

**Village of Lexington
Planning Commission Regular Meeting
Village Hall, 7227 Huron Ave., Lexington, MI 48450
December 5, 2022
7 PM**

CALL TO ORDER REGULAR MEETING: Mike Ziegler

ROLL CALL: Vicki Scott

Members: Ziegler Stencil McCombs Kaatz
Picot Morris Huepenbecker

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

Pages 1-2

Motion to approve the minutes of the Regular Meeting of November 14, 2022

PUBLIC COMMENT: (3-minute limit)

ZONING ADMINISTRATOR'S REPORT

Page 3

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OLD BUSINESS

Pages 4-8

1. Update on CEDAM Fellowship Host Community Grant and next steps for the Planning Commission. – Dave Picot
2. Training Update – Jackie Huepenbecker
3. Discussion of Signs – Will Morris

NEW BUSINESS

1. Discuss Fines and Fee Ordinance Language
2. Annual Report – Jackie Huepenbecker

PUBLIC COMMENT: (3-minute limit)

ADJOURNMENT

VILLAGE OF LEXINGTON
Planning Commission Regular Meeting
Village Hall
7227 Huron Avenue, Lexington, MI
November 14, 2022

Regular Meeting called to order at 7:00 p.m. by Chairman Ziegler

Roll Call: Vicki Scott, Clerk

Present: Ziegler, Picot, Stencel, Morris, Fulton, Huepenbecker

Absent: Macksey, McCombs, Kaatz

Others Present: A. Sutton, P. Muoio, K. DeCoster, L. Adams, and Arlette Sutton

Approval of Agenda:

Motion by Picot, seconded by Morris, to approve the agenda as presented.

All ayes

Motion carried

Approval of Minutes:

Motion by Huepenbecker, seconded by Stencel, to approve the minutes of the Regular Meeting of September 12, 2022, as presented.

All ayes

Motion carried

Public Comment:

- Kathy DeCoster (5203 Main) - asked about the progress on the Fraser Building.

Zoning Administrator's Report:

Sutton explained the zoning administrator's report and welcomed Denny Klaas as the new zoning administrator. Klaas answered questions from the board.

Motion by Huepenbecker, seconded by Morris, to accept the zoning administrator's report.

All ayes

Motion carried

Old Business:

1. Motion to approve sending the draft EV Charging Station to Adam Young (Wade Trim) to review for a maximum cost of \$500 -

Motion by Huepenbecker, seconded by Morris, to approve sending the draft EV Charging Station to Adam Young to review for a maximum cost of \$500.00.

Discussion: on the topic of enforcing this ordinance.

Roll call:

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

Nays: None

Motion carried

2. Training Update –

Ziegler explained McCombs is out of town. McCombs sent a training report with upcoming sessions for those who have not received their 4 hours of training for the year. Links have been provided.

New Business:

1. Motion to accept the resignation of Jim Macksey –

Motion by Huepenbecker, seconded by Fulton, to accept Jim Macksey's resignation with regret.

All ayes

Motion carried

2. Discussion on Community Development Fellow Host (Through CEDAM – Community Economic Development Association of Michigan)

Picot made a power point presentation on the grant opportunity for the CEDAM Fellowship Host Community program that is available to communities engaged or certified in RRC certification. This program provides a full-time fellow for fifteen months (May 2023 - through August 2024).

He explained the many opportunities this could provide for the Village. Having this focus on goals set by Village is extremely beneficial. The deadline to apply for this application is December 7, 2022. The fee of \$10,000 to participate in this program is due by May 1, 2023.

Lengthy discussion followed on this opportunity and where the funds would come from. Picot suggested asking Council to approve moving forward to submit the application by December 7, 2022. He explained we would have until May 2023 to find funding and suggested forming a study session to work on the application. Discussion followed.

Motion by Morris, seconded by Fulton, to recommend to council to pursue the CEDAM fellowship program and provide a grant application presentation at the council meeting in two weeks.

Roll call:

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

Nays: None

Motion carried

Discussion on setting a date for a study session. Scott explained you cannot have more than four planning members participating; otherwise it will be considered a special meeting. Fulton explained if the study session is scheduled after November 19th he will not be a Planning Commission member as his term is up. Morris said he could participate by phone.

Motion by Ziegler, seconded by Fulton, to form a work-study session for CEDAM on November 21, 2022 at 2:00 p.m. consisting of Dave Picot, Mike Ziegler, Jackie Huepenbecker, Wil Morris, and Mike Fulton.

All ayes

Motion carried

3. Motion to approve the Fee Schedule – Huepenbecker suggested keeping the zoning fees the same as last year other than the ones indicated with an asterisk, including the staff's suggestion to lower the fence permit fee from \$100 to \$50. She suggested removing the words "Land Use" under the section that reads "Failure to obtain a Land Use Permit will result in a fine equal to 3 x times the permit cost.

Discussion followed on raising the short-term rental renewal fee from \$25 to \$50. Morris suggested raising all the fees by 6%. Discussion followed.

Ziegler explained we compared our zoning fees with surrounding communities last year and found we are in line with our fees. Sutton asked what the difference is between an independent site review versus a regular site review. Board suggested removing it. Klaas would like to see the fines increased more than the fees for permits. Discussion followed.

Board agrees to remove Land Use Permit Fines for both residential and commercial as it is redundant. Board agrees to leave the fence permit at \$100.

Motion by Picot, seconded by Morris, to approve the fee schedule with the corrections above and send to Council.

Roll call:

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

Nays: None

Motion carried

- 4. Discussion of Signs** – Morris suggests revisiting the ordinance on digital signs. We should be taking into consideration the communities' comments with digital signs. Morris explained after Jeff's was granted a digital sign it does not seem fair to the other businesses like Foley's on M-25 that would like a digital sign. Discussion follows.

Motion by Morris, seconded by Stencel, to revisit the sign ordinance (section 6) at the next meeting.

Roll call:

Ayes: Morris, Stencel, Picot, Fulton

Nays: Huepenbecker, Ziegler

Motion carried

Public Comment

- Larry Adams (7311 Lake St.) commented on the EV stations regarding the police department monitoring it. Adams commented on listing Air B&Bs on website so the Village would get revenue from them.

Adjournment - Motion by Fulton, seconded by Ziegler, to adjourn at 8:57 p.m.

Respectfully submitted,

Vicki Scott

**Zoning Administrator
Report Village of
Lexington
December 5, 2022**

Outlined below are the activities of the Zoning Office from Nov.1, 2022- November 28, 2022.

Land Use Permits (issued):

Residential - 2

- a. New Trailer – 5409 Lakeshore Lot #17
- b. Demolition -7235 Boynton St
- c. New Structure -5795 Main St

Commercial -1

- a. Demolition -7235 Boynton St

MHP-0

Industrial - 0

Land Use Permits Pending or in Discussion-3

Sign Permits - Issued - 0

Sign Permits (pending/discussed)-1

- a. 5795 Main Street

Complaints and Blight Concerns - 1

Blight complaint and Letter Issued

Working on current blight issues in the Village

I currently finished the Citizen Planner Program certification through MSU Extension. I will then complete the Zoning Administrator Certification Program on or before March 1, 2023. I am in the process of updating many application forms to make them easier for residents and village use. My contact information is below:

zoning@villageoflexington.com

Cell: 586-372-8035

Office Hours Wednesday (8am-11am)

By Appointment Only the rest of the week.

Dennis Klaas

CEDAM Fellowship Host Community Information

CEDAM (Community Economic Development Association of Michigan) in partnership with MEDC is seeking municipalities engaged or certified in the Redevelopment Ready Communities (RRC) program to **host a community development fellow to work full-time for a fifteen-month placement** beginning May 2023. Ten communities will be selected (1 per region) from grant applications that are due December 7, 2022.

Program Goals:

- Increase capacity for municipalities to implement community economic development projects
- Develop and retain skilled community economic development professionals in Michigan.

CEDAM provides salary, benefits, training, and supervision for a fellow to manage community economic development projects and seek additional resources, like funding and volunteers to support future sustainability.

The VILLAGE provides a supervisor who is a full-time employee located in the same building as the fellow, office space, etc. for the fellow, and a one-time host fee of \$10,000 due by May 1, 2023, and identifies economic development projects.

Scope of Work

1. Facilitate completion of Redevelopment Ready Communities (RRC) certification.^{1,2}
2. Recruit, organize, and assemble an economic development team of local volunteers to:
 - a) Assist the CEDAM fellow with tasks associated with the RRC program.³
 - b) Provide a core group in the community to carry the economic development effort forward beyond the fellowship term.
3. Make significant progress toward the completion of the three economic development projects.
 - a) Northeast corner of Boynton and Washington (owned by the Village)

The team will seek uses for it that are compatible with its Central Business District (CBD) zoning and parking solutions for the area. Recommend proceeds remain under the control of the team to be leveraged for new and well-chosen developments.⁴
 - b) “Village Green” on the north side of Huron, east of the BP gas station (privately owned)

To be acquired by the village to become an event space with public restrooms and a welcome center or to engage with owners to help move property use forward toward community desires, as outlined in the master plan.
 - c) North Shore Mobile Home Park.

Improve access to affordable housing by increasing the occupancy of the vacant lots in the village-owned mobile home park. Use property enhancements, marketing efforts, and other strategies to improve the living experience in the park and increase the revenue stream from park operations.⁵

Footnotes:

- ¹ RRC certification requires the village to adopt a set of best practices whose intent is to grow the capacity of local units of government. Best Practices 5 and 6 ask us to establish an economic development strategy and make development and marketing plans for three specific locations.
- ² The three selected projects in the scope of work align well with citizen survey responses collected last spring regarding economic development priorities.
- ³ CEDAM strongly encourages frequent and meaningful fellow interaction with a community-minded citizenry
- ⁴ Volunteerism is important to the village. It is vital to sustain our volunteer groups by giving them both the authority and resources that are necessary to empower them.
- ⁵ The operating budget needs additional revenue to support a fully functioning government.

What do you love about your community?

It's home.

What it isn't: Crowded, noisy, over-run by traffic, polluted, paved-over, impersonal

What it is: Human scale, traditional town design, low socioeconomic divisions, pedestrian friendly. A place where one can make a difference, a lake that offers unparalleled beauty and recreation, a rural, more "connected with the earth" sense of place

GOALS

What are 1-3 opportunities for community economic development in the next year in your municipality? (ex. downtown revitalization, public art, recreation)

Our recently completed master plan identifies a hundred things. We have no shortage of what to do, and that makes prioritizing difficult. However, these projects in our scope of work for our Fellow have long been recognized as development opportunities that are vital to our future.

- Complete the Redevelopment Ready Communities (RRC) Certification.
- Assemble an economic development team of local volunteers to guide economic development efforts.
- Enhance the Central Business District (CBD) by filling the two vacant lots (privately owned "Village Green" property east of the BP and Village-owned lot on the northeast corner of Washington and Boynton) with uses compatible with community desires as expressed in the Master Plan and identify parking solutions for the town center.
- Improve access to affordable housing by increasing the occupancy of the vacant lots in the village-owned mobile home park.

What do you hope can be accomplished/prioritized this year **related to the above goals** with the additional capacity of a fellow?

The target of the fellowship program is to add capacity to local government. As we wrap up our planning phase and begin the implementation of our Master Plan, our capacity shortfall becomes more obvious. Many things increase capacity and preparing for a fellow brings them to light. The fellowship will bring the village a staff member with the time and skills needed for projects including:

Work with volunteers to complete the remaining tasks needed to complete the necessary items for Redevelopment Ready Certification. (See next section)

Assemble a team to facilitate ongoing economic development. The fellow could recruit volunteer members who have a variety of experiences and an interest in economic development. (Volunteerism is important to the village. To sustain our volunteer groups, it is vital to give them both the authority and resources to empower them.)

Fill the vacant lot in the CBD known as the Village Green. Assist the Village in acquiring this private property to become a Village pocket park with public restrooms and a welcome center or engage with the owners to help move property use forward toward community desires, as outlined in the master plan. The fellow could:

- assist with determining the need for Brownfield remediation

If the sale to the Village is feasible, the CEDAM fellow could:

- be the liaison to a consultant that develops professional plans for the Village Green
- schedule and manage meetings, and keep things moving forward
- reach out to residents for input and find ways to share plans and increase transparency around the project
- play a fundraising role for acquisition and maintenance

If the sale was not feasible, the fellow could assist the owner in finding a use for the property that would be a valuable asset in maintaining economic stability in the CBD. There are suggestions for economic development in the Master Plan.

The team will seek uses for it that are compatible with its Central Business District (CBD) zoning and parking solutions for the area. Recommend proceeds remain under the control of the team to be leveraged for new and well-chosen developments.⁴

Seek uses for the property on the northeast corner of Washington and Boynton (owned by the Village) that are compatible with CBD zoning and community desires as outlined in the Master Plan. The fellow could:

- create a property overview for prospective developers
- manage the next steps for the property, scoping out necessary funding

If the sale was not feasible, the fellow could assist the Village in finding a use for the property that would be a valuable asset in maintaining economic stability in the CBD. There are suggestions for economic development in the Master Plan.

Investigate the parking situation in the CBD. The fellow could:

- organize and support a parking study for the CBD.
- investigate alternatives for parking

Improve access to affordable housing by increasing occupancy of the lots in the mobile home park. The fellow could:

- develop and implement outreach plans for filling the vacant lots
- research how other mobile home parks have been successful
- assist in making it a more desirable place to live, possibly attaining funding for outdoor recreation improvements
- assist in increasing the accessibility of the park's assets to other village residents and visitors

If chosen to host a fellow, what would your goal be for the progress they help the community make on RRC essentials/certification/recertification?

We plan to become RRC certified. Locally directed and well-chosen growth is really the only option, and it brings maximum benefit locally, regionally, and statewide.

The fellow would facilitate finalizing the few items needed for certification, including the tasks needed for best practice #5 (Economic Development and Marketing) and #6 (Redevelopment Ready Sites). Most are action items in the Village's Master Plan.

How could a fellow support your community in researching and/or applying for funding opportunities to support community economic development?

The fellow could support our Village in community economic development by:

Researching:
Need for Brownfield remediation of property known as the Village Green.
Parking needs in the CBD
Funding opportunities for the potential purchaser of property on the northeast corner of Washington and Boynton

Applying for funding for:
Brownfield remediation of property known as the Village Green
Pocket park on the property known as the Village Green
Outdoor recreation equipment and signage.

Is there anything else you would like to tell us about what makes your community a good host for a fellow?

Small enough for a fellow to make a huge difference. He or she can help us overcome the inertia we are experiencing at the outset of the Master Plan implementation