

**IMLAY CITY PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, SEPTEMBER 24, 2024  
6:00 PM**

**1. CALL TO ORDER**

Vice-Chairman Tom Germayne called the Regular meeting to order at 6:00 PM.

**2. PLEDGE OF ALLEGIANCE**

Vice-Chairman Germayne led the Pledge of Allegiance

**3. ROLL CALL**

**Present:** Vice-Chairman Tom Germayne, Mayor Joi Kempf, Bob Tanis, John Lengemann

**Absent:** Chairman Walt Bargaen, James Blount, Frank Demske

**Also Present:** City Manager Craig Horton, Zoning Administrator Lonnie Hayes, Spicer Project Engineer Sam Szaroletta, Administrative Assistant Leah Mills, Boone DeShano from DeShano Development Corporation, and Becky Klein and Brittany Allen with PEA Group.

**4. APPROVAL OF AGENDA**

**MOTION** by Tanis seconded by Lengemann to postpone item number **8. ELECTIONS OF OFFICERS** until the next meeting and to approve the agenda as presented with the postponement.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Kempf seconded by Lengemann to amend the agenda with the addition of **10. UNFINISHED BUSINESS B. Administrative Letter and C. Set Public Hearing for Sign Ordinance**

**MOTION CARRIED UNANIMOUSLY**

**5. APPROVAL OF MINUTES**

**MOTION** by Lengemann seconded by Tanis to approve the regular meeting minutes of August 27, 2024.

**MOTION CARRIED UNANIMOUSLY**

**6. FINANCIAL REPORT ENDING – August 2024**

Vice-Chairman Germayne asked if there were any questions or comments regarding the Planning Commission's August 2024 financial report and then accepted them as presented.

**7. CITIZENS FROM THE FLOOR**

None

**8. ELECTION OF OFFICERS – Postponed until the October 2024 meeting**

**9. PUBLIC HEARING- Site Plan Review, DeShano Development Corporation**

**A. NOTICES AND PUBLICATIONS TO RECORD**

**MOTION** by Kempf seconded by Tanis to enter all notices and publications to be made part of the record.

**MOTION CARRIED UNANIMOUSLY**

**B. OPEN PUBLIC HEARING**

Vice-Chairman Germayn opened the public hearing at 6:03 PM

Spicer Project Engineer Sam Szaroletta spoke on the Site Plan Review that City Planner Mike Daly-Martin provided. Discussion followed.

Becky Cline, Civil Engineer for PEA spoke on topics of Storm Systems and Water and Sewer questions and about revisions to the next set of plans.

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Boon DeShano spoke on the deadlines that are being faced with a request for administrative approval now with the ability to correct the revisions for final approval at the next meeting. Boone also addressed the Chief of Police's concern for cameras on site and said that those are also in the plan for improvements.

**C. CLOSE PUBLIC HEARING**

Vice-Chairman Germain closed the pub at 6:29 PM

**D. ACTION**

**MOTION** by Lengemann seconded by Tanis to approve the Site Plan upon submittal of stormwater calculations and including recommendations from Spicer:

**Parking & Circulation**

1. In a site plan dated August 9, 2024, the applicant has depicted that the existing parking lot will be removed and replaced with no additional parking spaces provided. Based on the zoning ordinance "The addition of the community building should provide 1 space per 200 sq.ft. of GFA of any clubhouse facility plus visitor off-street parking equal to at least 10% of the total spaces required." The applicant shall provide a plan set depicting the total provided parking spaces for the development to determine the total number of additional spaces required for the addition of the clubhouse. The applicant submit a revised site plan reflecting the additional parking spaces required by the zoning ordinance.
1. The applicant shall also show all storm sewer utilities in the area, if applicable.

**Landscaping**

1. The Planning Commission should consider requiring additional landscaping near the building entrance and foundations surrounding the community building as well as the pedestrian walkway, as identified in subsection e. of the zoning ordinance.

**Signs**

1. If the applicant intends to place signs on the property, an additional application should be made at that time.

**Stormwater**

The applicant shall provide the following:

1. A stormwater management plan.
2. Stormwater calculations showing the additional stormwater generated by the site.
3. Stormwater runoff velocities through the swale.
4. Stormwater utilities in the parking area.

**Water and Sewer**

1. The contractor must show connection detail to sanitary sewer piping, pipe material and diameter, trench detail, clean-out detail, and depth of service.
2. The contractor must show and provide connection details to the municipal drinking water main including materials to be used. Include curb stop and box details, water service size trench details, etc.
3. The contractor must provide a 5' minimum cover for water service.
4. MDOT Class II sand must be utilized for all trenches under paved areas and within the influence of driven surfaces and sidewalks.

**ROLL CALL VOTE**

**Ayes: Lengemann, Tanis, Kempf, Germaine**

**Nays: None**

**Absent: Bargaen, Blount, Demske**

**MOTION CARRIED UNANIMOUSLY**

**10. UNFINISHED BUSINESS**

- A. MASTER PLAN UPDATE** – City Manager Horton gave a brief update on the Joint Open House with Imlay Township and Imlay City held Monday, September 23, 2024.

**DISCUSSION ONLY, NO MOTION**

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**B. ADMINISTRATIVE LETTER** – Regarding Setbacks: Zoning Administrator Lonnie Hayes explained the presented written draft letter. Discussion followed with the direction not to send the letter.  
**DISCUSSION ONLY, NO MOTION**

**C. SET PUBLIC HEARING FOR SIGN ORDINANCE –**

**MOTION** by Lengemann seconded by Tanis to set October 22, 2024 at 6 pm for the public hearing for the Sign Ordinance Amendment.

**MOTION CARRIED UNANIMOUSLY**

**11. NEW BUSINESS**

**A. NONE**

**12. ADJOURNMENT**

**MOTION** by Lengemann seconded by Tanis to adjourn the meeting at 7:00 PM.

**MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted by: \_\_\_\_\_  
Leah Mills, Administrative Assistant

**Approved by Planning Commission: October 22, 2024**

**Approved by City Commission: November 07,2024**