



**City of New Buffalo**  
**224 W. Buffalo Street**  
**New Buffalo, MI 49117**  
**REGULAR PLANNING COMMISSION AGENDA**  
**April 5, 2022 7:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes- February 1, 2022
6. Public Comment
7. Unfinished Business
  - a. Discussion regarding zoning for marijuana
8. New Business
  - a. 2 S. Franklin Street – Site Plan Review
  - b. Planning Commission meeting time
  - c. Year End report review and discussion
9. Commissioner Comments
10. Adjournment

The Special Meeting for February 1, 2022 of the New Buffalo City Planning Commission was called to order by Chair Billingslea at 5:33 p.m.

**Pledge of Allegiance.**

**Roll Call:** Member Rau, McCollum, Joseph, Chair Billingslea

**Staff Present:** City Manager; Darwin Watson, City Clerk; Amy Fidler, Deputy Clerk; Nancy Griffin

**Approval of Agenda:** Motion by Joseph, seconded by Rau to approve the agenda:

Voice Vote, Motion Carried.

**Approval of Previous Minutes: November 16, 2021:**

Motion by Joseph, seconded by McCollum to approve November 16, 2021 meeting minutes.

Voice Vote, Motion Carried.

**Public Comment:** None

**Public Hearing**

Public Hearing on marijuana establishments in the City of New Buffalo was opened by Chair Billingslea at 5:35 pm.

**Input on marijuana establishments in the City of New Buffalo**

City Attorney, Nick Curcio gave a presentation regarding Marijuana Business Regulation.

**Public Comment:**

Roger Barbour  
Tom Farrell  
Joe Glusak  
Tracy Glusak  
Sean Callahan  
Jamie Cooper  
Chuck Heit  
Peter Bobeck  
Ann Schultz

Public Hearing on marijuana establishments in the City of New Buffalo was closed by Chair Billingslea at 6:15 p.m.

**New Business**

**Year End Report**

City Manager Watson informed the Planning Commission that the Planning Commission needs to complete a year-end report for the City Council.

**Adjournment:** Motion by Rau seconded by McCollum to adjourn the meeting at 6:25 p.m.

Voice Vote

Motion Carried.

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Paul Billingslea, Chair

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Amy Fidler, City Clerk



**City of New Buffalo  
PLANNING COMMISSION  
Site Plan Application  
Staff Report**

**Hearing Date:** April 5<sup>th</sup>, 2021 7:00pm

**Project Number:** PZ21-0008

**Applicant:** Historic Horizons (Mr. Peter Bernal)

**Property Owner:** Historic Horizons

**Subject Property Address:** 2 S. Franklin Street, New Buffalo, MI 49117

**Nature of the Request:** Site Plan application for construction of new parking lot.

**Zoning District:** GCD "General Commercial District"

**OVERVIEW**

The applicant is the property owner Historic Horizons. The applicant requests site plan approval for construction of a new parking lot located on the property known as 2 S. Franklin Street.

Article 15 Sec. 15-6 E "Required Parking". Stipulates required number of parking spaces be provided per business. This site plan if approved would be bringing this business into compliance for parking regulations.

Items for Planning Commission consideration not noted in application are as follows:

- Drainage & Park lot revised to meet County drainage standards. 2-10-2022.
- Lighting-Non Proposed.
- Landscaping-Non Proposed.
- Signage-Handicapped provided.

All appropriate Building permits will be required for this project.

**Recommendation:** Upon review of the application, new parking lot configuration with drainage, materials, validation of the facts reported, site inspection and evaluation of each of the criteria required for review and noted in this staff report, Zoning Administrator moves the application forward for planning commission consideration to approve the site plan for new parking lot.

Respectfully submitted,  
Ted Hanson  
Building Official  
City of New Buffalo



The Special Meeting for September 16, 2021 of the New Buffalo City Planning Commission was called to order by Chair Billingslea at 5:39 p.m.

**Pledge of Allegiance.**

**Roll Call: Present.**

Roxanne Lauer, Bill McCollum, Paul Billingslea.

**Absent:** Don Stoneburner, Mark Joseph

**Staff Present:** City Manager; Darwin Watson, City Clerk; Amy Fidler, Deputy Clerk; Nancy Griffin

**Approval of Agenda:** Motion by Lauer, seconded by McCollum to approve the agenda with moving the site plan review 2 South Franklin Street before the public hearing:

Voice Vote:

Motion Carried.

**Approval of Previous Minutes, July 13, 2021:** Motion by Lauer, seconded by McCollum to approve the Special Planning Commission Minutes from July 13, 2021:

Voice Vote:

Motion Carried.

**Public Comment:**

None

**Site Plan Review- 2 S. Franklin**

Chair Billingslea noted that the application was missing a site plan, drainage information and acknowledged the parking lot was pitched toward the street. Planning Commission needs the information before making a decision.

Motion by Lauer seconded by, McCollum to table the site plan application for construction of a new parking lot located on the property know as 2 S. Franklin Street until we receive all of the missing packet information.

**Roll Call Vote:**

Ayes: Lauer, McCollum, Billingslea

Nays:

Absent: Joseph, Stoneburner

Abstain:

Motion Carried, 3-0

**Public Hearing**

## Ted Hanson

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**From:** [REDACTED]  
**Sent:** Thursday, February 10, 2022 2:54 PM  
**To:** Ted Hanson  
**Subject:** RE: 2 Franklin Ave.  
**Attachments:** 2022-02-08 216249.5.pdf

Greetings Ted. My apologies. This revision needs to replace the other one. The ADA parking slopes were not compliant with the maximum allowed. It has been corrected, here.

Thank you kindly.

The journey is the reward,

Burne Miller, P.E.  
Danch, Harner & Associates Inc.



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**From:** Ted Hanson <thanson@cityofnewbuffalo.org>  
**Sent:** Thursday, February 10, 2022 9:41 AM  
**To:** [REDACTED]  
**Cc:** Darwin Watson <manager@cityofnewbuffalo.org>  
**Subject:** RE: 2 Franklin Ave.

Thanks, I will check with the City Manager and see about getting back on Planning Commission Agenda.

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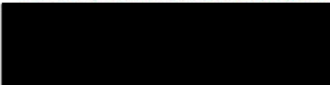
**From:** [REDACTED]  
**Sent:** Tuesday, February 8, 2022 1:15 PM  
**To:** Ted Hanson <[thanson@cityofnewbuffalo.org](mailto:thanson@cityofnewbuffalo.org)>  
**Subject:** RE: 2 Franklin Ave.

Greetings Ted. I have made a revision to the site plan – eliminating a parking space. Here is a revised site plan to accommodate stormwater runoff using the County spreadsheet calculator. Let me know if you need anything else for this. What is the next step with this?

Thank you!

The journey is the reward,

Burne Miller, P.E.  
Danch, Harner & Associates Inc.





Overview



Legend

- City and Villages
- Railroads
- Roads
  - Interstate
  - Major Arterial
  - Minor Arterial
  - Roads
- Parcels
- Lakes
- Rivers
- Parcel
- Lake Michigan

Parcel ID	11-62-8200-0084-03-7	Alternate ID	n/a	Owner Address	HISTORIC HORIZONS INC
Sec/Twp/Rng	n/a	Class	401		[REDACTED]
Property Address	2 S FRANKLIN AVE NEW BUFFALO	Acreage	n/a		
District	11200				
Brief Tax Description	COM 198'N 62DEG12'E OF MOST WLY COR BLK 84 VIRGINIA ADD TO VILLAGE OF NEW BUFFALO TH N62DEG12'E 66' S27DEG53'E 132'S62DEG12'W 66'TH N27DEG 53'W 132'TO POB 937/844				
	(Note: Not to be used on legal documents)				

Date created: 9/8/2021  
Last Data Uploaded: 9/8/2021 1:12:55 AM

Developed by Schneider  
GEOSPATIAL



## **Section 19-1 Purpose.**

The purpose of this article is to require and review those documents or drawings as specified in the ordinance, to ensure that a proposed land use or development is in compliance with this ordinance, other local ordinances, state statutes, and federal statutes. And furthermore, its purpose is to ensure that development taking place within the City of New Buffalo is properly designed, safe, efficient, environmentally sound, and developed in such a manner as to protect adjacent properties from adverse impacts.

## **Section 19-2 Uses requiring site plan review.**

All new construction and new uses, including the expansion of existing buildings, structures, and uses (other than single-family or two-family dwelling that are permitted by right in the zoning district in which they are located) shall require site plan review. This shall include uses permitted by right, private streets, public buildings and structures, planned unit developments, special uses, mobile home parks, and site condominium subdivisions.

## **Section 19-3 Authority and responsibility for site plan review.**

The Planning Commission shall have the authority and responsibility to review and make decisions regarding all plans submitted for site plan review, except where this ordinance specifically provides authority for other officials to conduct specified types of plan reviews. The Planning Commission may delegate specified review activities to staff or consultants as they may decide is appropriate.

## **Section 19-4 Prohibitions prior to site plan approval.**

Until a site plan is approved and in effect, no grading, removal of vegetation, filling of land, or construction shall commence for any development or use for which site plan approval is required.

## **Section 19-5 Site plan review process.**

[Amended 9-20-2016 by Ord. No. 219]

- A. Ten copies of a complete site plan shall be submitted to the Zoning Administrator, along with an application for that purpose and a fee, as established by resolution of the City Council from time to time.
- B. The Zoning Administrator shall review the site plan for completeness, and shall obtain comments, as the Zoning Administrator considers necessary, from the Department of Public Works, Water Department, Police Department, Fire Department, City Planner, and other City departments or consultants. Notice that site plan approval has been requested shall be mailed for information purposes only to the owners of all abutting properties, and other persons whom the Zoning Administrator deems appropriate. All such notices shall be mailed at least seven days prior to the meeting at which the Planning Commission will consider the site plan. Any failure to give notice to the owners of abutting property pursuant to this section shall not affect the validity of any action taken by the Planning Commission pursuant to this chapter.
- C. Once the Zoning Administrator determines that the site plan is complete, the Zoning Administrator shall transmit the site plan, along with comments from City departments and consultants, to the Planning Commission at least two weeks prior to the next meeting. The Zoning Administrator shall not be required to submit any site plan for review which was submitted less than 40 days prior to the next regularly scheduled Planning Commission meeting.
- D. The Planning Commission shall consider the site plan and shall recommend to City Council: (1) approval of the site plan, as submitted, if all applicable requirements and standards have been met; (2) approval of the site plan with conditions; or (3) denial of the site plan if applicable requirements and standards have not been met. All recommendations of the Planning Commission with regard to site plans shall be accompanied by written findings of fact to support its position for each item under Section 19-9, Standards for site plan review.
- E. The reasons for the Planning Commission's action, along with any conditions that may be attached, shall be stated in the meeting minutes and a copy provided to the applicant.
- F. If approved, two copies of the final site plan shall be signed and dated by the Secretary of the Planning Commission and the applicant. One copy shall be kept on file with the City and one copy shall be returned to the applicant or his designated representative.

## Section 19-6 Required contents of site plan.

The following information shall be required to be submitted for site plan review.

### A. General information:

1. ✓ The applicant's name, address, telephone number, and their interest in the project and/or property.
2. ✓ The name, address, and telephone numbers of the owner(s) of record (or the firm or corporation having a legal or equitable interest in the land), and the signatures of the owners authorizing the site plan submittal.
3. ✓ The name, address, and telephone number of the individual or firm preparing the site plan.
4. ✓ Project title.
5. ✓ Proof of property ownership or purchase agreement.
6. ✓ The legal description, address, and tax identification number of the parcel.
7. ✓ Written permission, signed by the property owner, granting the Planning Commission and City Officials authority to enter onto property which is the subject of an application for site plan approval. (This item is optional.)
8. ✓ Deed restrictions, master deed restrictions, and bylaws as applicable.

### B. Site analysis/project impact information:

- NO 1. Existing topographic elevations at two-foot intervals, proposed grades, and direction of drainage flows.
- NO 2. The location of existing structures on the subject site and on adjacent parcels within 50 feet of subject parcel.
- NO 3. Location and type of significant existing vegetation.
- NO 4. Location and elevations of existing watercourses and water bodies, including county drains, and man-made surface drainage ways, floodplains, and wetlands.

### C. Site plan information.

1. A vicinity map.
2. North arrow, and date of original submittal and all revisions.
3. A grading plan showing finished contours at a minimum interval of one foot, and correlated with existing contours so as to clearly indicate cut and fill required (All finished contour lines are to be connected to existing contour lines at or before the lot lines).
4. Location of proposed and/or existing property lines with dimensions, legal description, and statement or illustration of building setback lines.
5. The size of parcel (in acres) and a breakdown of use areas using the categories: street rights-of-way, development area, and open space.
6. The gross and net acreage of all parcels in the project. (Net acreage is the size of the parcel in acres after subtracting any area that is within a street right-of-way or formal access easement.)
7. Land uses (residential, commercial, industrial, vacant, etc.) and zoning classification for the subject parcel and adjoining parcels.
8. Location of proposed buildings (including accessory buildings) and intended uses thereof, as well as the length, width, height, and total square footage of each building. For buildings housing multiple use types, the square footage for each use type shall be provided.
9. Indication of phases, if applicable.
10. Location of existing streets, street rights-of-way and private easements of record.

- 4. The use of semi-trailers for storage purposes on a long-term basis (longer than a week) is prohibited.

C. Determination of parking requirements.

- 1. The minimum parking space requirements for all uses shall be those identified in Section 15-6.
- 2. For uses not specifically listed in Section 15-6, the requirements for on-premises parking shall be determined as follows:
  - a. The Zoning Administrator may establish the parking requirement by making the determination that the proposed use is similar in parking requirement to a use which is listed in Section 15-6. In such case, the same parking requirement shall apply.
  - b. The Planning Commission may establish the parking requirement for the proposed use based on documentation pertaining to the parking demand for that use provided and substantiated by the applicant, or based on other professional planning resource material.
- 3. Public street rights-of-way shall not be counted for meeting on-premises parking requirements.
- 4. Outdoor parking spaces required for business-related vehicles shall be provided in addition to the parking spaces required in Section 15-6.
- 5. Two or more buildings or uses may collectively provide the required on-premises parking if a signed agreement is provided by the property owners, and the number of spaces being provided meets the minimum required for all uses calculated individually. Such parking shall be convenient to all uses for which it is intended.
- 6. Where two or more uses are present on the premises, parking requirements shall be calculated for each use, unless specifically provided otherwise herein.

- D. Maximum amount of parking. In order to minimize excessive areas of pavement which results in adverse aesthetic and environmental impacts, and contributes to high rates of storm-water runoff, the Planning Commission may limit the total amount of parking to not exceed the minimum parking requirement by more than 30%.
- E. Conversion of parking areas to other uses. Unless the Planning Commission has reviewed and approved the change, any parking area once approved as a required parking area shall not be changed to any other use.

**Section 15-4 Design and construction requirements.**

- A. Surface and drainage requirements. All parking areas shall be surfaced with a durable and dustless surface and shall be properly graded and provided with adequate drainage facilities as approved by the City Engineer.
- B. Surface striping. All paved parking spaces, aisles, and unloading zones shall be striped or marked. Such striping or other required demarcation shall be maintained permanently in a condition such that easy interpretation of such markings by intended users is possible. In approved unpaved parking areas, spaces shall be defined by wheel chocks, concrete bumpers, or other similar device.
- C. Lighting. All parking lot lighting shall be designed, located, and/or shielded to prevent spill over onto adjacent properties, and shall be arranged to prohibit adverse affects on motorist visibility on adjacent public roadways. The maximum height of parking lot light fixtures shall be 20 feet for any fixture to be located within 150 feet of a residential district or use, and a maximum height of 30 feet for all other locations.
- D. Dimensional standards for parking spaces and aisles. All on-premises parking areas shall meet the minimum parking space and maneuvering lane standards contained in the following table.

**Minimum Parking Space and Maneuvering Lane Standards**

<b>Parking Pattern (degrees)</b>	<b>Maneuvering Lane Width One-Way (feet)</b>	<b>Maneuvering Lane Width Two-Way (feet)</b>	<b>Parking Space Width<sup>1</sup> (feet)</b>	<b>Parking Space Length<sup>2</sup> (feet)</b>
Parallel	12	20	9	25
30° to 50°	12	20	9	25

**Minimum Parking Space and Maneuvering Lane Standards**

<b>Parking Pattern (degrees)</b>	<b>Maneuvering Lane Width One-Way (feet)</b>	<b>Maneuvering Lane Width Two-Way (feet)</b>	<b>Parking Space Width<sup>1</sup> (feet)</b>	<b>Parking Space Length<sup>2</sup> (feet)</b>
54° to 74°	13	24	9	21
75° to 90°	20	24	9	20

## NOTES:

<sup>1</sup> Parking space width measured perpendicular to the space center line.

<sup>2</sup> Parking space length measured along the space center line.

**Section 15-5 Parking units of measurement.****A. Equivalency or substitution.**

1. Wherever parking requirements are based on gross floor area, gross leasable area may be substituted if that figure is more readily available.
2. In calculating bench seating for places of assembly, two feet shall be the equivalent of one seat.
3. In those cases where the Planning Commission determines that striping of spaces would not be appropriate, 300 square feet of parking area shall be provided for each required parking space.

**B. Rounding.** In calculating the required amount of parking or loading spaces, any fraction of 0.5 or greater shall be rounded up, and any fraction of less than 0.5 shall be rounded down.

**Section 15-6 Minimum parking space requirements.**

The minimum amount of parking spaces required for designated uses are included in the tables below.

**A. GENERAL RESIDENTIAL**

Single-family and two-family dwellings	2.0 spaces per dwelling unit
Multiple-family dwelling and dormitories	2.0 spaces per each unit
Manufactured homes in a mobile home park	2.0 space per each manufactured home unit or site

**B. SENIOR HOUSING**

Housing for fully independent residents: Senior independent units and independent care retirement village or center	1.5 spaces per each room and living unit
Housing for residents requiring a moderate level of care: senior "interim care," "elder care," and "intermediate care" units	1.0 space per each room
Housing for residents whose care is fully dependent on others: Convalescent homes, nursing homes, rest homes, etc.	1.0 space per each 2 rooms

**C. INSTITUTIONAL/CIVIC (Religious, Municipal, Hospital, Child Care, Schools, and Halls)**

Churches, temples, synagogues and other places of worship	1.0 space per each 3 seats or 6 feet of pews
Municipal office buildings	4.0 spaces per 1,000 square feet of gross floor area, plus spaces required for any assembly hall, auditorium, and outdoor arena
Hospitals	2.5 spaces per each licensed bed, plus outpatient care and emergency care requirements
Outpatient care and emergency care services	Refer to medical office parking requirements
Child-care centers	3.0 spaces plus, 1.0 additional space for each 7 children of licensed

	authorized capacity
Primary schools (elementary and junior high)	2.0 spaces per classroom, plus 1 space for each 3 seats of maximum seating capacity for that indoor facility having the greatest seating capacity
Secondary schools (high)	8.0 spaces per each classroom, or 1 space per each 4 seats of maximum seating capacity for that indoor place of assembly having the greatest seating capacity
Auditoriums, assembly halls, and outdoor arenas	1.0 space per each 3 seats or 6 feet of bleachers
Public recreation centers	5.0 spaces per 1,000 square feet of gross floor area
Dance hall, union hall, lodge hall, fraternal hall/club and similar uses	1.0 space per every 2 persons of capacity authorized by the City Building Code or Fire Code if more stringent
<b>D. OFFICE</b>	
Medical, dental office, clinic	5.0 spaces per 1,000 square feet of gross floor area, plus outpatient care, emergency, twenty-four-hour medical station requirements, if applicable
Outpatient care, emergency care, 24-hour medical station	2.0 spaces per exam or outpatient procedure/operating room, plus 1.0 space per laboratory or recovery room, plus 1.0 space for each 2 rooms for employee parking
General office building and real estate offices	3.0 spaces per 1,000 square feet of gross floor area
Bank, credit union, savings and loan	6.0 spaces per 1,000 square feet of gross floor area, plus 4.0 stacking spaces per window and ATM
<b>E. COMMERCIAL/RETAIL/SERVICE</b>	
Appliance store	4.0 spaces per 1,000 square feet of gross floor area
Auto service station and auto care centers	3.0 spaces per each service bay, plus 1.0 space per each tow truck, plus 4.0 spaces per 1,000 square feet of area devoted to the sale of automotive goods, or convenience foods
Auto service-oil change/quick lube	3.0 spaces per service bay
Automotive sales	1.0 space per 5,000 square feet of outdoor sales area, plus 1.0 space per sales desk/office, plus 3.0 spaces per each service bay
Automobile wash (self-wash)	3.0 stacking spaces per bay
Automobile wash (automatic)	2.0 spaces plus 15 stacking spaces per bay
Bar (lounge)	16.0 spaces per 1,000 square feet of gross floor area, or 0.7 space per seat, whichever is greater
Barber shop, beauty salon, hair salon	2.5 spaces per each barber or beautician's chair or station
Bed-and-breakfast inn	2.0 spaces, plus 1.0 space per guest room
Conference rooms, exhibit halls, and similar uses	1.0 space per every 2 persons of capacity authorized by the City Building Code or fire official, or 10.0 spaces per 1,000 square feet of gross floor area, whichever is greater
Convenience store	4.0 spaces per 1,000 square feet of gross floor area or the area devoted to convenience sales when in a multi-use building
Discount retail store	5.0 spaces per 1,000 square feet of gross floor area
Dry cleaners	2.0 spaces per 1,000 square feet of gross floor area, plus 2.0 spaces per drive-up window
Funeral homes	1.0 space per 50 square feet of space devoted to service parlors, chapels, and reception area, plus 1.0 space per each funeral vehicle stored on the premises
Furniture, carpet store	2.0 spaces per 1,000 square feet of gross floor area
Hardware, paint, home improvement store	3.0 spaces per 1,000 square feet of gross floor area
Laundromat	1.0 space per each 3 washing machines



City Staff Use Only

Project Name PZ 21-0008  
Project Number  
Review Fee Paid \$350  
Escrow Fee Paid

"Parking Lot Site Plan" Planning Commission

APPLICATION TO: PLANNING COMMISSION ZONING BOARD OF APPEALS

224 W Buffalo St, New Buffalo, MI 49117 City Hall: 269-469-1500 Building Dept: 269-469-7144 Facsimile: 269-469-7917

Instructions: Fill-in all blanks and 'X' applicable boxes ( ). Incomplete applications cannot be processed.

I. Applicant and Owner Information

A) Applicant(s) principal contact:

Name Peter F Bernal  
Address 25 S Franklin St  
New Buffalo, MI 49117  
Telephone [redacted] (cell)  
email [redacted]

E) Property owner(s) principal contact:

Name Peter F Bernal  
Address 25 S Franklin St  
New Buffalo, MI 49117  
Telephone [redacted]  
email [redacted]

B) Applicant(s) secondary contact:

Name Historic Horizons  
Address [redacted]  
Telephone [redacted]  
email [redacted]

F) Architect (if applicable):

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
email \_\_\_\_\_

C) Agent or Attorney (if applicable):

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
email \_\_\_\_\_

G) Engineer (if applicable):

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
email \_\_\_\_\_

PAID  
AUG 26 2021  
City of New Buffalo

D) Is the property held in Trust\*:

Yes - Answer below      No - Skip below

Name of Trust    Peter F Bernal Living Trust

Address    [Redacted] \_\_\_\_\_

Telephone    [Redacted] \_\_\_\_\_

email    [Redacted] \_\_\_\_\_

H) Applicant is (circle one):

Property owner

Attorney

Agent

Engineer

Other: \_\_\_\_\_

\* Trusts:    Provide an attached statement from the trustee verifying the names of all the beneficial owners.

Proceed to Next Page

**II. Purpose of Application**

A) This application is a request for the following action:

Rezoning of Property

Subdivision Approval

Site Plan Approval

Rezoning Amendment

Variance(s) Approval

Special Use Approval

Lot Split – Subdivision or Land Division

Other: \_\_\_\_\_

B) The reasons for the requested action(s) are as follows:

Converting side yard (US12) into asphalt parking lot with 14 parking spaces. Diagram enclosed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C) The specific section(s) of the City Zoning Ordinance or City General Ordinances which addresses the amendment, variance, or other action which is being requested:

N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D) The following two questions are only for applications which contain a request for a zoning variance:

1. Are the conditions which prevent the development of the property the result of action by an individual who has or had a property interest in the subject property:      Yes      No

2. If the conditions were self-imposed (not hardship), explain why the variance should be granted:

N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**III. Site and Surrounding Property Information**

A) Common address or property location of subject property:  
2 S Franklin St, New Buffalo, MI 49117

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B) Legal description (attach an additional sheet if necessary):  
Exhibit "A"

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C) Permanent Real Estate Tax Identification Number: 116282000084037

D) Parcel Size: \_\_\_\_\_ Square feet  
*11-62-8200-0084-03-7*

\_\_\_\_\_ Acres  
132.00 (Franklin) Dimension of lot frontage  
\_\_\_\_\_ Dimension of lot depth

E) What are the current land uses and zoning on the property and the adjoining properties:

	Current zoning	Current land use
1. On Site:	<u>GCD</u>	<u>Unknown</u>
2. Adjoining property:		
a) North of Site	<u>GCD</u>	_____
b) South of Site	<u>Residential</u>	_____
c) East of Site	<u>GCD</u>	_____
d) West of Site	<u>GCD</u>	_____

F) Describe any existing structures or other improvements and physical attributes of the site:  
Unappealing 6x7 Shed.

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**IV. Description of the Proposed Development**

A) Please describe the proposed use of the land and/or building assuming approval of the request:  
Removal of landscaping to allow for purposed parking lot.

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B) What is the proposed time frame for the build-out of this development: Before Frost

C) For each intended use please fill-in the number of buildings, square footage of each building, the total square footage of the development, and the required number of parking spaces; as well as the number and size of the water and the sewer connections:

Building Use	Number of Buildings	Building Area (sq ft)	Total Building (sq ft)	Required Parking Spaces	Water Connections and Sizes	Sewer Connections and Sizes
Single Family R-1						
Two Family R-2						
Mufty-Family R-3						
Central Business CBD						
Gen. Commercial GCD	1					
Waterfront Marina WM						
General Industrial I-1						
TOTAL						

D) If this application is for a development please provide information concerning the amount of traffic and the proposed road configuration it will have:

- 1) Average daily traffic count for the proposed development: \_\_\_\_\_
- 2) Peak traffic flow count for the proposed development: \_\_\_\_\_
- 3) How many lineal feet of roadway is proposed to be developed: \_\_\_\_\_
- 4) How many cul-de-sacs will be constructed as part of this project: \_\_\_\_\_
- 5) How many curb cuts to City, County or State roads are proposed: \_\_\_\_\_

E) Does the request contemplated in this application concern any hazardous materials:  
 No      Yes – describe the type and quantity of materials (attach extra pages if necessary):

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**VII. Signature and Declaratory Statement**

A) Required attendance at public hearing(s) and/or meeting(s): The Planning Commission and Zoning Board of Appeals (ZBA) have established a policy requiring the applicant or a designated representative of the applicant to be present at any meeting or public hearing at which their application is to be considered. Failure of the applicant or designee of the applicant to appear may postpone consideration of the application by the Planning Commission or ZBA.

B) Declaratory Statement:

I, Peter F. Bernal, hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge and further, I acknowledge the required attendance of the applicant as set forth in paragraph A above. I furthermore grant permission for identified members of the City of New Buffalo's Planning Commission or Zoning Board of Appeals to visit the site(s) referenced in this application.

C) Applicant Signature: *Peter F. Bernal* Date: 8-17-21

D) Notary Public Certification Statement:

I, Melinda FOSTER, Notary Public in and for the State of Michigan this 17th day of August, 2021 the above captioned applicant appeared before me and under oath, stated that all matters contained in this application are true.

My commission expires: 3-7-25 Melinda Foster  
MELINDA FOSTER  
Notary Public, State of Michigan  
County Of Berrien  
My Commission Expires 3-7-25  
Acting in the County of Berrien

**VIII. City Staff Review**

A) Fire Department approval of Site and Building Plans, except for single family dwellings: This application and associated documentation must be reviewed by the Fire Chief or his designee, which can be arranged by calling the Fire Department: 269-469-4993.

Review Date: \_\_\_\_\_

Approval: Yes No Signature: \_\_\_\_\_

Conditions: Attached None Title: \_\_\_\_\_

B) Note to applicant: The original application must be filed in the Office of the Zoning Administrator, where the following signatures are required for verification that this is a complete and valid application to be considered by the Planning Commission or the Zoning Board of Appeals.

Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Initial meeting date: \_\_\_\_\_

Historic Horizon



318 East Buffalo Street  
New Buffalo, MI 49117  
269-469-3771

August 17, 2021

Ted Hanson  
Building Department  
City of New Buffalo  
224 W Buffalo Street  
New Buffalo, MI 49117

Mr. Hanson,

I wanted to inform you that Arnt Asphalt was at 2 S Franklin today at 11:00 AM. He marked all the boundaries for the proposed parking lot in Red paint. They notified me to let you know so that it is presently visible.

Respectfully,

Handwritten signature of Peter F. Bernal.

Peter F. Bernal

PFB/aj

# City of New Buffalo

224 W Buffalo St  
New Buffalo, MI 49117  
(269) 469-1500  
(269) 469-7917

Invoice For Permit: PZ21-0008

Print Date: 08/24/2021

Pay by Account In Full



Pay by Account In Full

HORIZONS INC, HISTORIC  
310 E BUFFALO  
NEW BUFFALO MI 49117

\$ 350.00

Invoice No	Invoice Date	Permit Number	Address	Amount Due
00001505	08/24/21	PZ21-0008	25 S Franklin	\$ 350.00

Fee Details	Quantity	Description	Amount Cost	Balance
	1.000	Site Plan	\$350.00	\$ 350.00

Total Amount Due \$ 350.00

PAID  
AUG 26 2021  
City of New Buffalo

CITY OF NEW BUFFALO  
224 W. BUFFALO STREET  
NEW BUFFALO, MI 49117  
Phone : (269) 469-1500

Received From: HORIZONS INC, HISTORIC  
Date: 08/26/2021 Time: 1:26:11 PM  
Receipt: 94080  
Cashier: SBOONE

ITEM REFERENCE	AMOUNT
BDINV 00001505	\$350.00
TOTAL	\$350.00
CHECK 1820	\$350.00
Total Tendered:	\$350.00
Change:	\$0.00

**HISTORIC HORIZONS, INC**  
318 E BUFFALO STREET  
NEW BUFFALO, MI 49117-1110

PAY TO THE ORDER OF City of New Buffalo

Three Hundred Fifty and 00/100\*\*\*\*\*

City of New Buffalo  
224 W. Buffalo St  
New Buffalo, MI 49117

MEMO Building Application

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM

ONE BANK & TRUST, N.A.

8/17/2021

1820

CHECK NUMBER

70469819

\$\*\*350.00

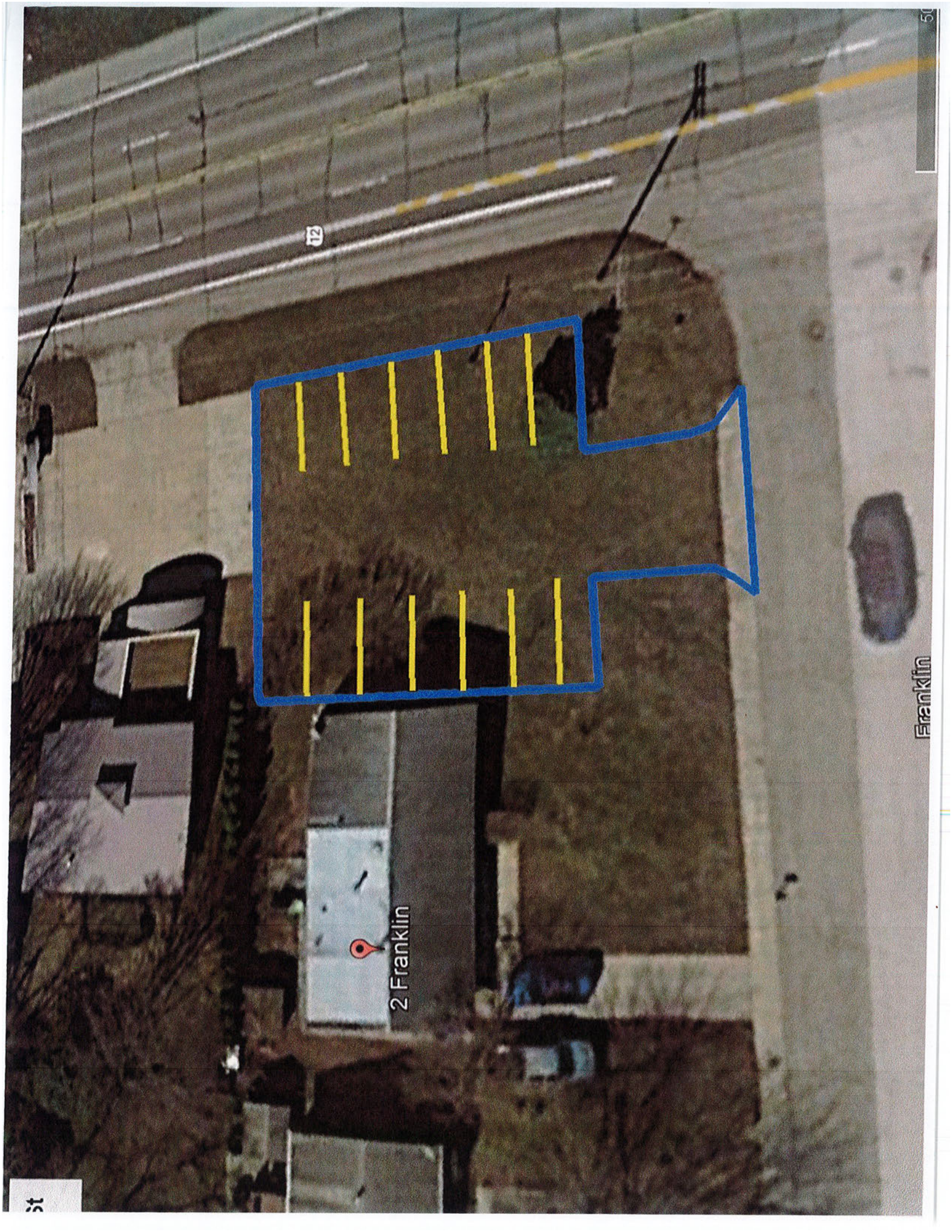
DOLLARS



AUTHORIZED SIGNATURE  
*[Signature]*

Security Features Included

Details on Back.



12

2 Franklin

Franklin



# Proposal



1240 South Crystal Avenue  
Benton Harbor, MI 49022  
Phone: (269) 927-1532 Fax: (269) 927-1547  
Toll Free: (877) 880-2768  
**Celebrating 50 Great Years 1970-2020**

South Bend Office  
(574) 233-1505

Website: arntasphalt.com



**Customer:** Pete  
2 S Franklin St.  
New Buffalo, MI 49117

**Job Name:**  
**Location:** See Map

**Date:** 08-02-2021

**Phone:**



**Fax:**

**Email:**



1. Strip sod and top soil to 8 1/2" depth.
2. Supply install grade and compact 5" 22A gravel Base.
3. Fine grade for asphalt.
4. Pave in 2 layers: 2" average of base and 1 1/2" average of surface.
5. Supply, install and pin (14) 6' wheel stops.
6. Layout and stripe for 14 parking stalls with yellow traffic paint.

APPROX. 5,100 SQ. FT.

**COST: \$ 29,265.00**

### OWNER IS RESPONSIBLE FOR ALL PERMITS.

Price does not include permits. Not responsible for unforeseen obstructions or utilities.  
Not responsible for damage to sidewalk if not allowed to remove by New buffalo.

**ARNT ASPHALT SEALING, INC. WILL MAKE EVERY EFFORT TO MATCH ANY QUALIFIED COMPETITOR'S PRICE!**

**PAYMENT TERMS: 25% DOWN WITH SIGNED PROPOSAL – BALANCE DUE 10 DAYS FROM INVOICE DATE**

There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of the same. Any alterations or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized **Jon Anderson**  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 10 days.

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees and court costs incurred in the collection of monies according to this contract will be borne by the customer.

1 1/2% interest will be charged on past due accounts over 30 days from date of billing – NO EXEMPTIONS. This is an ANNUAL PERCENTAGE RATE OF 18%.

Signature *Peter J. Bernal*

Signature \_\_\_\_\_

Date of Acceptance: 8-12-21



# City of New Buffalo

Planning Commission

Annual Report

2021

## Introduction

The City's Planning Commission is responsible for the planning functions of the City, as covered in the relevant sections of the State of Michigan's Planning Enabling Act and Zoning Enabling Act, as well as the City's General Ordinances. Authorized by the [Michigan Planning Enabling Act \(Act 33 of 2008\)](#) and General Ordinances, Chapter 2, Article III.

Five members are appointed with staggered, three-year terms. Effective September 17, 2019, Ordinance 243 of 2019 reduced members from seven (7) to five (5).

Commissioners use the City's Zoning Ordinance, Master Plan, and the Planning Commission's By-laws to assist them with their duties.

## Purpose of the Annual Report

The Michigan Planning Enabling Act (MPEA) (MCL 125.3801 et seq.) states that *“a planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development” (MCL 125.3819(2)).*

## Membership

Planning Commission Member	Term Expiration
Paul Billingslea – Chair	May 2024
Mark Joseph – Vice Chair	May 2023
Don Stoneburner (resigned 12/2/21)	May 2024
Roxanne Rau	May 2024
Bill McCollum	May 2023

## Operations of the Planning Commission

The Planning Commission holds quarterly meetings in January, April, July and October at 7:00 PM Eastern Time in the Community Room at City Hall, 224 W. Buffalo St., New Buffalo, MI 49117 or by electronic meeting. All meetings are open to the public and are accessible in compliance with Open Meeting Act, Public Act 267 of 1976 MCL 15.261, et seq., and the Americans with Disabilities Act. The chair, vice-chair, and secretary are selected annually in June.

## Meetings and Recommendations to the Legislative Body Related to Planning and Development

The Planning Commission held nine (9) special meetings during the year and cancelled all regular meetings (4).

During 2021, the Planning Commission held the following meetings, reviewed and ruled on the following items:

Date	Address	Issue	Motion	Approved / Denied
2/17/2021	9 S. Barton Street	Site Plan Review "Outside Seating Request"	Motion by Lauer, seconded by Joseph to approve the special use request for outside seating for 9 S. Barton Street: roll call vote, motion carried 5-0.	Approved
	36 S. Whittaker Street	Site Plan Review "Outside Seating Request"	Motion by Stoneburner, seconded by McCollum to approve the site plan application for construction of additional outdoor restaurant seating for 36 S. Whittaker Street: roll call vote, motion carried, 5-0.	Approved
	120 W. Buffalo Street	Site Plan Review "New Office Building Request"	Motion by Lauer, seconded by Stoneburner to approve the site plan application for A& N Mortgage as presented: roll call vote, motion carried, 4-0. McCollum - Abstained	Approved
		Presentation- 1 N. Whittaker Street, Presenter- William McCollum		
4/13/2021		To amend section 2-3 and add a new section 6-5 to the New Buffalo zoning ordinance to cap the total number of short-term rental units in the city's R-1 zoning district	Motion by McCollum, seconded by Joseph to table this item until the next special Planning Commission April 20, 2021:	Tabled

4/20/2021		To amend section 2-3 and add a new section 6-5 to the New Buffalo zoning ordinance to cap the total number of short-term rental units in the city's R-1 zoning district	Motion by Commissioner Joseph, seconded by Commissioner Lauer to untable the motion made on April 13 <sup>th</sup> Planning Commission meeting to amend section 2-3 and add a new section 6-5 to the New Buffalo zoning ordinance to cap the total number of short-term rental units in the city's R-1 zoning district: Motion Carried, 5-0.	Untabled
		To amend section 2-3 and add a new section 6-5 to the New Buffalo zoning ordinance to cap the total number of short-term rental units in the city's R-1 zoning district	Motion by Chair Billingslea seconded by Commissioner Lauer to recommend to the City Council: 1) the removal of the Short-Term Rental moratorium from all zoning districts other than R-1; and 2) replace "not exceed 65" in the proposed language for Section 6-5 (A) with "be determined by the New Buffalo City Council": Motion Carried, 5-0.	Approved
	Beer Church	Site plan amendment for Beer Church	Motion by Commissioner Stoneburner, seconded by Commissioner Joseph to approve the site plan amendment for the Beer Church as presented to increase seating and removal of parking spaces: Motion Carried, 5-0.	Approved
6/1/2021	1 N. Whittaker	Site Plan & Special Use request for Restaurant outdoor seating area	Motion by Joseph, seconded by Lauer to approve 1 N. Whittaker - Site Plan & Special Use request for Restaurant outdoor seating area: Motion Carried, 5-0.	Approved
7/13/2021		Presentation: NuEra Cannabis		
		Zoning Ordinance Section 2-3 Definitions Definition of	No action taken to update the definition.	N/A

		recreational vehicle and equipment		
		Zoning Ordinance Section 3-20 Storage of Recreational Equipment (A) Potential exemptions or exceptions to the storage of recreational equipment	No action taken to update the storage guidelines.	N/A
		Zoning Ordinance Section 6-3 Uses Permitted by Special Land Use Permit Removal of C. Educational Institutions from listing	No action taken to remove C. Educational Institutions from listing.	N/A
		Zoning Ordinance Section 10-2 Uses Permitted by Special Land Use Permit. Miscellaneous Change Educational Institutions to Permitted by Right	No action taken to move Educational Institutions to Permitted by Right	N/A
		Zoning Ordinance Section 11-2 Uses Permitted by Special Land Use Permit. Miscellaneous	No action taken to update the ordinance for Educational Institution or Residential Dwellings.	N/A
		Adoption of the Houseal Lavigne Zoning Ordinance Update Proposal	No action taken to adopt the Houseal Lavigne Zoning Ordinance Update Proposal.	N/A
		Discussion of changing Planning Commission meetings to monthly	Chair Billingslea is not in favor of meeting monthly and cancelling meetings. He would rather call a special meeting to meet more frequently than to cancel meetings. He mentioned the Commission would meet more frequently during zoning changes.	Denied

9/16/2021	2 S. Franklin	Site Plan Review- 2 S. Franklin	Motion by Lauer seconded by McCollum to table the site plan application for construction of a new parking lot located on the property know as 2 S. Franklin Street until we receive all of the missing packet information. Motion Carried, 3-0	Approved
		Ordinance to amend sections 2-3, 6-2, 7-2, and 8-2, and add a new section 20-8 to the New Buffalo zoning ordinance	Motion by McCollum seconded by Lauer to table the proposed resolution until next week. Motion Carried, 3-0.	Approved
9/21/2021			Closed Session – Motion by Joseph, seconded by Billingslea to approve going into closed session under Section 15.268(h) of the Open Meetings Act to discuss a confidential attorney-client privileged memorandum at 6:34 p.m.: Motion Carried, 5-0.	Approved
			Motion by Lauer seconded by, Stoneburner to propose to amend sections 2-3, 6-2, 7-2, and 8-2, and add a new section 20-8 to the New Buffalo Zoning Ordinance to prohibit new short-term rentals in the R1, R2 and R3 zoning district: Motion Failed, 5-0	Failed
			Motion by McCollum - seconded by, Stoneburner to propose to amend sections 2-3, 6-2, and add a new section 20-8 to the New Buffalo Zoning Ordinance to prohibit new short-term rentals in the R-1 zoning district: Motion Failed, 4-1.	Failed
11/16/2021	6 S. Willard Street	Re-zoning property from General	Motion by Joseph, seconded by Rau to approve re-zoning	Approved

		Commercial District to R-1 Single Family Residential.	6 S. Willard Street from general commercial district to R-1 single family residential: Motion Carried, 5-0.	
	1 North Whittaker	Site Plan Review – 1 North Whittaker	Motion by Rau seconded by Joseph to approve the revised site plan as submitted for 1 N. Whittaker Street: Motion Failed, 4-0.	Failed
		Election of Planning Commission Chairman	Motion by Rau, seconded by McCollum to appoint Paul Billingslea as Chair of the Planning Commission. Voice Vote, Motion Carried.	Approved
11/30/2021		Joint training with Zoning Board of Appeals		

## Joint Meetings: Planning Commission and City Council

Date	Topic	
3/17/2021	Workshop Items - Discussion of Short-term Rental Ordinances	City Attorney went over the details regarding the zoning ordinance and the regulatory ordinance. Both the City Council and Planning Commission members asked City Attorney questions regarding both the zoning and regulatory ordinance.
11/18/2021	Discussion of Zoning Ordinance Update/Workshop	Houseal Lavigne presented project to provide a zoning ordinance update.

## Status of Planning Activities

A master plan review was not conducted during the year 2021.



**Recommended Additional Information**  
**Operations of the Zoning Administrator**

**City of New Buffalo**  
**2021 Annual Permit Report**

**2021 Permit Totals**

Permit Type	Year		
	2019	2020	2021
New Dwellings	21	6	14
Additions	13	16	17
Accessory Structures	11	6	12
Accessory Use Permits	2	2	
New Commercial			1
New Industrial			
Structures Repaired	35	42	40
Pools	6	10	7
Decks			
Fences	1		
Permits Renewed/Other			1
Temporary Parking			
Minor Home Occupations			
Demolition Permits	3	5	6
Sign Permits	2		1
Re-Roofs	31	30	45
Right-Of-Way Permits			15
Utility Authorizations			9
<b>Total</b>	<b>125</b>	<b>117</b>	<b>168</b>

## Operations of the Zoning Board of Appeals

The City's Zoning Board of Appeals (ZBA) is responsible for the zoning appeals functions of the City, as covered in the relevant sections of the State of Michigan's Planning Enabling Act and Zoning Enabling Act, as well as the City's Zoning Ordinance.

The Zoning Board of Appeals held one (1) regular meeting and four (4) special meetings during the year. The ZBA cancelled one (1) regular meeting.

During 2021, the Zoning Board of Appeals held the following meetings, reviewed and ruled on the following items:

Date	Address	Issue	Motion	Approved / Denied
2/3/2021	103 N. Smith Street	Variance Request 103 N. Smith Street to allow demolition of existing house and construction of new house located in the same footprint, with variance for rear yard setback requirements.	Motion by Joseph, seconded by Pokuta to allow the variance request for 103 N. Smith Street to allow demolition of existing house and construction of new house located in the same footprint, with variance for rear yard setback requirements, as presented: roll call vote, motion carried, 6-0.	Approved
	301 W. Mechanic Street	Variance Request 301 W. Mechanic Street to allow a 6' privacy fence in the designated front yard.	Motion by Borg, seconded by Gabryszewski to allow the variance request for 301 W. Mechanic Street to allow a 6' privacy fence in the designated front yard: roll call vote, motion carried, 6-0.	Approved
	910 Lake Drive	Variance Request 910 Lake Drive to allow a side yard setback of 5 feet instead of the required 10 feet for an inground pool.	Motion by Borg, seconded by Pokuta to allow the variance request for 910 Lake Drive to allow a side yard setback of 5 feet instead of the required 10 feet for an inground pool: motion denied, Roll call vote: 3-3.	Denied
			Motion by Borg, seconded by Smith to table the variance request for 910 Lake Drive	Tabled

			until requester, Tim Hancz, gets a response from the neighbor to the west, Albee, in writing to approve/deny a side yard setback of 5 feet instead of the required 10 feet for an inground pool and Board will respond as quickly as possible with a special meeting: roll call vote, motion carried, 6-0.	
2/18/2021	910 Lake Drive	Variance Request 910 Lake Drive to allow a side yard setback of 5 feet instead of the required 10 feet for an inground pool.	If the Board would like to revisit the variance for 910 Lake Drive and to follow proper guidelines we need to officially rescind the motion to approve made on February 3 <sup>rd</sup> , 2021, where the motion ended in a tie.	Rescind
			Motion by Smith, seconded by Gabryszewski to approve the variance application submitted for the property at 910 Lake Dr., based on the discussion in the record and a finding that all applicable standards of the zoning ordinance are satisfied: roll call vote, motion carried, 6-0.	Approved
5/20/2021	121 N. Smith Street	Variance Request 121 N. Smith Street: <ul style="list-style-type: none"> <li>· Allow a 5 feet set back from primary building, Zoning requires 10 feet set back from primary structure.</li> <li>· Allow a maximum height of accessory building to be 22' 11 1/2", Zoning requires maximum accessory building height of 20' feet.</li> <li>· Allow a zero (0) Side set back from side yard to accessory building, Zoning</li> </ul>	Motion by Joseph, seconded by Smith to deny the height variance request and stay within the Zoning 20' height requirement but approve the requested variance for the 5' between the existing structure and the new proposed structure: Motion Carried, 6-0.	Denied and Approved

		requires a minimum side setback of 2 feet from side yard to accessory building		
6/3/2021	102 S. Willard Street	Variance Request 102 S. Willard Street – Allow a 6’ privacy fence in the designated front yard, on the Michigan Street side of a corner lot.	Motion by Joseph, seconded by Gabryzewski to approve the variance request for 102 S. Willard Street – Allow a 6’ privacy fence in the designated front yard, on the Michigan Street side of a corner lot as proposed. Motion Carried, 5-0.	Approved
8/26/2021	318 W. Mechanic Street	Variance Request 318 W. Mechanic Street – Allow variance for the required front yard setback of 30 feet and the required side yard setback of 10 feet, and lot size of 15,000 sq. feet and lot width of 100 feet.	Motion by Borg, seconded by Parello to approve the front yard setback as presented: Motion Carried, 3-1. Motion by Smith, seconded by Borg to approve the required side yard setback as presented: Motion Carried, 4-0. Motion by Borg, seconded by Parello to approve variance as current existing lot size of record: Motion Carried, 4-0. Motion by Borg, seconded by Parello to approve current lot width of record. Motion Carried, 4-0.	Approved

**Members**

<b>Zoning Board of Appeals Member</b>	<b>Term Expiration</b>
Tom Smith - Chair	May 2023
Arlene Pokuta – Vice Chair	May 2023
Richard Cooper	May 2024
Mark Gabryszewski	May 2022
Mark Joseph	May 2022
Wayne Borg	May 2024
Jennifer Parello	May 2022

## Attendance

### The Planning Commission

Member	Attendance
Paul Billingslea	9 meetings
Mark Joseph	8 meetings
Don Stoneburner (resigned 12/2/21)	7 meetings
Roxanne Rau	9 meetings
Bill McCollum	9 meetings

### The Zoning Board of Appeals

Member	Attendance
Tom Smith	1 regular meeting 3 special meetings
Arlene Pokuta	1 regular meeting 4 special meetings
Richard Cooper	1 regular meeting 3 special meetings
Mark Joseph	1 regular meeting 3 special meetings
Mark Gabryszewski	1 regular meeting 3 special meetings
Wayne Borg	1 regular meeting 4 special meetings
Jennifer Parello	1 special meeting

## **Training or Professional Development of Members/Staff**

The Planning Commission and the Zoning Board of Appeals held a joint training session on November 30, 2021. A presentation of their roles and responsibilities was given by the City Attorney in an open meeting.