

Village of Lexington
Planning Commission Regular Meeting
Village Hall, 7227 Huron Ave., Lexington, MI 48450
June 7, 2021
7 PM

Call to Order Regular Meeting: Mike Ziegler

Roll Call: Beth Grohman

Members: Ziegler Stencel McCombs Fulton
 Kaatz Picot Macksey Morris Huepenbecker

Approval of Agenda:

Approval of Minutes: Minutes of Regular Meeting May 3, 2021 Page 1-2
 Minutes of Special Meeting May 25, 2021 Page 3-4

Public Comment: (3-minute limit)

Zoning Administrator's Report Page 5

Old Business

1. RFP for Design Guidelines Page 6-11
2. RRC
3. Master Plan

New Business

1. Short Term Rentals – Legislation
2. Signs

Public Comment: (3-minute limit)

Adjournment

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Village Theater
7318 Huron Avenue, Lexington, MI 48450
May 3, 2021
7 p.m.

Regular Meeting called to order at 7:0 p.m. by Chairperson Mike Ziegler

Roll Call by Beth Grohman, Clerk

Present- Morris, McCombs, Macksey, Fulton, Picot, Stencil Ziegler, Huepenbecker

Absent – Kaatz

Others Present –Holly Tatman, James Pierce, and two citizens

Approval of Agenda: Motion by Macksey, seconded by Picot, to approve the agenda as presented.

All ayes

Motion carried

Approval of Minutes –

Motion by Picot, seconded by Fulton, to approve the minutes of March 8, 2021, as presented.

All ayes

Motion carried

Public Comment –

None Offered

Zoning Administrator Report – Three land use permits issues, 2 land use permits in process, six blight concerns and complaints. Discussion on the new business going into the gazebo building on Main Street. Motion by Morris, seconded by McCombs to accept the Zoning Administrators report as presented.

All ayes

Motion carried

Old Business:

- 1. Discussion Design Guidelines –** Picot, McCombs, Macksey, and Tatman had been working on developing an RFP for design guidelines. Picot presented a document with design objectives for discussion and members for input. McCombs distributed a document with her thoughts. Macksey suggested contacting Robert Gibbs for his input.

Motion by Morris, seconded by Macksey, that the Planning Commission incorporate these two documents and take to Council to request resources to locate a consultant to assist with the RFP process, not naming a particular source.

Discussion – Specific documents, RFP, and Design Standard Guidelines. Tatman explained the idea is to hire someone to critique the RFP, for which the cost should be minimal, and once the RFP is completed and bids are in then it could go to Council for approval of funds.

Morris withdraws motion and Macksey withdraws support

There was a suggestion to contact Adam Young from Wade Trim because he is already assisting the Planning Commission.

Macksey mentioned Bob Gibb's expertise and previous experience with the Village. Some members felt it was not a good idea to ask Bob Gibbs for input since he may want to bid on the job.

Motion by Macksey, seconded by Picot to accept the design objectives in the outline of the draft RFP and establishing the design guidelines for new development and redevelopment in the commercial district.

Roll Call

Ayes -Macksey, Picot, Morris, McCombs, Huepenbecker, Stencel, Fulton, Ziegler

Nays- None

Motion carried

Motion by Morris, seconded Picot, take documents with the draft RFP to the planner and have the RFP designed, submitted to consultants, to apply for it if the funded is approved by Council.

Roll Call

Ayes- Morris, Picot, McCombs, Huepenbecker, Stencel, Macksey, Fulton, Ziegler

Nays- None

Motion carried

- 2. Discussion on RRC Commitment requested of Council** – Fulton reviewed items required to move forward to fulfill the needs for Essential or Certified RRC. The Village currently has completed 61% of the requirements for Essential. One mandate for certification is that all boards review bylaws annually and those that do not have them, must write and adopt them; another requires annual training. Suggested all boards meet together and receive public input... discussion where they can ask questions. Council will consider a resolution to approve this later this month.

Motion by Morris, seconded by Picot, to commend Council for taking the step of doing the Resolution to support RRC, we feel as a group obtaining the RRC will strengthen our Master Plan and goals and move the community forward.

All ayes

Motion carried

New Business:

- 1. Harbor Plan Update** – Tatman gave an update on the status of the DNR Boat Launch.

Public Comment –

Dina Wurmlinger – Agreed with comments on hiring Robert Gibbs to assist with RFP and disappointed in the lack of public participation at the meetings.

Adjournment - Motion by Picot, seconded by Fulton, to adjourn at 8:47 p.m.

All Ayes

Motion Carried

Beth Grohman
Village Clerk

**Village of Lexington
Planning Commission Special Meeting
Village Hall, 7227 Huron Ave., Lexington, MI 48450
Tuesday, May 25, 2021**

Special Meeting called to order at 7:03 by Chairperson Mike Zieger

Present- McCombs, Macksey, Fulton, Picot, Huepenbecker, Kaatz, Morris, Stencel, Ziegler

Absent – Kaatz, Morris

Others Present –Jim Pierce, Gary Beems, and two citizens

Approval of Agenda: Motion by Huepenbecker, seconded by McCombs, to approve the agenda as presented.

All ayes

Motion carried.

Public Comment – None Offered

Morris entered at 7:08 PM

Business:

Consider request from Roxbury Group for alteration to the land Use Permit for the Cadillac expansion

Ziegler asked Gary Beems (contractor) to describe the project and members to ask him questions about it.

Beems thanked commissioners for holding a special meeting. He explained the project was for a bridge to connect the hotel rooms in the event center to the hotel so visitors would not need to go outside to take their luggage to their rooms. The underside of the floor of the bridge will be heated. He assured the Commission that the architect had been diligent, and they had worked closely with the building department at the County and the project met all the state and county requirements.

Dave Picot asked about the height of the railing. Beems assured him that it met state guidelines.

Beems said the hotel rooms in the event center are not handicap accessible; the rooms in the Cadillac meet that requirement.

McCombs remarked that aesthetically it looks nice and should fit well in the Village.

There was much discussion about the legality of a bridge between separate properties. (5502 and 5510 Main Street). Morris pointed out that in the future, they may not have the same owner and the buildings should be consistent.

Macksey commented that often bridges connect properties that do not have the same owner and cited Somerset Mall.

Jim Pierce commented that it was the most complete plan that he has seen since he has been at the Village.

Motion by Huepenbecker, supported by Macksey to amend land use permit #19-44 to include the bridge specified between 5502 and 5510 Main Street with the conditions that

- a common, permanent easement between the two properties is made within ninety (90) days,
- the appearance of the two buildings remains consistent, and
- the bridge is owned and maintained by the owner of the property on 5510 Main Street.

Roll call vote.

Ayes: Huepenbecker, Macksey, Ziegler, Stencel, McCombs, Fulton, Picot, Morris

Nays: None

Motion carried.

McCombs left the meeting at 7:30 PM.

Public Comment –

Kathleen DeCoster commented that the Village would lose tax base if the properties were combined and remarked that the parcel ID number was not on the application.
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Dina Wurmlinger commented that it could have been planned to be brought up sooner so a special meeting would not have been necessary, commented that parking was a concern, and asked about the hotel rooms in the event center not being handicap accessible.

Adjournment – Motion by Macksey seconded by Morris to adjourn the meeting at 7:37 p.m.

All ayes

Motion carried.

Ziegler adjourned the meeting at 7:37 PM.

Jackie Huepenbecker
Secretary

Zoning Administrator Report

May 2021

Please find outlined below the activities of the Zoning Office for May 2021.

A) Land Use Permits (issued):

- 1) Residential – 1 (enclose deck/build new deck)
- 2) Commercial –3 (Cadillac House Bridge; Wind Jammer Bar & Grill; Foley's Market - steps)
- 3) MHP – 1 (5203 Main #9)
- 4) Industrial – 1 (new building at Village Lockup)

B) Land Use Permits (pending):

- 1) Residential – 3 (backyard fence; decorative fence/screen; front yard culvert)
- 2) Commercial – 2
 - “Lexington Michigan's Superstand” - 5481 Main Street -will request a public hearing with Planning Commission as soon as the applicant is ready;
 - green belt screening plan at Woodpecker Enterprises)
- 3) MHP – 1 (new home in North Shores)

C) Sign Permits (pending) – 2 (church; Foley's Market)

D) Complaints and Blight Concerns/Follow-up:

- 1) In process – 21 (primarily in North Shores and Conlee Properties)
- 2) Completed-Resolved/ Progress – 3-2/5

Handled several meetings and phone calls servicing various inquiries and answering a variety of questions, including communications with

- Sanilac Chief Building Official to introduce myself and ensure excellent coordination of Village and County permits:
- Sanilac County Public Health Department and
- Michigan Department of Transportation
- New owners of the unique little building at 5481 Main Street
- Owners of Woodpecker Industries (green buffer in process), Gielow, Cadillac House, and Martin Concrete Contracting
- Working with several residents along Denissen Street to buffer truck traffic noise within constraints of the zoning ordinance.

I hope this report is helpful and informative. If you have any questions or would like any additional information I will be happy to follow up.

Thank you very much.

Jim Pierce
Zoning Administrator



VILLAGE OF
LEXINGTON

REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: XXXX, 2021

PROJECT: Village of Lexington Design Guidelines for mix-use zoning areas

ISSUING ENTITY: Village of Lexington
7227 Huron Ste. 100
Lexington, MI 48450

CONTACT: Holly Tatman, Manager
Telephone: 810-359-8631 x105
E-mail: htatmanvillagemgr@gmail.com

PROPOSAL
DUE DATE: XXXX XX, 2021

Return Proposals to: Village of Lexington
Attn: Village Clerk
7227 Huron Ste. 100
Lexington, MI 48450

OBJECTIVE

The Village of Lexington is seeking proposals from qualified consultants to develop detailed design standards that are specific to our mixed-use zones. The proposals must convey the imagery explained in our master plan and zoning ordinances.

- Create a strong sense of place and connectivity
- Familiarity with Main Street America concepts
- Be mindful of the Village's ambiance and historic legacy of architectural compatibility
- Show how residential and commercial growth can work cohesively
- Create extensive visual references of architectural elements and style definitions

The new design guidelines, through graphic representations primarily and in support of the zoning ordinances, need to convey the structural possibilities for buildings and surrounding structures in mixed use zones. The guidelines should deliver a desired aesthetic and architectural enhancement to the community which can be easily understood by developers, planning commission members, and Village residents.

COMMUNITY BACKGROUND

The Village of Lexington is a rural, waterfront, tourist community located in southeastern Sanilac County, on Michigan's beautiful Lake Huron shoreline. We are a high-traffic tourist town during the warm weather months and a quiet hideaway during the cold winter months.

The Village is located approximately 20 minutes north of Port Huron where I-94 and I-69 end and merge into the Blue Water Bridge leading to Canada. This gives tourists coming from the city or western Michigan easy access to our Village by heading north up M25.

The Village has a quaint downtown main street area, public beach, a theatre, restaurants, and shops to choose from. The Village also has plenty to do with events each week throughout the summer months.

AUDIENCE

The key users of the design guidelines document will be current property owners, potential developers, planning commission members, the zoning administrator, and Village Staff.

PROPOSALS

- A. This document will become the proposal when it is filled out, signed, and submitted by a potential consultant to the Village at the address listed on the front page.
- B. Proposals must be signed by an official authorized to bind the vendor to the provisions of the proposal.
- C. The Village may consider any proposal on which there is an alteration of or departure from this format, as provided, and at its option, may reject the same. The Village reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interest.
- D. The Village may choose to interview selected vendors prior to awarding a contract.
- E. The contract will be awarded to the vendor who, in the Village's sole discretion, provides a proposal that is most responsive to meeting both the needs of the Project and the Village.
- F. The Vendor to whom the Award is made will be notified at the earliest possible date.

PROJECT REQUIREMENTS

- A. The consultant is responsible for maintaining insurance and for providing certificates of liability insurance to the Village, including proof of Workers' Compensation insurance. Insurance limits of liability shall not be less than \$1,000,000 and policies will provide that no cancellation or reduction in coverage for any reason. Village of Lexington must be named additional insured. Automobile Insurance covering all owned, hired, and no owned vehicles with personal protection insurance and property protection insurance to comply with provisions of the Michigan No Fault Insurance Law.
- B. The consultant will ensure that its employees adhere to a professional code of conduct while engaged in Village work, including, but not limited to, the following: no smoking or drinking alcohol, no use of drugs. In addition, proper attire including shirts must be worn at all times. The consultant's employees shall not use profane or vulgar language and shall behave in a courteous and respectful manner when dealing with members of the public or property owners with whom they come in contact while performing work authorized by this contract.
- C. The consultant shall not sublet, assign or transfer services being provided without the written consent of the Village of Lexington.
- D. Pricing must include the cost of all labor and materials, fuel, tools, equipment, transportation, and all other expenses as may be necessary for the proper execution and completion of the work.

SCOPE OF WORK

Lexington just completed a new master plan and zoning ordinance. The process awakened the Village to the importance of good architectural design. We hope to convey the importance of good design to new developments and provide guidance to assure that new buildings and renovations are a good fit.

Masterplan:

http://drive.google.com/file/d/1_6Z5P6Pc44vqFrVsdC4zVptet-wL9ask/view?usp=drive_web

Zoning Ordinances:

[https://www.villageoflexington.com/upfiles/files/Lexington%20Interactive%20Zoning%20Ordinance\(1\).pdf](https://www.villageoflexington.com/upfiles/files/Lexington%20Interactive%20Zoning%20Ordinance(1).pdf)

We want the document:

- To convey with imagery what our master plan and zoning ordinance do with text. Use graphic representations primarily, and in support of the Zoning Ordinance, convey the structural possibilities for buildings and surroundings in mixed use zones to be compatible and complementary to permitted uses. Therefore, delivering a desired aesthetic and architectural enhancement to the community.
- Use strong statements of intent to promote fair interpretations for future challenges.
- To communicate Village preferences to a building architect and that the Village may opt for assistance with project planning and the review processes.
- To establish with all certainty that our design requirements are legally within the Villages rights

The mixed-use design document should be developed to complement and work in conjunction with the Village zoning ordinance and Master Land Use Plan. This document is intended to be a helpful design-centric resource representing community expectations for new construction, additions, and renovations of the mixed-use zones of Lexington.

Desired elements to incorporate:

- A. Proportional building size to surrounding neighborhoods and Village character
- B. Pedestrian oriented streetscapes and facades
- C. Soft lighting and ample greenspace
- D. Walkable connections between districts
- E. Non-themed approach (ex. alpine)
- F. Historic basis for architectural design in each district
- G. Building façade improvements and embellishments with authentic representation of style and era. Preferably natural materials such as stone, brick, and wood with attention to trim detail. Noticeable absence of the “box store look” and extensive asphalt.
- H. CBD district – Main Street America standards using predominantly turn of the century streetscape architecture which is comparable with existing historic structures

- I. GMU district – softer look with ample green space to front façade, neighborhood feel influenced by Victorian design and craftsman values
- J. CMU district – a more relaxed concept with slightly larger mass yet proportion and connectivity to the CBD. Maintain architectural character with pitched rooflines, natural materials, and design elements based on a historic backdrop of rural informality,

EVALUATION CRITERIA

Responses to this RFP will help the Village identify the most qualified consultant and will be indicative of the level of the firm's commitment. The Village will evaluate the qualifications, references, overall fit with the Village, as well as the pricing structure and cost to determine the most qualified consultant.

SELECTION PROCESS

The selection process will involve the following phases:

- Phase 1:** A Village review team will evaluate consultant submittals. The initial review will determine conformance to submission requirements and whether responses meet the minimum criteria established. The review will include the consultant's acceptance of RFP terms and completeness of submissions.
- Phase 2:** Interview of the most qualified applicant(s)
- Phase 3:** Review team will check references given
- Phase 4:** The Village will enter into negotiations leading to a professional service agreement

BID FORM
Contract Services for Design Guidelines

Contractor: _____

Address: _____

Telephone: _____

Email: _____

Total Project Cost: _____

Brief Description of your Company and Similar work Experience:

Provide name, address, and telephone number for at least five references. Three references must have had similar project scopes.

All bids must be submitted by XXXX XX, 2021