

**Village of Lexington**  
**Planning Commission Special Meeting**  
**Village Hall, 7227 Huron Ave., Lexington, MI 48450**  
**November 9, 2021**  
**7 PM**

**CALL TO ORDER REGULAR MEETING:** Mike Ziegler

**ROLL CALL:** Vicki Scott

Members: Ziegler    Stencil    McCombs    Fulton    Kaatz  
              Picot        Macksey    Morris       Huepenbecker

**APPROVAL OF AGENDA:**

**PUBLIC COMMENT:** (3-minute limit)

**BUSINESS**

1. **Report of Training Officer** Pages 1-2  
      Member Orientation and RRC Draft attached
  
2. **Discussion of possible amendments to Zoning Ordinance** Page 3-5  
      (Including suggestion from Dave Picot)

**PUBLIC COMMENT:** (3-minute limit)

**ADJOURNMENT**

## WELCOME TO THE PLANNING COMMISSION

Your best trainer will be experience, but all packet items are essential knowledge. To get started, discuss current commission activity with your mentor, then study sections of the ordinance that are relevant to the next meeting's agenda. The other urgent items are the Open Meetings Act and Robert's Rules.

Give attention to all of these supplied documents, as your time allows and you will be functioning fully and well in a short time.

WELCOME

PS: All past meeting minutes of the planning commission are available on the village website.

The following documents comprise the orientation packet for new planning commissioners.

- Master Plan
- Zoning Ordinance and map
- Bylaws
- Design Guidelines
- Open meetings Act
- Enabling Act
- Roberts Rules
- Development Guide
- Contact Information Page (village staff, officials, volunteers)

## Suggested Revisions to the Zoning Ordinance

Some of this may change. They are being reviewed by Adam Young (Wade Trim)

### ARTICLE 3 ADMINISTRATION AND ENFORCEMENT

*P. 34 and 36 Appear to be contradicting numbers. (Dave)*

#### 3.4 Site Plan Review

##### 3.4.1 Where required.

1. Site plan review is required for all new construction of any nonresidential building or structure on any parcel and for any new residential development (single-family, two-family or multiple-family). All such construction or developments shall be consistent with the purpose of this Ordinance as presented in Section 1.2 of this Ordinance.
2. Site plan review is required for all proposed uses and certain existing uses within the Village where an alteration, addition, expansion, change or conversion constitutes an increase or reduction to the existing structure or use of more than five hundred (500) square feet or ten (10%) percent, whichever is less; or would require a variance from the provisions of this Ordinance, regardless of its size, or if there is a change of use from the existing use. Site plan review shall also be required prior to the paving of any off-street parking for any use for which off-street parking is required by this Ordinance, or for the construction of new parking lots or driveways.

##### 3.4.2 Administrative Review

1. Intent. The intent of this section is to permit the submittal of a sketch plan for administrative review in certain specific instances where a complete site plan is not considered essential to ensure compliance with the intent and standards of this ordinance. The intent is to also provide for an administrative review by the Zoning Administrator of Planning Commission approved site plans for compliance with conditions as imposed by the Planning Commission.
2. Applicability. In lieu of a complete site plan prepared in accordance with Sections 3.4.3 and 3.4.4, a sketch plan may be submitted for the uses or activities identified below.
  - a. Accessory uses incidental to a conforming existing use where said use does not require any variance or further site modifications.
  - b. Expansion and/or addition of ~~one thousand five hundred (1,500)~~ **five hundred 500** square feet or less to an existing conforming structure or use.

### ARTICLE 5 GENERAL AND SPECIAL PROVISIONS

*P. 96 Clarification; language difficulty discovered during cottage lot review at Oct. meeting (Dave)*

#### SEC. 5.6 Building Design Standards

##### 5.6.5.11 Garage

- 5.6.5.11.b. A garage either attached or detached **and similarly sited as the façade along the front setback** may not exceed 50% of the front façade

**P. 99 Prohibit fences in the Mobile Home Park**

**SEC. 5.7 Mobile Home Park Requirements**

5.7.10 General Provisions

**5.7.10.18 Fencing is not permitted on mobile home lots**

**P. 117 Language is unnecessary; the distance regulation takes care of the issue (Jackie)**

***Depending on what the Senate does, we may need to remove language regarding short-term rentals from our ordinance. The House voted to take away local control.***

**SEC. 5.25 Short-Term Residential Rentals in Residential Districts**

5.25.1. Applicability, Intent and Purpose (3<sup>rd</sup> paragraph)

As of this date, most if not all of the short term residential rentals are located in those areas zoned as R-1 with the majority located east of M-25 near Lake Huron. Many of these rentals are very close together creating the potential to jeopardize the single family neighborhood character; therefore, for purposes of maintaining the small town character of our Village, short term rentals will be limited to one every 250 feet ~~and comprise a maximum of five percent (5%) of the total number of houses in the Village that are not restricted by deed or HOA (as of September 2017: 402 total homes x 5% = 20).~~

**ARTICLE 11 ZONING BOARD OF APPEALS**

**P. 176 Consider adding two more members to the ZBA (Jackie)**

**SEC. 11.2 Membership**

The Zoning Board of Appeals shall consist of ~~three (3)~~ **five (5)** members appointed by the Village Council. **One member will be a member of the Planning Commission and one will be a member of the Village Council.**

***Add language regarding training as recommended by MSU Extension and RRC (Jackie)***

**11.2.4 Each member shall have attended at least four hours per year of training in planning and zoning during the member's current term of office. Failure to meet the training requirement shall result in the member not being reappointed to the Appeals Board.**

**Zoning Map**

***Rezone Jeff's Marketplace from CBD to C-MU. The owner requested a sign that is permitted in the C-MU, but not in the CBD and the property is adjacent to the C-MU and it does not have the same look as other properties in the CBD.. (Jackie)***

Public roads are required for all new developments. (Dave) I don't know where to put this.

Dave's information

## ORDINANCE AMENDMENT PROPOSAL SIGN MODIFICATION

Changeable copy electronic signs offer convenience for the owner and are less vulnerable to tampering. They also possess performance characteristics that can negatively impact the aesthetic quality when they are too large and too numerous. Therefore, additional regulation and limitations within the CBD shall be invoked to avoid their becoming a nuisance and distraction causing a diminishment to the walkable retail and civic town center character and appeal.

- There shall be no more than four(4) in the CBD.
- No more than 20% of the total sign area is allowed.
- Will not operate between 10 PM and 8 AM.
- Message change no more than once per day.
- Those in place will remain indefinitely.
- Current in use will be brought into full compliance within two (2) calendar years of amendment adoption.
- Applications to the clerk and first come when available.