MONDAY, November 18, 2024

**Canceled – Informal Planning Commission/Work Study Meeting
6:30 pm – Regular Planning Commission Meeting**

I. CALL TO ORDER

II. ROLL CALL

Anderson, Clark, Codrington, Godbout, Moul, Nemeth, Orman, Wilson, Yoos

III. MINUTES

1. Minutes of regular Planning Commission Meeting dates September 9th,
2024
2. Minutes of regular Planning Commission Meeting dates October 14th,
2024

IV. ADMINISTRATIVE REPORTS

V. PUBLIC HEARINGS / NEW BUSINESS

1. Master Plan Update

VI. OLD BUSINESS

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

City of Southgate
Planning Commission Informal Meeting

September 9, 2024

This meeting of the Planning Commission was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Monday, September 9, 2024 and called to order by Chairman James Yoos, at 6:30 p.m.

PRESENT: James Yoos, Linda Clark, Mark Nemeth, Andrew Moul, Patricia Anderson,
Leticia Wilson, Jerry Orman

ABSENT: Eric Codrington, Chad Godbout (all excused)

ALSO PRESENT: City Planners John Enos, Joe Pezzotti, City Administrator, Dan Marsh, Building
Inspections Director Tim Leach, City Attorneys, Ed Zelenak, Amelia Zelenak,
Council Member Ayres-Reiss

An application was received from Southgate Community Schools to split an approximately two-acre parcel in order to develop into eight lots that would be individually developed by students under a “Build a House” program teaching them trades such as carpentry, plumbing and electrical. The proposed homes will be approximately 1,539 sq. ft. with basements and garages.

The meeting ended at 6:55 p.m.

City of Southgate

Planning Commission Meeting

September 9, 2024

This meeting of the Planning Commission was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Monday, September 9, 2024 and called to order by Chairman James Yoos, at 7:00 p.m.

PRESENT: James Yoos, Mark Nemeth, Andrew Moul, Jerry Orman, Eric Codrington, Chad Godbout

ABSENT: Linda Clark, Patricia Anderson, Leticia Wilson (all excused)

ALSO PRESENT: City Planner Joe Pezzotti, City Administrator, Dan Marsh, Building Inspections Director Tim Leach, City Attorney, Amelia Zelenak, Council Member Ayres-Reiss

Minutes:

Moved by Nemeth, supported by Orman, that the minutes of the Planning Commission Meeting dated July 8, 2024 be approved. MOTION APPROVED UNANIMOUSLY.

Administrative Reports:

City Administrator Marsh stated the Southgate Towers project is on schedule. They should be open the summer of 2025 for residents. The city will start working on the Master Plan process.

New Business:

1. Site Plan Application, Southgate Community Schools, 13940 Leroy, Southgate, MI, Proposed "Build a House" Program, (8) Single story ranch homes. PC 06-2024.

An application was received from Southgate Community Schools to split an approximately two-acre parcel in order to develop into eight lots that would be individually developed by students under a "Build a House" program teaching them trades such as carpentry, plumbing and electrical. The proposed homes will be approximately 1,539 sq. ft. with basements and garages. They will be built as Site Condo's with an association. All homes will have to meet building code and City Ordinance requirements for construction of a new home and include regular inspections by City inspectors.

Moved by Orman, supported by Godbout, to approve the site plan application from Southgate Community Schools, 13940 Leroy, Southgate, MI, proposed "Build a House" Program, developing (8) Single Story Ranch homes approximately 1,539 sq. feet, with basements and attached garages.

MOTION APPROVED UNANIMOUSLY.

Adjournment:

Moved by Codrington, supported by Nemeth, that this meeting of the Planning Commission be adjourned at 7:09 p.m. MOTION APPROVED UNANIMOUSLY.

James Yoos
Chairman, Planning Commission
as

CITY OF SOUTHGATE

PLANNING COMMISSION RESOLUTION

At a meeting of the Southgate Planning Commission called to order by James Yoos, on September 9, 2024 at 7:00 p.m. the following resolution was offered:

Moved by Orman, supported by Godbout, to approve the site plan application from Southgate Community Schools, 13940 Leroy, Southgate, MI, proposed “Build a House” Program, developing (8) Single Story Ranch homes approximately 1,539 sq. feet, with basements and attached garages. PC 06-2024

MOTION APPROVED UNANIMOUSLY.

I, James Yoos, Chairperson of the Southgate Planning Commission, do hereby certify that the foregoing is a true, correct, and complete copy of a resolution adopted by the Southgate Planning Commission at a meeting held on September 9, 2024.

Chairperson

cc: Plan Consultant, City Administrator, Building Department, City Council, Clerk, File, Attorneys

City of Southgate
Planning Commission Informal Meeting

October 14, 2024

This meeting of the Planning Commission was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Monday, October 14, 2024 and called to order by Chairman James Yoos, at 6:30 p.m.

PRESENT: James Yoos, Mark Nemeth, Andrew Moul, Jerry Orman, Eric Codrington,
Linda Clark, Leticia Wilson

ABSENT: Chad Godbout, Patricia Anderson (all excused)

ALSO PRESENT: City Planner Joe Pezzotti, Building Inspections Director Tim Leach, City Attorney, Amelia Zelenak, Council Member Ayres-Reiss

An application was received to develop a vacant portion of a lot which currently houses Staybridge Suites, located on Reeck Road. The applicant has requested to develop the vacant portion with a new Hotel. The size of the development is approximately 3 acres in size. The parcel is currently zoned M-1, Light Industrial-Research and is located within the Hotel Overlay District (HOD) where Hotel establishments are a permitted use.

The meeting ended at 6:38 p.m.

City of Southgate

Planning Commission Meeting

October 14, 2024

This meeting of the Planning Commission was held in the Municipal Council Chambers, 14400 Dix-Toledo Highway, Southgate, Michigan on Monday, October 14, 2024 and called to order by Chairman James Yoos, at 7:00 p.m.

PRESENT: James Yoos, Mark Nemeth, Andrew Moul, Jerry Orman, Eric Codrington, Linda Clark, Leticia Wilson

ABSENT: Chad Godbout, Patricia Anderson (all excused)

ALSO PRESENT: City Planner Joe Pezzotti, Building Inspections Director Tim Leach, City Attorney, Amelia Zelenak, Council Member Ayres-Reiss

Minutes:

The minutes for the September 9, 2024 meeting will be approved at the next meeting.

Administrative Reports:

None.

New Business:

1. Site Plan Application, Stellar Hospitality Southgate, LLC, 12500 Reeck Road, Southgate, MI, 48195. PC 07-2024

An application was received to develop a vacant portion of a lot which currently houses Staybridge Suites, located on Reeck Road. The applicant has requested to develop the vacant portion with a new Hotel. The size of the development is approximately 3 acres in size. The parcel is currently zoned M-1, Light Industrial-Research and is located within the Hotel Overlay District (HOD) where Hotel establishments are a permitted use.

Moved by Nemeth, supported by Wilson, to approve the site plan application for Stellar Hospitality Southgate, LLC, 12500 Reeck Road, Southgate, MI, 48195, PC 07-2024, with the following conditions:

1. **Reduce building height to forty (40) feet or seek variance for proposed height through the Board of Zoning of Appeals.**
2. **City Engineer Approval.**
3. **Provide note on plans indicating compliance with current American Association of Nurserymen standards.**
4. **Provide landscape surety to City.**
5. **Provide specification of building mounted lighting fixtures.**
6. **Submit signage permit through building department.**

MOTION APPROVED UNANIMOUSLY.

Adjournment:

Moved by Clark, supported by Orman, that this meeting of the Planning Commission be adjourned at 7:07 p.m. MOTION APPROVED UNANIMOUSLY.

James Yoos
Chairman, Planning Commission
as

CITY OF SOUTHGATE

PLANNING COMMISSION RESOLUTION

At a meeting of the Southgate Planning Commission called to order by James Yoos, on October 14, 2024 at 7:00 p.m. the following resolution was offered:

Moved by Nemeth, supported by Wilson, to approve the site plan application for Stellar Hospitality Southgate, LLC, 12500 Reeck Road, Southgate, MI, 48195, PC 07-2024, with the following conditions:

- 1. Reduce building height to forty (40)) feet or seek variance for proposed height through the Board of Zoning of Appeals.**
- 2. City Engineer Approval.**
- 3. Provide note on plans indicating compliance with current American Association of Nurserymen standards.**
- 4. Provide landscape surety to City.**
- 5. Provide specification of building mounted lighting fixtures.**
- 6. Submit signage permit through building department.**

MOTION APPROVED UNANIMOUSLY.

I, James Yoos, Chairperson of the Southgate Planning Commission, do hereby certify that the foregoing is a true, correct, and complete copy of a resolution adopted by the Southgate Planning Commission at a meeting held on October 14, 2024.

Chairperson

cc: Plan Consultant, City Administrator, Building Department, City Council, Clerk, File, Attorneys

City of Southgate Master Plan

Scope of services

COMMUNITY ENGAGEMENT

CWA recommends a robust community engagement process. A master plan update should be a community driven process through which policies and strategies are developed based on the community's needs and desires. The City has not conducted a comprehensive community engagement strategy since 2011. While the City has reviewed on a limited basis since that time significant input has not been gathered. Since that time, the City has gone through a number of changes and is now facing different issues than it was years ago. Rather than a wide-ranging engagement process that focuses on generalities, we propose a more targeted approach focusing on the key issues facing the city today such as housing, transportation, recreation, and the City's relationship to the region. There may be other key topics that you would like to address which we can include in this targeted approach.

Our community engagement approach can incorporate a combination of activities which could include a community survey, focus groups, webinars, walking tours, workshops, and a requisite public hearing. We will work with staff and the planning commission to design and guide the community engagement process and build consensus around a comprehensive strategy for the city. In the first six months of the Master Plan process we will focus on community engagement interactions in addition to the necessary information/data gathering.

PLANNING COMMISSION'S ROLE

We often recommend a steering committee, but because the city has a very engaged Planning Commission, we would recommend that they take the lead steering the master planning process with CWA's facilitation and guidance. The responsibilities of the Planning Commission will be:

- Assist in developing community engagement activities.
- Review analysis and existing conditions.
- Review graphics/images for the process – colors, fonts, logo, etc.
- Promote and participate in community engagement activities.
- Evaluate current Master Plan goals and objectives.
- Work with the Planning Team to develop the vision(s) and goals of the Master Plan.
- Determine the structure of the Master Plan.
- Review draft text, graphics, and maps of the plan, and assist in the development of an implementation strategy.
- Serve as ongoing champions of the plan during the planning process and plan implementation.

GENERAL SCOPE

We propose to use a three phase Master Plan process:

1. Project Initiation – Creation of Engagement plan and data collection
2. Issue Identification – Engagement with the community stake holders.
3. Plan Drafting and Adoption - Policy and strategy development

In each phase below, tasks are listed as a menu of options.

PHASE 1: PROJECT INITIATION

Kick off Meeting

Prepare for and facilitate kick-off meeting with City Administrator and any other pertinent staff and officials to review work plan and schedule.

Demographic Collection

Collect and update demographics and data based on current data sources, such as the 2020 Census.

Existing Land Use Survey

Survey all parcels in the City and immediately surrounding the city to create an up-to-date existing land use map and analysis.

Community Feedback

The following community feedback mechanisms would be set up and available for the duration of the Master Plan process:

- Mailing address where people can mail letters with ideas.
- Dedicated email for emailed comments.

Community Survey (Optional)

Develop and launch on-line community survey, which would deal with Master Plan issues. Paper copies available upon request. The planning commission would evaluate and edit the survey. CWA will work with the Planning Commission and city staff to develop a strategy for announcing survey availability in order to solicit responses.

Vision, Goals & Objectives

Draft and refine a vision, goals and objectives with the input from the Planning Commission.

PHASE 2: ISSUE IDENTIFICATION

Master Plan Outline and Background Analysis

Develop a Master Plan outline for review and approval by the Planning Commission.

PHASE 3: PRIORITIZING OF CHOICES

Community Open House to Prioritize Choices

Design and facilitate an in-person and/or virtual community open house, presenting choices or projects for prioritization to the community.

Implementation Matrix

Draft an implementation matrix, assigning priorities, timeframes and responsibilities for each task contemplated for inclusion in the Master Plan. The matrix would be reviewed and approved by the Planning Commission.

PHASE 3: PLAN DRAFTING

Draft Master Plan Update

Draft a full Master Plan update, based on input from Phases 1-2. The revised plan will update format and layout, with a new introduction and a new implementation section. The draft plan update would be reviewed by the Planning Commission. The City Council, as well as other groups, could be included in the review.

Eureka Sub-Area Plan

Development of a sub-area plan for the Eureka Corridor and adjacent Market Center Overlay District. This section of the overall plan focuses on transforming this vital stretch into a dynamic and well-integrated part of the community meeting Redevelopment Ready Community Requirements. Envisioned as a hub of activity and connectivity, the plan will emphasize creating a vibrant mixed-use environment that combines residential, commercial, and recreational spaces. Key elements will include enhancing transportation infrastructure to improve accessibility and connectivity, integrating green spaces and pedestrian-friendly areas to promote a high quality of life. The section will also address economic development by fostering a thriving business district that attracts diverse enterprises while maintaining the character and needs of the local community.

Final Draft

Incorporate comments received and develop plan as a bound report which includes draft maps, illustrations and conceptual design details as appropriate.

State Mandated Review Period

The plan must be sent out to neighboring municipalities, the county, railroads, and utility providers for review for a minimum 63-day review period mandated by the Planning Enabling Act.

Planning Commission Public Hearing

Present revised plan to Planning Commission for public hearing.

Changes based on Public Hearing

Make changes, if necessary, based on comments from Public Hearing

Planning Commission Adoption

Planning Commission has final authority to adopt a master plan unless the City Council has asserted their right to adopt the plan through resolution.

BUDGET

The base budget would range from \$20,000 to \$24,000, based on the options incorporated from those identified above (Such as a survey). This range would include a substantial focus on public engagement utilizing a number of the engagement techniques identified in this initial proposal of options. Based on our discussion and the scope of options you choose; we will refine the proposed budget accordingly.