

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Monday, June 3, 2019
7 p.m.

Meeting Called to Order at 7:00 p.m. by Chairperson Mike Ziegler

Roll Call by Beth Grohman, Clerk

Present- Stencel, McCombs, Reinhard, Macksey, Picot, Morris, Huepenbecker, Ziegler

Absent –Kaatz

Others Present –Beth Grohman, Holly Tatman, Mike Fulton, and one resident.

Approval of Agenda: Motion by Reinhard, seconded by Stencel, to approve the agenda as presented

All Ayes

Motion carried

Approval of Minutes – Motion by Huepenbecker, seconded by McCombs, to approve the minutes of May 6, 2019 as presented.

All Ayes

Motion carried

Public Comment – None

Zoning Administrator Report – Permits – three decks, one driveway, one patio. Twenty calls made for blight tall grass and 10 calls to residents of the LNS MHP. Four letters for 10 day notices and all complied.

Motion by Macksey, seconded by Morris, to accept the Zoning Administrator Report.

All ayes, Motion carried.

Village Manager Report- Update on the next charrette June 17th. Edgewater the group that was hired by the DNR will lead the charrette with Smith Group. Should be the most informative of all the meetings and encourage people to come out.

McCombs questioned the flooding over Memorial Day weekend. Tatman responded that DEQ was notified when the overflow went into the lake. Testing was done of the water and letter was posted on the website for residents.

Motion by Morris, seconded by Picot, to accept the Village Manager Report.

All aye, Motion carried

Old Business: None

New Business:

1. Progress on RRC

a. Where are we now on RRC – Huepenbecker reported on quarterly progress. Discussion on the six best practices, public participation and walkability of the Village. Village has an erroneous score for walkability. We may need to develop an ordinance that requires developers to add sidewalks. Picot reported \$30,000 of the \$120,000 grant is designated to the zoning ordinances.

b. Draft RRC Progress Report – Started at meeting 18% of the RRC criteria and another 43% were in progress. Now, we are meeting at least 18% and 53% are in progress.

- 2. Update on initiative with Smith Group and discuss how to increase public participation especially from our businesses.** – We want public participation to be real. Want input from the residents and business owners. We need to report public participation from the other committees, such as Environmental, DDA, and keep information updated on our website.
- 3. Consider language to permit existing single family residences in the CBD-** Language from C-1 to CBD to allow for the replacement of existing homes, no new homes will be allowed. Motion by Huepenbecker, seconded by Picot, to hold a public hearing to amend the ordinance allowing the replacement of existing homes in CBD and C-2.
All Ayes
Motion carried
- 4. Review the Enabling Better Places Zoning Document – FYI –** Huepenbecker suggested all members review the document; it is a good tool for planning members.

Public Comment –

Mike Fulton – Commented on the FEMA, designated drain federal guidelines, public participation, open forum on website.

Jerry Dawson – Informed members of a meeting he will be having with new owner of the old Cantrick building.

Adjournment – Motion by Huepenbecker, seconded by Stencel, to adjourn the meeting at 8:39 p.m.

Beth Grohman
Village Clerk

Zoning Administrator Report June 1-27

7 Land Use Permits

- 2 decks

- 1 remodel

- 2 sheds

- 1 fence

Complaints

- Blight Ordinance Violations

 - High grass – 15 calls 15 complied

 - High grass in LNS MHP 25 calls 21 complied 3 letters of 10 day notice

 - 30 zoning calls and 22 planning calls

Note: *Reformatted the Scope of work in order to make it easier to understand.
Used various colored fonts for committees and red font for questions or suggestions
Used green for general meetings held
See last page for dates of meetings held or planned with committees.*

Where are we with the public input meetings?

SmithGroup Scope of Work

PHASE I: GATHER AND ASSESS

1.1 Kick Off Meeting

Call Village's project manager to discuss work plan, public engagement process, confirm schedules, determine how to best coordinate activities and communicate with one another, review existing plans and data.

Agree on agenda for kick-off day.

Kick-off meeting and Village tour

Schedule two separate meetings: 1) economic development 2) harbor and waterfront.

Economic development: include key regional and local stakeholders such as Jane Fitzpatrick, Carl Osentoski, and Derek Bradshaw and representatives from the ODA.

Harbor and waterfront: Our civil engineering and landscape architecture waterfront experts meet with representatives from MDNR and the U.S. Army Corps of Engineers to understand work to date and related Sustainable Small Harbors initiatives in relation to redevelopment focused work.

Through both meetings, discuss integration of recent and planned initiatives to best understand how Lexington's Community Master Plan can synthesize effort

1.2 Steering Committee Meeting

Meet with steering committee four times during process:

1st Kick-off

2nd Review of preliminary concepts

3rd First draft plan meeting

4th Second draft plan meeting

Kick-off Steering Committee meeting (*1st of 4 meetings held 3/28 from 2:30 to 4 PM*)

√ Outline their role and responsibilities and how to gain consensus.

Use interactive participation tool; begin to identify their initial ideas and how they view goals and priorities.

Arm members with public engagement materials, including sample social media posts and advertisements for public session. Could include materials for pop up workshops to spur on-the-ground engagement on key topics prior to the visioning session work days.

1.3 Review Past Plans

Evaluate Parks and Recreation and ODA (*TYPO? DDA?*) Plans for key recommendations and actions and incorporate them into redevelopment and land use strategies in the Community Master Plan.

Further analysis and audits as the redevelopment strategies and priorities are established to synthesize implementation, including zoning, and recommend future amendments across the plans.

1.4 Community Snapshot

Update existing conditions from the last plan to include 2010 U.S. Census Data.

Pull relevant metrics and baseline economic data from Regional Prosperity Plan specific to Lexington.

Prepare base maps for land use, community facilities, and transportation.

Based on kick-off meetings, refresh previous plan's vision and goals. These materials will provide ground work for Phase 2.

1.5 Market Assessment

Collect third party demographic data, including household income and consumer expenditure potential by retail category, for the estimated trade areas of the Village.

Analyze up to 50 retail types (e.g.; apparel, books, electronics, gifts, grocery, home furnishings, and restaurants) to determine if gaps in the existing market exist.

Using economic base analysis method, estimate rentable office space gap for the Village, derived from basic and total employment projections and population growth

Consider alternative approaches in terms of locations, potential mix, and priorities.

Prepare set of recommendations for retail and office uses in downtown area, including assessment market demand, estimated space needs (volume), building space type requirements, site locations, and recruitment strategies.

PHASE 2: ENVISION

SmithGroup team (CIB Planning, Wade Trim and Gibbs Planning Group) will travel to Lexington for a two-day series of workshops and meetings during which we will accomplish the following.

2.1 Stakeholder Meetings 3/28 full SmithGroup team and 5/20 SmithGroup & Wade Trim only

Day of focus groups and interviews focused on economic development, and redevelopment strategies, and the waterfront and downtown

Village to determine stakeholders for focus groups such as elected officials, Village staff, planning commissioners, agencies, business leaders, developers such as The Roxbury Group, and/or follow up conversations with MDNR/U.S. Army Corps of Engineers.

For important stakeholders who cannot meet in person that day, we can arrange a limited number of calls prior to the workshop days.

2.2 Public Session 3/28 full SmithGroup team and 5/20 SmithGroup & Wade Trim only

Building on success of recent downtown visioning session, we will broaden scope to delve into issues affecting land use and redevelopment Village-wide. At this meeting, we will:

Provide overview of planning process and schedule;

Review existing conditions and previous plans' findings;

Facilitate Preserve/Enhance/Transform (PET) Exercise. Lead community through small group exercise that reflects on elements of village's physical environment. Using maps, photographs, and flip charts to record information and stimulate discussion, participants record areas which they would:

Preserve: Places or attributes within project area that strongly contribute to community's economic, cultural, architectural, and social strength and should be preserved based on value to community.

Enhance: Places or attributes within the project area that demonstrate positive potential as to their physical form and economic and cultural importance but are in need of re-investment to help them reach their potential.

Transform: Places or attributes within the project area that are in need of more dramatic change or complete redevelopment and should be transformed in use, physical form, etc.

Strong patterns emerge from exercise to provide excellent guide to subsequent planning efforts.

2.3 Design charrette

Based on previously identified sites from Village staff and input gathered during kick-off meeting and previous day's public session, we will focus on 3 key redevelopment sites and prepare draft concepts for each, identifying opportunities, challenges, and recommendations for each. The 3 sites will be selected from 3 key areas:

- Connections to the waterfront/harbor

- Downtown

- Third subarea, potentially refining a focus area from existing plan

PHASE 3: REFINE AND DRAFT

While each component described below will be led by a key team member, following the work days, we will collaborate internally across our team to ensure consistency across our recommendations.

Conduct one Steering Committee meeting during the development of the draft to get feedback on recommendations and strategies in progress. *(2nd of 4 Steering Committee meetings?)*

Then we will send a draft Community Master Plan to Steering Committee for review.

Lead work session with the Steering Committee on prioritizing the actions and vetting draft plan. *(3rd of 4 Steering Committee meetings?)*

Throughout this phase, we will begin work on the zoning evaluation and audit and preliminary Capital Improvement Plan (CIP) work as well to ensure the various efforts are connected.

3.1 Redevelopment and Land Use Strategies

Collaborate with rest of their team on overarching redevelopment strategy. This will include the best practices for packaging and marketing redevelopment ready sites...

Analyze land use patterns and barriers for redevelopment informed by previous conversations with focus groups

Identify steps to be taken that will encourage redevelopment of specific sites. These steps may be capital-intensive infrastructure projects, or more programmatic or "activity based" such as planning efforts supporting placemaking, or elimination of regulatory barriers

Look at different ways to get right developers interested. Help generate this list and help associate public investment priorities with support for redevelopment projects across Village.

All initiatives described in context of near-term projects, 1 to 6 year time frame (consistent with CIP so there are clear connections between Redevelopment Strategy and CIP)

3.2 Waterfront/Downtown Plan

Overall strategy for development will be determined for waterfront and downtown with a specific site prioritized in each location for more detailed design. SmithGroup's waterfront experts will work with DDA team to ensure redevelopment strategy aligns with overall economic development strategy and implementation through future DDA plan amendments.

Draft Downtown Plan will be prepared which synthesizes most important information received from work sessions and will illustrate development framework for project area.

Development framework will graphically summarize assets and constraints of downtown, and identify opportunities for

- Location and scale of potential new development

- Improvements to the streetscape and open space infrastructure

- Opportunities for physical improvement to street environment to create stronger sense of place

- Linkages and connections within the larger district and village

- Open space for urban park(s), social spaces, outdoor dining, parklets, flexible event spaces

- Access, wayfinding and parking opportunities

Draft Downtown Plan will be graphically "loose" in nature and explore creative approaches to improving and/or redeveloping the downtown district. Alternative solutions and approaches for specific areas of downtown will be illustrated at draft level for consideration and discussion with the Steering Committee

Develop Downtown Plan which will be integrated into Community Master Plan. As part of task we will prepare an assessment of the following important components of the project:

- Critical public open space and streetscape improvements and priorities for implementation

- Broad budget estimates of the public infrastructure recommendations

- Key redevelopment opportunities in downtown for private sector and for private/public partnerships

- Critical public open space and streetscape improvements and priorities for implementation

- Recommended list of amendments to existing zoning and development regulations related to developing in downtown district. This may include more form-based approach to uses, new types of housing, and transit-oriented development

- How Downtown Plan relates to developing Community Master Plan, current ordinances, and CIP process

3.3 Economic Development and Market Strategies

RRCs have a clear strategy that describes how they intend to attract investment, build tax base, and create jobs. These strategies are rooted in local planning documents and describe specific measures to encourage investment and eliminate redevelopment obstacles.

CIB Planning will lead our approach framed with the following themes

- Build on prior efforts to identify key redevelopment sites, particularly related to downtown and the waterfront

- Define how the CIP, other planning documents, and regional economic development partnerships support redevelopment in Lexington

- Articulate specific strategies and action steps that will help drive progress toward goals

- Create performance benchmarks

- Identify ways to better connect business and real estate development interests with local redevelopment sites

- Describe possible steps that could be taken to enhance community image and brand to stimulate interest in redevelopment

Working with community leaders, help consolidate information to provide factual and succinct picture of local economic challenges and opportunities through strengths, weaknesses, opportunities and threats (SWOT) analysis. *(It would be great to involve the LBA here! A good beginning question might be "Why invest in Lexington?" which is a question the the Economic Development strategy should help answer.)*

Following completion of site tour, SmithGroup team will work with Steering Committee to develop an economic development vision for Lexington. *(When will site tour occur?)*

This vision will drive identification of preliminary goals, objectives, and potential implementation strategies. This process will build upon results of the SWOT analysis to create clear goal categories. They will focus on growing local business investment and job creation, business attraction, talent development and recruitment, capital improvement projects, and place-based redevelopment opportunities, supporting a vibrant downtown.

Economic development strategy should help answer question "why invest in Lexington." It should express optimistic tone and positive expectations for the future. Goal is to provide useful information that is readily understood, yet meets standards for future funding. We are driven to innovate by creating performance measures that are both meaningful and readily updated. Too often complex measures are created and then go beyond the ability of the organization to maintain and keep current.

3.4 Implementation

Concurrently with the tasks described above, will tabulate a list of actions.

Gather relevant actions from the 2016 Implementation Guide that have yet to be accomplished

Work with staff on a detailed approach to achieving major recommendations that come out of the draft economic development plan preparation

Action plan will serve as "to do" list for Village that will identify priorities, timelines, responsible parties, and relative costs for implementation.

Will supplement table with narrative that describes how plan should be used and how to collaborate to make progress in coming years.

Phase 4: MASTER PLAN REVIEW AND ADOPTION

For first draft Community Master Plan review meeting with Planning Commission, we will invite public to an informal Q&A to discuss plan concepts.

Would build on this and encourage similar pre- Planning Commission session prior to the public hearing, giving more opportunity for the public to provide feedback to the Planning Commission on the plan (*Is this with SmithGroup?*)

Will provide Village with distribution notices to send out during the 63-day review process and provide guidance to Village staff to walk the plan through the adoption process.

During the adoption process, we will:

meet with the DDA to discuss possible amendments to their plan

continue work on the zoning audit and the CIP, as described below

PHASE 5: Capital IMPROVEMENT PLAN

Community Master Plan will identify a variety of implementation initiatives and projects that can directly tie to development of CIP. Village recently prepared infrastructure plans for water, sewer and roads, which outline necessary improvements to maintain efficient public infrastructure services.

5.1 Establish a CIP Committee *When should the CIP committee be established?*

CIP development process will ultimately be overseen by the Planning Commission. However, to guide the detailed work effort, we recommend that the Village establish a CIP Committee to directly involve key constituents in the process. SmithGroup will advise the Village in the establishment of this committee. It should be comprised of a combination of personnel including:

Village officials ((Planning Commission, Village council, DDA, etc.)

Staff (Village manager, DPW, etc.).

Once established, we will facilitate a initiation meeting with the CIP committee to collect relevant data and reports, confirm responsibilities, and schedule future meeting dates.

5.2 Identify Capital Improvement Projects

Wade Trim will compile an initial listing of needed capital improvement projects, based on the recommendations of the Community Master Plan (and sub-plans) and related reports prepared/adopted by the Village. These related reports will include:

previously prepared CIPs

sewer and road infrastructure plans

Village Parks and Recreation Plan

Ask each Village department with authority for public structures or improvements to provide list of projects not found in previous CIPs or adopted documents, with cost estimates for such improvements

Then meet with CIP Committee to determine the status of previously approved projects, identify projects which are underway, and whether additional project needs have arisen.

5.3 Analyze Financial Resources

Task will include an evaluation of the Village's budgets and capacity to fund major expenditures.

Examine revenue trends, debt and unfunded liabilities.

Discuss future financing options, which may include bonds, grants, current revenues or reserve funds, a voter approved tax or millage, or contracting/leasing provisions.

Completion of Tasks 5.2 and 5.3 will result in a complete capital improvement project wish list, along with estimated costs for each, and potential funding sources.

5.4 Establish Project Priorities

Criteria must be established to compare and prioritize projects. This can be done through use of a form where projects are ranked high, medium or low priority.

High priority projects may include those required by law or court order.

Medium priority projects may be those that improve delivery of services or contribute to job creation

Low priority projects may be desirable ones but are considered non-- essential

Will prepare these project priorities for CIP Committee to review and confirm.

5.5 Engage the Public

Hosted by Planning Commission and CIP Committee, Wade Trim will facilitate a public workshop to present project wish list and project prioritization criteria established in Task 5.4.

Through surveys and group discussions, participants will then be asked to consider and rank the various projects.

5.6 Finalize the Draft CIP

Use workshop results to prepare a prioritized list of projects and an implementation schedule.

Meet with CIP Committee to review and finalize prioritized list of projects and implementation schedule.

5.7 Adopt the CIP

Recommendations for upcoming year and ensuing five years finalized by CIP Committee will be presented at joint meeting of the Planning Commission and Village council for their consideration at a formal public hearing. After the hearing, the CIP can be officially adopted.

Role in above specified CIP scope of work is to facilitate planning and prioritization process. Needed capital improvement projects will be uncovered primarily through existing adopted reports and/or information provided to the SmithGroup team by various Village departments.

Scope of work does not include identifying existing infrastructure assets or condition assessments of infrastructure assets.

PHASE 6: ZONING ORDINANCE AMENDMENTS

6.1 Zoning Ordinance Amendments

To ensure the Village's Zoning Ordinance is consistent with recommendations contained within the Community Master Plan, we will prepare a detailed audit of the Zoning Ordinance.

Audit will outline specific sections of Zoning Ordinance which are recommended to be amended, along with rationale and approach for the amendments

Recommended amendments to Village Zoning Map will be included in audit, if necessary.

Once complete, will attend one study-session with Planning Commission to present, discuss and refine Zoning Ordinance audit report.

Finalized Zoning Ordinance audit report will serve as road map for Village to move forward with development of specific zoning amendment language for later adoption. (Scope of work for this audit does not include the development of specific zoning ordinance amendment language).

6.2 Zoning Amendments to Implement Community Master Plan and RRC Best Practices

Actual amendments to Zoning Ordinance will be further refined during the Community Master Plan and Zoning Audit processes. Amendments may include the following:

Review/amend landscaping/screening standards

Review/amend residential district densities and permitted housing types (accessory dwelling units, age-in-place housing, and we anticipate discussion of short-term rentals during the Community Master Plan)

Review/amend list of permitted uses, particularly in downtown, to be more inclusive of innovative land uses

Create/adopt architectural and site design guidelines

Review/amend sign provisions

Create/adopt access management standards

Prepare a wireless communication ordinance

Consider administrative site plan review process

Prepare downtown development requirements; stronger form-based standards

Add pedestrian/bicycle/connectivity requirements/standards

Review parking standards, particularly within downtown - Consider modifying outdated parking standards. Need shared parking provisions.

Allow low impact development techniques - Allow for green roofs, bio-swales, pervious pavement, etc.

Will work directly with Village staff to prepare draft ordinance amendments and have included up to 3 meetings in Lexington for coordination and presentation to Planning Commission.

6.3 User-Friendly Zoning Enhancements

Once the ordinance work is completed and adopted, SmithGroup will format the ordinance to an interactive zoning ordinance format in Adobe InDesign that results in a PDF with hyperlinks, buttons, and bookmarks for easy navigation. SmithGroup will lead this interactive PDF creation as well as preparing graphics.

See next page for list of meetings with SmithGroup, CIB Planning, or Wade Trim and Committees.

Committee meetings in Lexington with SmithGroup, CIB Planning, or Wade Trim

Four meetings with SmithGroup Team and Steering Committee on Community Master Plan

- 1st Kick off meeting 3/28
- 2nd During development of draft for feedback on recommendations and strategies in progress. 6/30?
- 3rd Work session on prioritizing the actions and vetting draft plan.
- 4th *Is there a meeting with the steering committee regarding draft downtown plan?*

Two meetings - SmithGroup and DDA Team to

- 1st Ensure redevelopment strategy aligns with overall economic development strategy
- 2nd Discuss possible amendments to their plan

One meeting - CIB Planning and Leadership team (possibly with DDA and LBA)

- 1st Ensure redevelopment strategy aligns with overall economic development strategy
- 2nd Discuss possible amendments to their plan

One meeting - CIB Planning and Leadership team (possibly LBA)

- 1st Analysis of Strengths, Weaknesses, Opportunities, and Threats (SWOT)

Three meetings SmithGroup and Planning Commission - Master Plan Review and Adoption

- 1st Review of first draft of Master Plan, invite public to informal Q & A to discuss plan concepts.
- 2nd During development of draft to get feedback on recommendations and strategies in progress.
- 3rd Work session on prioritizing the actions and vetting draft plan.

Four meetings - Wade Trim and CIP Committee to:

- 1st Initiation meeting to collect relevant data and reports, confirm responsibilities, and schedule future meeting dates
- 2nd Ensure redevelopment strategy aligns with overall economic development strategy
- 3rd Facilitate public workshop to present project wish list and project prioritization criteria hosted by CIP Committee, and Planning Commission
- 4th Review and finalize prioritized list of projects and implementation schedule

Up to five meetings - Wade Trim and Planning Commission

- 1st Facilitate public workshop to present project wish list and project prioritization criteria hosted by CIP Team and Planning Commission
- 2nd Study-session with to present, discuss and refine Zoning Ordinance audit report
- 3rd Coordination/Presentation
- 4th Coordination/Presentation
- 5th Coordination/Presentation

Public Hearings with SmithGroup

- 1st Public hearing on recommendation of CIP Plan for upcoming and ensuing five years finalized by CIP Committee presented at joint meeting of Planning Commission and Village Council.

Lexington Planning Commission Budget

Account Numbers	Description	2018-19 Approved	2018-19 Amended	2018-19 Spent Est.	2019-20 Approved
101 722 740 000	Supplies	300	300	315	300
101 722 805 000	Advert/Pub.	200	200	not charged	200
101 722 808 000	Education & Training	500	500	not charged	500
101 722 810 000	Membership/dues	700	755	755	700
101 722 811 000	Legal	500	500	not charged	0 ¹
101 722 813 000	Master Plan		20,300	20,296	40,000 ²
101 722 820 000	Contracted Services	8,000	7,500	7,400	8,000
101 722 821 000	Commissioner stipends	1,700	0	0	700
		11,900	30,055	28,766	50,400

¹Their belief is that since we are working with the SmithGroup we will not need legal services

²Smith Group Expenses, but this will be increased by about \$40,000 as more revenue is received from MEDC.