## HASTINGS PLANNING COMMISSION A G E N D A

#### **Monday May 5, 2025**

- **1. Call to Order/Roll Call** (Regular meeting starts at 7:00 p.m.)
- 2. Pledge of Allegiance
- 3. Approval / additions / deletions to agenda
- 4. Approval of Minutes April 7, 2025, Draft Meeting Minutes of the Planning Commission \*
- **5. Informative Items:** None
- **6.** Public Hearings:
  - A. Public hearing to review and consider a special use permit application from Terry Dennison of Just Off Broadway, Inc. \*
- 7. New Business: None
- 8. Old Business:
  - A. Receive JPA / JPC Update.
  - B. Consider Planning Commission 2025 General Work Task List. \*
  - C. Report Regarding Tracking and Terms and Conditions Imposed by the Planning Commission. \*
- 9. Open Public Discussion and Comments
- 10. Staff Comments
- 11. Commissioner Comments
- 12. Adjourn

<sup>\*</sup>Indicates attachment

# CITY OF HASTINGS PLANNING COMMISSION MEETING MINUTES April 8, 2025

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Scott Darling, Chelsey Foster, David Hatfield, Nichole Lyke, Bill Mattson, Jacquie McLean, Sarah Moyer-Cale, and Dave Tossava. Student member Meredith Ansorge was also present.

Absent: Levi Bolthouse

**Call to Order** 

Also present: Community Development Director Dan King and Planning Consultant Rebecca Harvey.

It was MOVED by Mattson and SECONDED by Tossava to approve the agenda as presented. All members present voting yes; motion carried.

Approval of the Agenda

It was MOVED by Tossava and SECONDED by Lyke that the proposed minutes of the Regular Meeting of March 3, 2025 be approved. All members present voting yes; motion carried.

Approval of the Minutes

None.

Informative Items:

King and Harvey provided background information on the request. Mike West spoke on behalf of the application. The public comment portion of the hearing was opened at 7:12 p.m. Robert Miller, 1100 Bachman Rd, provided comments and asked questions regarding paving Bachman Road, stormwater drainage, and the size of the proposed housing units. No other comments were received. The public comment period was closed at 7:18 p.m.

Public Hearing: PUD plan for Bachman Fields, 900 Bachman Rd

West provided additional information in response to the public comment. The commissioners discussed pedestrian access to the open space areas within the site. It was determined that there should be an additional access point near the area where a sidewalk was proposed to connect the two cul-de-sacs.

#### **New Business:**

PUD plan for Bachman Fields, 900 Bachman Rd

It was MOVED by McLean and SECONDED by Matteson to recommend approval of the Bachman Fields PUD and Site Plan to include the sidewalk modification and to accept the reduced dimensional requirements with the following contingencies:

- The stormwater management plan, utility system (sewer/water) proposal, and public street network shall be subject to City review/approval.
- The location, description, use/occupancy and maintenance provisions for all general and limited common elements shall be provided in the master deed for the project and shall be subject to City review/approval.
- All approved PUD design elements shall be applicable to the site condominium design.

All members present voting yes; motion carried.

Moyer-Cale reported that neither committee has met.

Old Business
JPA/JPC Update

King noted that the council approved the driveway width modification.

Work Task List

King stated that the sign had been removed at 400 W. State St as required.

Tracking Terms and Conditions

No public comment was received. Public Comment

King stated that he anticipates receiving an application for a special land use for a museum to be located on Colfax street. It was MOVED by Foster and SECONDED by McLean that the Chairperson should schedule the public hearing appropriately if the application is received before the next Planning Commission meeting. All members present voting yes; motion carried.

McLean encouraged commissioners to participate in the MSU Extension's Citizen
Planner Course. Tossava stated that he is looking forward to the museum.

Comments

It was MOVED by McLean and SECONDED by Lyke to adjourn the meeting. All members present voting yes; motion carried. The meeting was adjourned at 7:35 p.m.

Adjournment

**Staff Comments** 

Respectfully submitted,

Sarah Moyer-Cale, Secretary

## **City of Hastings**

## NOTICE OF PUBLIC HEARING ON A SPECIAL USE PERMIT FOR 220 W COLFAX

The Planning Commission for the City of Hastings will hold a Public Hearing for the purpose of hearing written and/or oral comments from the public regarding the request for a Special Use Permit and Site Plan Review for conversion of an existing building to a museum at 220 W. Colfax, Hastings, MI 49058 PP# 08-55-040-014-00. The public hearing will be held at 7:00 PM on Monday May 5, 2025, in the Council Chambers, second floor of City Hall, 201 East State Street, Hastings, MI 49058. Please check the City of Hastings website at <a href="www.hastingsmi.gov">www.hastingsmi.gov</a> or contact City Hall at 269-945-2468 for details.



All interested citizens are encouraged to attend and to submit comments.

A copy of the plans and additional background materials are available for public inspection from 9:00 AM to 4:00 PM Monday through Friday at the Office of the Community Development Director, 201 E. State Street, Hastings, MI 49058. Questions or comments can be directed to Sandy Ponsetto, Administrative Specialist at 269-945-2468 or sponsetto@hastingsmi.gov.

The City will provide necessary reasonable aids and services upon five days' notice to the City Clerk at 269.945.2468 or TDD call relay services 800.649.3777.

Linda Perin City Clerk Please publish in the April 17, 2025 edition of the Hastings Banner.

### JUDÝ E VAN AMAN 720 N BROADWAY ST HASTINGS, MI 49058

April 21, 2025

City of Hastings 201 E State St Hastings, MI 49058

Hastings Planning Commission:

In reference to the public hearing on May 5, 2025, concerning the special use permit and site plan review for the conversion of an existing building to a museum, I wish to make my feelings known.

I do not think that this will impact the neighborhood or the traffic flow. This property has been a church and a dental office and that did not impact the neighborhood, so I cannot see where a museum would be any different.

I am wholeheartedly behind Mr. Dennison's forward-thinking idea. What a wonderful way to contribute to the City of Hastings' inclusiveness of its Performing Arts programs. I applaud his endeavors.

This "Off Broadway" museum could help promote Hastings as a great place to come, to see our city's sculptures, and visit our downtown shops, and restaurants, and enjoy our many concerts throughout the year.

I can see no reason to deny this special use permit and site plan.

Thank you for allowing me to convey my thoughts.

Judy E Van Amar

#### MCKENNA



April 30, 2025

Planning Commission City of Hastings 201 East State Street Hastings, MI 49058

**Applicant:** Terry Dennison

Just Off Broadway, Inc.

**Property:** 220 W Colfax

**Zoning:** R-2 One-Family Residential District

**Request:** Special Use Permit/Site Plan Review –

proposed conversion of an existing

office building to a 'museum'

#### Zoning Map



R-1 One Family Residential District

R-2 One Family Residential District

#### Application Overview

- The subject site consists of .774 acres (~34,000 sq ft) and is provided 196 ft of frontage on W. Colfax Street. The subject site exists as a lawful conforming lot.
- The subject site is currently occupied by a 1-story 3750 sq ft vacant office building and related drive/parking area.
- Applicant proposes occupancy of the 3750 sq ft building by Just Off Broadway (a non-profit educational museum)..and use of existing onsite improvements.



- Section 90-313 (b) establishes a 'public and institutional use' (a nonprofit or quasi-public use or institution such as a library, civic center, hospital, park, playground or any governmental-owned or governmental-operated use, building or structure or land used for public purpose . . ) as a special land use in the R-2 District.
- A review of the proposal shall be guided by **Sections 90-314/90-315** *R-2 District Regulations;* **Section 90-1049** *Special Land Use Standards for Approval;* and **Section 90-131** *Site Plan Review Standards*.

#### ☐ Site Plan Review:

#### Section 90-216 R-2 District Regulations

	Permitted/Required	Proposed
Min Lot Size	8,000 sq ft	~34,000 sq ft
Min Lot Width	66 ft	196 ft
Min Building Setbacks	Front – 25 ft	Front – 25 ft
	Side – 15 ft/6 ft	Side – 25 ft
	Rear – 25 ft	Rear – 20 ft (nc)
Max Building Height	35 ft	1-story
Max Lot Coverage	30%	11% building coverage

#### Section 90-132 - Access

 A single, 24 ft wide, 2-way paved drive serves the subject site; no change proposed. – compliance noted

#### **Article X - Off-Street Parking**

- Required Parking
  - 'Exhibit halls, places of assembly without fixed seats' = 1 parking space/4 persons max occupancy allowed + 1 parking space/2 employees; required parking cannot be calculated without occupancy/employee metrics.





- A proposed parking layout has not been provided; compliance with layout and dimensional requirements cannot be confirmed.
- The existing paved parking area is proposed to be repaved/restriped; no expansion of the parking area or change to the existing on-site stormwater drainage is proposed. *compliance noted*
- Outdoor lighting shall be arranged to prevent light spillover onto adjacent properties or roadways; a **lighting plan has not been provided. compliance cannot be confirmed**
- A refuse disposal plan has not been indicated. compliance cannot be confirmed.

#### Article XI - Signs

 Any sign proposal shall be subject to compliance with applicable Zoning Ordinance requirements and shall be reviewed/approved through the permit process. (See Section 90.965)

#### **Article XII - Landscaping**

- The subject site is within the R-2 District and surrounded by residential zoning; Buffer Zone Landscape Requirements do not apply.
- Section 90-1011 requires <u>front yard</u> landscaping to consist of 4 canopy trees, 7 evergreen trees, 4 ornamental trees and 15 shrubs; a landscape plan has not been provided. compliance cannot be confirmed.
- Section 90-1012 requires parking lot landscaping based on the proposed off-street parking area;
   a proposed parking layout and landscape plan have not been provided. compliance cannot be confirmed.
- Per Section 90-1007, the Planning Commission may modify the landscaping/screening requirements in consideration of existing landscaping, available space, type of use and adjacent land uses.



#### Section 90-1049 - Special Land Use Standards

- (1) Be designed, constructed, operated and maintained so it will be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not result in a detrimental change to the essential character of the area in which it is proposed.
  - In determining consistency of character, consider the following:
    - : The subject property is in an area of R-1 and R-2 zoning.
    - : The building and site improvements are existing; no exterior changes are proposed.
    - : Outdoor lighting and landscaping requirements apply.
    - : The proposed use of the building as a 'museum' is not significantly different in intensity than its previous use (dental office).
- (2) Be adequately served by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools.
  - The property is adequately served by public facilities; the proposed use of the site will not alter or impact service capacity.
- (3) Not create excessive additional requirements at public cost for public facilities and services.
  - The proposed use of the property will not require public facility improvements.
- (4) Not involve uses, activities, processes, materials and equipment, or conditions of operation that will be overly detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
  - The proposed use of the existing building will not involve outdoor storage, outdoor display or outdoor activities.
  - The proposed occupancy will not involve an expansion of the existing building or the existing parking area.
- (5) Be consistent with the intent and purpose of the zoning district in which such use will be located.



- The R-2 District is intended for single-family housing . . and 'certain nonresidential uses that are compatible with surrounding uses.'
- The proposed 'museum', a special land use in the R-2 District, will replace use of the building as a dental office, a use not currently allowed in the R-2 District.
- (6) Be compatible with and in accordance with the city's master plan.
  - The subject property is classified as 'Core Neighborhood' by the Master Plan's Future Land Use Map.
  - Civic uses are determined to be 'appropriate land uses'.
  - Building and Site Design objectives are largely met.

#### Summary of Findings:

- The proposal is generally supported by the special land use standards of Section 90-1049.
- A revised site plan including the following additional information is required to confirm compliance with applicable standards:
  - Occupancy/employee metrics and a scaled parking lot layout
  - A lighting plan (noting building/parking lot lighting locations, fixture type, pole height, footcandle layout)
  - Proposed plan for refuse disposal
  - Landscape plan (detailing existing/proposed on-site landscaping)
- Any sign proposal shall be subject to compliance with applicable Zoning Ordinance requirements and shall be reviewed/approved through the permit process.





### **Application for Planning Commission**

City of Hastings Hastings, MI 49058 269-945-2468



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Applicant Name:	Denni S	on	Terry	1	
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Filing Date:	4.9.21	Date o	f Meeting:	5.5.25	
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CITY OF HASTINGS 201 E STATE STREET

HASTINGS MI 49058-1954

269-945-246

Receipt No: 2 047779

Apr 9, 202

TERRY DENNSION - OFF BROADWAY INC.

CHARGES FOR SERVICES - PLANNING AND ZONING (SITE PLAN) 220 W COLFAX 101-100-640-000 Planning/Zoning Fees

250.00

Total

250.00

TERRY DENNISON - OFF BROADWAY

Previous Balance:

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1,250 00

Total:

1,250 00

CHECK

Check No. 1028

1,500.00

Payor: TERRY DÊNNISON - OFF BROADWAY
Total applied:

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# City of Hastings Planning Commission Work Tasks for 2025

STATUS REPORT FOR MAY 2025

- Consider development of "Complete Streets" ordinance or policy and review subdivision text regarding street width.
- Review zoning map for consolidation/simplification. Review to include, but not be limited to, Action Items identified in the GAP analysis of the Master Plan.
   Planning Consultant Harvey to provide recommendation.
- 3. Review Division 90-IX-6 Open Space Preservation Projects for lot size, cap limits, and other regulations. Master Plan action item. Open for discussion in 2025.
- 4. Review Section 90-425 and others requiring Planning Commission approval for parking reduction and Section 90-472(1) to consider increasing distance from municipal parking lots from 300 feet to 500 feet for off-street parking requirements. Master Plan action item.
- Review live-work standards for occupancy and total square footage adjustments. Master Plan action item.
- 6. Review landscape buffer requirements between multiple family zones and the B-1 district for waste of developable space. Master Plan action item.
- 7. Review Article 90-VII Planned Unit Development for complete amendment consideration.
- 8. Consider development of a Planned Residential District zoning classification to allow for higher density housing through smaller lot sizes and smaller dwelling square footage requirements. **Refer to Housing Committee for discussion.**
- Review text regarding multi-family dwellings for possible modification. Master Plan action item.

Items highlighted in **green** are currently under consideration by the Planning Commission.

Items highlighted in yellow are currently under consideration by the Housing Committee.

Items highlighted in red require no further action at this time.

# Site Plan Tracker

Project Name and Address	App and fees paid	Site plan and prints to staff	PC Agenda Date	PC Decision	Conditions for completion	COI
Meadowtone Mobile Home Park 1812 Lavender Drive Maintenance Building	1.13.22	1.13.22	1.13.22	Approved	Refuse disposal enclosure Landscaping Driveway width Elevations to be reviewed for façade Sidewalk installation prior to COI	
City of Hastings and Barry County Central Dispatch 1037 East State Street	NA	3.27.23	5.1.23	Approved	Administrative approval of performance standards. Waiver of side setback requirement	
420 E Mill Street PUD	5.30.23	5.31.23	7.3.23	Approved	24.5 units/acre 40 ft building height 5 feet front setback 30 ft building separation Delineation of phased development Lighting, landscaping, building exterior to be approved administratively. Acceptance of parking lot/100 yr FP DPS and Fire approval.	
Meadowstone Apartments III 710 Barfield Drive	6.12.23	6.12.23	8.7.23	Approved	Exterior finish subject to administrative approval.  Utility and storm management subject to approval by DPS Director	

# Site Plan Tracker

Project Name and Address	App and fees paid	Site plan and prints to staff	PC Agenda Date	PC Decision	Conditions for completion	COI
Chad Stora 1000 Enterprise Drive	7.12.24	7.12.24	8.5.24	Approved	Zoning Administrator review of uses. Compliance with refuse screening.	
Zach Santmier 128 S. Jefferson	9.16.24	9.16.24	10.7.24	Approved	The height of the first-floor windows approved to be 48" to 52" above the sidewalk with slightly tinted window	
Woodlawn Meadows Retirement Village II 1813 N. East Street	9.17.24	9.17.24	11.04.24	Approved	The modified lot sizes (7,700 sq ft - 18,000 sq ft) and lot widths (56-66 ft) are approved as proposed and the ordinance authorizing the proposed PUD will list the modified requirements	
					The zoning notes of the Final Development Plan will reflect the R-1 lot width requirements	
					The 25-foot front, and 25-ft rear, and 15/6 foot side setbacks are approved as proposed and the ordinance for the proposed PUD will list the modified requirements	
					Proposed extension of East Street as private road with 28 feet width and rolled curb. Stormwater management plan, utility system, and private street extension approved by City	

Master Deed and PUD conform to S/C

## Site Plan Tracker

App and fees Site plans and PC Agenda
Project Name and Address paid prints to staff Date PC Decision Conditions for Completion COI
Bacman Fields 2.11.25 4.7.25 Several. See draft ordinance
900 Bachman Road