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Dale Dailey  
Brett Hanlon  
Adam Bertram  
Erika Hayes  
Abby Lorenzen



**Community Development Director**  
Brett C. Wittenberg

**Planner**  
Salam Habhab

**Recording Secretary**  
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**MEETING WILL BE CONFERENCE CALL ONLY**  
**Call-In Information**  
**Conference Dial-In Phone # - 1-623-600-3750**  
**Conference Code – 346832**

Per the State of Michigan Department of Health and Human Services (MDHHS) Emergency Order – Gatherings and Face Mask Order dated February 5, 2021, and the Open Meetings Act (OMA) 1976 PA 267, this meeting will be held virtually by phone conference. Per OMA, Board members and public may listen and participate at the phone number above.

The call will be muted to reduce interference with proceedings. The public will be invited to make comments during the public comment sections of the meeting as well as before any vote. If you desire to comment, you will be invited to dial 5\* so we can unmute your line. Please contact the Planning Department at (517) 669-6576 with any additional questions.

**PLANNING COMMISSION**  
**MINUTES**  
**MONDAY, MARCH 1, 2021**  
**7:00 p.m.**

The regular meeting of the DeWitt Charter Township Planning Commission was called to order at 7:00 p.m. by Chairman Keilen.

The Pledge of Allegiance to the Flag was said by those present.

ROLL CALL by Recording Secretary Linda Parkinson-Gray.

**MEMBERS PRESENT:** Hanlon (remote), Nolen (remote), Lorenzen (remote), Hayes (remote), Keilen (in person), Dailey (remote), Bertram (remote), Trustee Fedewa (remote) and Fair (remote).

**MEMBERS ABSENT:** None.

**APPROVAL OF AGENDA:** Nolen moved to approve the Agenda as presented. Supported.

**ROLL CALL vote on motion:**  
**AYES: 9 NAYS: 0**  
**MOTION CARRIED.**

**APPROVAL OF MINUTES:** Lorenzen moved to approve the minutes of the February 1, 2021 Planning Commission meeting as presented. Supported.

**ROLL CALL vote on motion:**  
**AYES: 9 NAYS: 0**  
**MOTION CARRIED.**

CORRESPONDENCE: The Clinton County – Notice of Intent to Update the Comprehensive Development Plan (Future Land Use) was received and noted by the Planning Commission.

PUBLIC COMMENTS: None.

UNFINISHED BUSINESS:

- I. Site Plan Review 21-150001 from Emergent Biosolutions**, to be allowed to construct an approximately 181,700 sq. ft. production/processing facility on an approximately 33.67 acre site located southwest of the intersection of DeWitt Road and Port Lansing Road, in the southeast ¼ of Section 32 of DeWitt Charter Township. (Parcels 050-032-400-010-50 and 050-032-400-011-00 to be combined for the 2022 assessment/tax roll)

Brett Wittenberg, Community Development Director, briefly reviewed staff's report dated February 24, 2021 advising the nature of the request is to allow the applicant to construct an approximately 181,700 sq. ft. production/processing facility on an approximately 33.67 acre site.

With the exception of building height, the proposed site plan and buildings comply with the bulk, density, and area requirements listed in Section 3.18.D of the Zoning Ordinance. The applicant has submitted a variance request for a building height of 45 feet (9 foot variance) that shall be considered by the Zoning Board of Appeals at their March 17, 2021 meeting.

The site will have a single access from DeWitt Road and two access points on Port Lansing Road. The applicant shall be required to enter into the necessary agreement with the Capital Region Airport Authority for access to Port Lansing Road (private).

With respect to off-street parking, the site plan exceeds the required 348 parking spaces by providing 363 spaces (8 handicap). The applicant will be required to provide six (6) bicycle parking spaces per Section 5.10.1.7 of the Zoning Ordinance.

Wittenberg went on to explain that the applicant has provided a landscaping plan and intends to maintain the existing vegetation along the western half of the south property line and along the northern portion of the east property line. Staff is of the opinion that the landscaping provided along with the existing vegetation to remain, meets the intent of the landscape requirements. It should be noted there is a need to be cognizant of the type of landscaping provided given the proximity of the airport.

There were no major issues or concerns expressed by the reviewing agencies. However, some minor items need to be addressed as a condition of approval.

After considering the Review Standards set forth in Section 6.1 of the Zoning Ordinance (pages 5 and 6 of staff's report) staff has determined that all four Standards have been met and would recommend approval of the request.

Bertram questioned how much vegetation would remain on the southwest and northeast property lines.

Wittenberg advised there were some shrubs and a significant amount of trees in both the southwest and northeast areas of the site.

Fedewa stated he was in favor of the reduction of landscaping due to the fact that there are no residential areas in close proximity of the site.

Dailey stated he feels this facility would be an asset to the community.

Nolen concurred with Dailey's comment.

There were no further questions or comments.

Chairman Keilen invited the applicant to speak.

Jeff Adcock, 3500 N. Martin Luther King Blvd., Lansing, MI 48906, representing the applicant, stated he was present for any questions the commissioners may have.

There were no questions or comments.

**Nolen moved that the Planning Commission approve Site Plan Review 21-150001 from Emergent Biosolutions, to construct an approximately 181,700 sq. ft. production/processing facility, subject to the following conditions:**

- 1. Approval is contingent upon approval of the variance request to building height by the Zoning Board of Appeals (ZBA 21-770001). Should the variance be denied, the building height shall be required to meet the requirements of the Zoning Ordinance.**
- 2. The applicant shall comply with the requirements of all reviewing agencies having jurisdiction over the project and coordinate the construction of drainage improvements with the Clinton County Drain Commissioner. Prior to issuance of a building permit, the applicant shall provide a letter of approval from the Drain Commissioner.**
- 3. The applicant shall provide a revised landscape plan for staff review approval, that addresses comments/concerns by the Capital Region Airport Authority and Clinton County Drain Commission.**
- 4. The applicant complies with the Board of Water and Light and City of Lansing requirements regarding public water and sewer.**
- 5. The applicant complies with the Clinton County Road Commission's requirements for a right of way permit for access onto DeWitt Road.**
- 6. The applicant complies with the Capital Region Airport Authority's requirements for an agreement for access to Port Lansing Road.**
- 7. The applicant complies with the requirements of the DeWitt Township Fire Department.**

**Supported.**

**ROLL CALL vote on motion:**

**AYES: 9      NAYS: 0**

**MOTION CARRIED.**

- II. Site Plan Review 21-150002 from Deborah J. Kirchen, Franchise, Margo Rees, Operator (daughter), to be allowed to operate a drive thru transaction window on the west side of the existing business location (Biggby) at 13181 Schavey Road, DeWitt, MI 48820, south of Herbison Road, north of Clark Road, in the northeast ¼ of Section 18 of DeWitt Charter Township. (Parcel 050-170-000-084-00)**

Salam Habhab, Township Planner, indicated that this afternoon staff received correspondence from the owner of the property regarding proposed changes to the site plan, but requested to continue the Site Plan Review process at tonight's meeting.

The nature of the applicant's request is to construct and operate a drive-through facility associated with the existing Biggby Coffee located at the Schavey Plaza shopping center. The property is zoned BSC (Business, Shopping Center); restaurants with drive-through facilities are permitted by right, subject to the specific regulations of Section 4.44 of the Zoning Ordinance. The Future Land Use designation is NC (Neighborhood Oriented Commercial).

To accommodate for the drive-through facility, the applicant proposes to expand the curb into the northeast parking area of the shopping center and remove six (6) parking spaces to accommodate for the turn of the emergency vehicles as requested by the Fire Department. Also, the drive-through lane will encroach into the two-way drive access off Old Hickory Trail. As presented, the proposal does not change the development standards of the building or significantly impact the site standard requirements of the property.

There were no major concerns or objections raised by the reviewing agencies except for the following:

1. The Fire Department requests a letter from the owner of the property to allow police and fire departments to take enforcement for the fire lane violations.
2. As a courtesy recommendation, the Clinton County Road Commission suggests that the applicant adds a curb island or pavement markings at the end of the drive-through to force vehicles leaving the pick-up window to immediately merge across the northbound lane. Staff concurs with the Road Commission's suggestion and recommends that the applicant adds a curb island at the end of the drive-through.

Based on the analysis of Section 4.44 of the Zoning Ordinance and Site Plan Review standards, the request appears to meet the applicable regulations associated with developing a drive-through facility. Staff recommends adding a condition of approval to allow the Planning Official to conduct an annual review to evaluate the impact of the drive-through facility on the traffic circulation within the shopping center.

Habhab stated, based on the findings and analysis, staff recommends that the Planning Commission recommend approval of Site Plan Review 21-150002, subject to the conditions outlined in staff's report. Based on the new information, staff also recommends adding a condition that the construction of the drive-through facility shall not commence on site until the applicant has obtained approval from the owner of the property. The applicant shall provide the Township with a copy of the site plan signed and dated from the owner of the property. For any potential modifications to the approved Site Plan, the applicant shall work with the property owner to create a workable drive-through facility subject to the approval of the Zoning Official, consistent with Section 6.1 of the Zoning Ordinance.

Chairman Keilen invited commissioner comments.

Lorenzen asked for clarification as to the direction traffic would be going through the drive-through. She also questioned why 6 parking spaces were being removed.

Habhab stated traffic would enter from Schavey Road and cross over to the left lane to access the service window from the driver's side of the vehicle and then exiting toward Old Hickory Trail. The Fire Department requested to remove the 6 parking spaces to accommodate for the turning of emergency vehicles.

Lorenzen noted that cars would have to cross traffic to pull up to the service window. In addition, the business to the west of the site (iScream) has picnic tables on the side of their business where cars will be traveling. She does not see how this can be safe for traffic and pedestrians. She also questioned where the cars would be located that were waiting in line for the drive-through service.

Hahab advised that the Fire Department requested to have posts placed that would separate the drive-through from the two-way access drive. They also requested to have signs that regulate the traffic. In addition, the Clinton County Road Commission recommended to add a curb island or pavement markings at the exit end of the drive-through to force vehicles leaving the pickup window to cross the northbound lane immediately. With respect to stacking, the applicant presented information about their drive-through facility in Lansing which has a higher traffic volume. They do not expect to have more than 4 to 6 vehicles at the drive-through at one time.

Deb Kirchen, applicant, 501 E. Main Street, DeWitt, MI 48820, stated she has operated the Biggby in the Schavey Plaza for 20 years. She would like to clarify that the drive-through lane would be located right next to the building. After owning another location with high traffic counts it became important to her to open this much smaller location for the DeWitt community. This location does not generate huge traffic counts like other locations. She estimates that of every 10 vehicles that visit the DeWitt location, 4 will enter the business and 6 will choose to use the drive-through.

Lorenzen asked how vehicles would be able to drive right next to the building. She questioned if they intended to remove the existing sidewalk.

Kirchen stated “yes”. This will allow vehicles to drive right along the building to access the proposed drive-through window.

Lorenzen expressed concern that there would be no sidewalk to allow pedestrians to enter the plaza from Old Hickory Trail. She noted that many students walk to the plaza from that direction.

Kirchen stated that pedestrians could enter using the sidewalk on Schavey Road.

Lorenzen stated she supports the applicant’s business. However, she does not think there is enough space for the proposed drive-through.

Fedewa questioned how the stacking area would be marked so that customers would know where to enter.

Hahab stated the Fire Department requested that pole be placed to separate the drive-through lane from the north and south bound access drive to Old Hickory Trail. There will also be signage to indicate the traffic flow. The applicant is proposing to expand the curb to separate the parking area from the drive-through lane and the stacking space.

Fedewa stated he does agree with Lorenzen’s concern about the removal of the sidewalk but it would not be much farther to enter from Schavey Road.

Lorenzen noted that there is no sidewalk into the plaza from Schavey Road. There are only two access drives into and out of the plaza. There has been lengthy discussion about making DeWitt Township a walkable community and this is a small town shopping district that we want people to walk to and there will be no sidewalk into it.

Kirchen stated her business does get a fair amount of traffic during the school year. She used to put tables and chairs on the existing sidewalk but removed them because they were not being used. It

would be very sad to not allow the drive-through for the few kids that use the sidewalk adjacent to the business. There have been problems with kids skateboarding on the sidewalk rather than using it to access the plaza. Perhaps sidewalk could be constructed along the east side of iScream's location.

Lorenzen stated she would not have a problem with the request if the sidewalk would be relocated to the west side of the entrance at Old Hickory Trail.

Hayes stated she does walk to the Schavey Plaza and enters from Schavey Road. She uses the grassy area at the entrance and it does not pose a problem for her.

Hanlon stated that he is somewhat on the fence about the request. It seems awkward having vehicles going against the flow of traffic. It does seem to be a walkable access for kids coming from the schools it would seem awkward to have nowhere to walk when entering the plaza. This makes for a little bit of a dangerous situation. He is in favor of a drive-through for Bigby and is in favor of the curb island and signage for safety purposes.

Bertram stated the late incoming correspondence from the property owner states that there will be no curbs past the building. That is contradictory to all of the previous discussion tonight.

Kirchen wanted to explain what happened with the recent glitch with the property owner. There are two property owners. She has been working with Nick Vlahakis and is the one who signed the application and approved moving forward with the construction of a drive-through. Jim Vlahakis is the co-owner who have been out of town. He returned today and was not in favor of the current design. An alternative design was offered. Nick is the person she has been dealing with on this project and he suggested that she move forward with the initial request and they will work further with her on a workable plan.

Bertram stated the Commission has been presented the original site plan and a second on drawn out today. It appears to him that this has come before the Planning Commission too soon. If there is a disagreement with the property owners, he does not feel comfortable acting on something that may change afterward. He also stated he understands why the applicant wants to remove the sidewalk however he has concerns with a portion of that sidewalk (south side of the building) has a handicap ramp on it. This is potentially a handicap safe access route into the plaza.

Kirchen stated the handicap ramp on the south side of the building is for businesses that used to enter into the south side of the building. Her store has a handicap ramp on the north side of the building.

Habhab clarified that the plan the Commission is considering at this meeting is the original plan submitted with the application materials. Should there be a modification to this site plan the applicant would be required to come back for approval of the revised site plan.

Bertram questioned if the delivery trucks for the iScream business use the drive-through area for parking. It appears that the lanes will be significantly narrow than they are now.

Habhab advised the Zoning Ordinance requires the two-way access to be 24 ft. wide. The applicant is providing 26 ft. wide, not including the 10 ft. wide drive-through lane.

Bertram noted the Sparrow lab is in located in the building just west of the applicant's business. There is a lot of heavy traffic in that area, especially seniors. He expressed concern with over stacking causing congestion in the area. He also questioned who would be policing that area.

Habhab advised the request was reviewed by the Police Department and they had no concern with vehicle congestion. The Fire Department requested a letter from the owner of the property to allow the

police and fire departments to take enforcement for the fire lane violations. Also, staff recommends approval with the condition that the Planning Official will conduct an annual review to evaluate the impact of the drive-through facility on the traffic circulation within the shopping center. In addition, the applicant has agreed to work with the Planning Department should any issues arise.

Brett Wittenberg, Community Development Director, clarified that the Planning Official would visit the site annually and assess the circulation, pedestrian traffic, etc. This would be done in conjunction with the Fire Department. Should there be conflicts this would have to be revisited with the applicant.

Bertram stated he applauds the applicant for wishing to expand her business to better serve the community. At the same time, he cannot disregard the safety of others.

Fair stated he recalls approving a drive-through for the iScream business directly to the west of this site. He asked how that drive-through is working out.

Habhab stated at the time iScream submitted for a drive-through it was permitted by Special Use Permit. The staff report for that request determined that the applicant did not meet the required number for stacking spaces. Six spaces were required and only two were proposed. This request was not approved.

Wittenberg stated the iScream request had traffic entering from Old Hickory Trail heading north. The vehicles would have been stacking towards the public right-of-way rather than the parking lot. This is one reason that Special Use Permit was denied.

Lorenzen stated that although Kirchen stated there is a handicap ramp on the sidewalk near the front of her business, there is no handicap accessible sidewalk into the plaza except for the one intended to be removed. She questioned how a person in a wheelchair would be able to access the plaza safely. The only option would be to travel in the road.

Wittenberg stated a person in a wheelchair could park in the handicap spot in front of the Biggby and access the handicap sidewalk in front of Peppinos.

Lorenzen stated that would not work if they were not driving a vehicle and just using their wheelchair to get to the plaza.

Wittenberg noted there is sidewalk access to the shopping center on the north side. However, a wheelchair would have to go through the apartment complex parking lot. He understands her point on lack of accessibility on the south side of the plaza. It should also be noted be if the expansion of a business is less than 20%, such as this request, it can be approved administratively. This was brought to the Planning Commission knowing that a previous request for a drive-through at this location was denied. Therefore, this request should be considered by the Commission as well.

Fedewa stated he understands the concerns related to vehicular and pedestrian traffic. Perhaps the purpose of the handicap sidewalk on the south side of the applicant's building was for employees of the business on the south side of the building. It may have been intended for patrons to enter through the north side of the building and employees to enter through the south side of the building. He suggested perhaps a sidewalk be constructed that extended from the front of the Sparrow suite and connect with the existing Schavey Road sidewalk.

Keilen stated this would be in the purview of the property owner.

Bertram stated if the property owners would agree to Fedewa's suggestion it would be an amenable solution. Should the applicant remove sidewalk would this put the Township at risk of taking on liability for approving the removal of handicap access into the site.

Habhab noted the Building Department is usually the one to enforce the Americans with Disabilities Act. They reviewed this request and did not express any concerns. She can further discuss this with the Township's Chief Building Official.

Fedewa stated perhaps it might be best to not make a decision on this request tonight and ask that the applicant and property owner figure out how to provide another handicap entrance off of Schavey Road. The Planning Commission can revisit this request at the next meeting.

Dailey concurred with Fedewa's comment to postpone this request as it seems there are handicap access issues that need to be addressed and that the applicant and property owner are not in full agreement.

Nolen also concurred with Fedewa's comment to postpone action on this request.

**Lorenzen moved that request for Site Plan Review 21-150002 from Deborah J. Kirchen, Franchise, Margo Rees, Operator (daughter) be postponed until the April 5, 2021 meeting to allow time for the applicant to address concerns related to sidewalks and handicap access, as well as providing a more confirmed site plan and a solid agreement among the owners of the property.**

**Supported.**

**ROLL CALL vote on motion:**

**AYES: 9      NAYS: 0**

**MOTION CARRIED.**

#### NEW BUSINESS:

##### **I. Batch Ordinance Amendment - Discussion**

Habhab briefly reviewed staff's report dated February 24, 2021 advising staff has provided language for three possible ordinance amendments for discussion related to the following:

1. Building Height in the Industrial Districts
2. Outdoor Storage of Personal Recreational Vehicles
3. Outdoor Dining

##### **Building Height in Industrial Districts**

Currently the maximum building height permitted in the industrial districts is 36 feet. Based on staff evaluation and analysis to the various districts (residential, commercial, and industrial) within the Township, staff finds it is beneficial to increase building heights in the industrial district to 45 feet. The development standards for Industrial Districts show a maximum building height in the shopping center business districts is 45 feet and in the planned unit office districts the height can reach up to 95 feet. Staff feels that increasing the building height in the industrial districts to 45 feet would encourage new industrial uses and development to locate within the Township. Staff is looking for discussion on this proposed amendment.

Bertram questioned if our Fire Department apparatus would accommodate this increase in height.

Wittenberg advised the equipment would accommodate the increase in height. Building of this increased height would be subject to the Building Department and Fire Department approval.

There were no other questions or comments.

### **Outdoor Storage of Personal Recreational Vehicles**

Habhab stated at the December 7, 2020 Planning Commission meeting the Commission directed staff to draft a proposed amendment to allow storage of recreational vehicles and to regulate the location of such a use. Currently, outdoor storage of any kind is prohibited within the mini-warehousing use. Mini-warehousing use is permitted by right in the BC (Business Commercial) and the IL (Light Industrial) districts, subject to the regulations of Section 4.57 of the Zoning Ordinance. Staff has provided draft language that would allow and regulate the use of outdoor storage and parking of personal recreational vehicles. The language restricts the location to the side and rear yards. Also, specific screening is required when adjoining residential districts and public roads. The proposed ordinance authorizes the Planning Commission to impose additional landscaping or fencing when deemed necessary to minimize any negative impacts on adjacent properties. Staff is looking for discussion on this proposed amendment.

Bertram asked for clarification if fencing and/or screening would be required or would a determination be done on an individual basis.

Habhab advised if the site is adjacent to a residential district or a public road then screening would be required.

Dailey referred to Item 7. On page 4 of staff's report. He stated if he lived adjacent to a mini-warehousing site he would not want an 8 ft. masonry wall adjoining his property.

Habhab advised the Planning Commission would have the discretion to require more landscaping.

Keilen suggested that the ordinance not allow this type of use to be adjacent to a residential district.

Bertram suggested perhaps the property could be adjacent to a residential district but the actual storage area should be buffered by a green space between the property line and the fencing.

Daily stated he concurs with Keilen's suggestion that this type of use not abut residential areas.

Habhab stated she would research further and provide language for buffering the use from residential.

Lorenzen expressed concerns with allowing this use by right in the BC (Business, Commercial) zoning district because it tends to be located near residential. Also, some of the requirements seem a bit limiting such as requiring the site to be paved. Perhaps gravel should be acceptable.

Habhab noted alternative materials would be allowed, subject to the approval of the Planning Commission or the Planning Official.

Lorenzen stated Item 4. Limits each parking space to only one vehicle. As long as perhaps a skidoo or motorcycle can also fit into the space it should be allowed.

Habhab stated she found this in the U-Haul regulations for parking. She thought it would be beneficial as this storage is for large recreational vehicles.

Fedewa stated the Township has a number of residents who own RV's and are not aloud to park them in their driveways. There is a need for this type of use within the Township. He concurred with previous comments that an 8 ft. high masonry wall will not totally screen a Class A motorhome. This is a good starting point. However, how would the ordinance accommodate this type of use abutting some of the other zoning district or low laying topography.

Habhab noted that Item 8. addresses topography of potential sites. She can provide additional language related to other zoning districts abutting the property and screening of the site.

Hanlon stated he likes the idea of a buffer area (50-100 ft.) from residential areas. This is a good starting point.

### **Outdoor Dining**

Habhab explained the intent of this ordinance is to support and encourage food service establishments by allowing restaurants to expand their services to outdoor dining. Currently, the codified code of ordinance does not address or regulate outdoor dining uses. Outdoor dining refers to outdoor seating in the open air, or structure such as tents or igloos. The proposed ordinance allows outdoor dining to encroach into parking spaces, private sidewalks, and yard setbacks when certain regulations are met, as presented in staff's memorandum. In such cases, the use is temporary in nature and will be allowed for 120 days subject to a renewal for a maximum of two permits. Such a period would cover the time frame from March 15<sup>th</sup> to November 15<sup>th</sup> and leave the other option to the business owners to choose the dates that is appropriate for their business. It should be noted that public dining shall not extend into any public right-of-way. Any new or expanded outdoor dining that is associated with an existing business will require a zoning compliance permit to ensure compliance with the Zoning Ordinance. Internal review from the Building, Fire and Police Departments is also required. A building permit may be required when deemed necessary by the Building Official. Staff is looking for discussion of the proposed amendment.

Dailey questioned if there was any distinction between restaurants that serve alcohol and those that do not.

Habhab stated this would be allowed for both. They would have to comply with any local or state laws.

Dailey expressed concern with noise especially when located near residential uses.

Lorenzen stated she feels the length of time allowed (240 days a year) is too long. She expressed concern with these being unsightly and concurred with Dailey about noise concerns.

Habhab stated these structures would be reviewed by both the Building and Planning Departments for compliance with building codes. In addition, the Fire and Police Departments would also review the structures. She suggested staff could add some regulations to limit the noise outside.

Keilen questioned if this is just a temporary item due to the pandemic.

Wittenberg advised staff has had different discussions. As it stands today, the Zoning Ordinance does not address outdoor dining. Whether it is picnic tables or structures. The intent is the opportunity for businesses to put these structures up for a certain period of time and also address outdoor dining in general.

Fedewa stated this seems like a good starting point since there are currently no regulations in place for outdoor dining. He is compelled to think that it makes sense to help out the restaurant owners especially during this pandemic. One thing to consider is to regulate the character of the structures so

there is no blight issue. He agrees that hours of operation should be limited to the hours of the restaurant.

Hanlon agreed that the allowed 240 days a year was too long. Other than that, he thinks the proposed ordinance looks good.

Bertram stated he is in favor of this amendment. He concurs with the fact that 240 days is too long and that the temporary structures are regulated so that they are aesthetically pleasing.

There were no further questions or comments.

Habhab stated the Planning Commission could receive and set a public hearing for any or all of the proposed amendments.

Wittenberg stated it looks like there are still some changes to make on outdoor dining and storage of recreational vehicles. If the Planning Commission is comfortable, they could receive and set for Item 1. Building Height in Industrial Districts.

**Fair moved to receive Proposed Ordinance Amendment Item 1. Building Height in Industrial Districts and hold a Public Hearing on Monday, April 5, 2021. Supported.**

**ROLL CALL vote on motion:  
AYES: 9 NAYS: 0  
MOTION CARRIED.**

EXTENDED PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

REPORTS:

I. Trustee:

Trustee Fedewa gave a brief report on business conducted and action taken at the recent Board of Trustees meetings.

II. Zoning Board of Appeals:

Bertram advised there was no meeting in February.

III. Committees: None.

IV. Staff: None.

DISCUSSION: None.

**ADJOURNMENT: Fair moved to adjourn the meeting at 9:00 p.m. Supported. MOTION CARRIED.**

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Linda K. Parkinson-Gray, Recording Secretary

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Mike Nolen, Secretary

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