

**PROCEEDINGS OF THE
BROWN CITY PLANNING COMMISSION
Thursday – March 7, 2019**

MEETING CALLED TO ORDER BY CHAIRMAN TODD VANDEWARKER AT 7:00 PM.

PRESENT: Chairman Todd Vandewarker, Commissioners: John Bell, Jay Berry, Bradley Bissett, Mike Frey, Robert Jacobson, Ross McIvor, and Mayor Julie Miller; City Manager Clint Holmes and City Clerk Juanita Smith.

ABSENT: None.

CORRECTION & APPROVAL OF MINUTES:

Motion by Commissioner Miller, second by Commissioner McIvor, to accept the minutes of the Regular Planning Commission Meeting of December 6, 2018 as presented. Motion carried.

PERSONAL APPEARANCES: None scheduled.

PUBLIC HEARING: None scheduled.

PUBLIC QUESTIONS & COMMENTS: None.

UNFINISHED BUSINESS: None scheduled.

PETITIONS & COMMUNICATIONS:

- 1. 7254 Maple Valley Road – Emmie Die & Engineering:** Request Building Permit to construct a 60' x 80' addition to the southwest side of the factory.

Motion by Commissioner Bell, second by Commissioner Berry, to recommend the City Council approve the request for a building permit to Emmie Die & Engineering to construct a 60' x 80' addition to the southwest side of the existing factory building at 7254 Maple Valley Road. Motion carried.

If the City Council approves the request to issue a building permit as submitted by Emmie Die & Engineering for the construction of a 60' x 80' addition to the southwest side of the factory at 7254 Maple Valley Road at their next meeting which will be on Monday, March 11, 2019 the permit may be picked up at the City Hall on Tuesday, March 12, 2019, after 10:00 a.m. by a representative of Emmie Die & Engineering. An Emmie Die & Engineering representative must then go to the Sandusky Court House to get the appropriate building permit. The City does not charge for the permit application process but the actual building permits are issued by Sanilac County who does charge fees.

- 2. 6949 Cade Road:** Request Building Permit to construct a 20' x 48' addition to the rear of the existing home.

Motion by Commissioner Bissett, second by Commissioner McIvor, to recommend the City Council approve the request for a building permit to Jeff Pavel to construct a 20' x 48' addition to the rear of the existing home at 6949 Cade Road. Motion carried.

If the City Council approves the request to issue a building permit to Jeff Pavel for the construction of a 20' x 48' addition to the rear of the existing home at 6949 Cade Road at their next scheduled meeting which is Monday, March 11, 2019 the permit may be picked up at the City Hall on Tuesday, March 12, 2019 after 10:00 a.m. by the owner of 6949 Cade Road or his representative. The owner must then go to Sandusky to the Court House to purchase the building permits.

3. **6974 James Street:** Request Building Permit to demolish existing garage and replace with one approximately the same size. Permit request must also include a conditional use permit to construct on the same foundation footprint since the current garage does not meet City zoning set-back requirements.

Motion by Commissioner Mayor Miller, second by Commissioner Jacobson, to recommend placing this request on the agenda for next month. In the meantime Commissioner Chairman Todd Vandewarker will work with the owner of 6974 James Street to see what would have to be done to move this garage to a new location that would not require having a variance. Motion carried.

4. **4235 Main Street – Soul Trips Vapor:** Request Building Permit to install a neon sign with the business name on the front of the building.

Motion by Commissioner McIvor, second by Commissioner Bissett, to recommend the City Council approve the building permit request to install a neon sign that would be 5' wide and 1'tall with the business name on the front of the building. Motion carried.

The City Council meets on Monday, March 11, 2019 and at that time if the City Council approves the permit for the installation of a 5' x 1' neon sign with the business name on the front of the building the building permit may be picked up on Tuesday, March 12, 2019 after 10:00 a.m. The owner of Soul Trips Vapor must pick up a building permit in Sandusky at the Court House as a Sanilac County permit is required for installing the neon sign.

GENERAL CONCERNS OF THE COMMISSION:

Mayor Miller expressed regret at the resignation of Commissioners Keith Redlin effective February 25, 2019 and Bradley Bissett effective March 7, 2019 from the Planning Commission. Two new members are needed for the Planning Commission, one for the DDA, and one for the Cemetery Board. Requirements are that the new members are registered voters or that they are business owners in Brown City.

ADJOURNMENT:

Motion by Commissioner Bell, second by Commissioner McIvor, to adjourn at 7:33 p.m. Motion carried.

Respectfully submitted,

**Juanita Smith
City Clerk**