

Memo

To: Planning Commission/DDA Members
From: Julie Durkin, Zoning Administrator
Date: December 4, 2023
Re: Zoning Administrator's Report

Permits & Code Enforcement: Please note the following since my last report:

- * 1 Land Use Permit was issued – re-occupancy for child care
- * 20 Waivers were issued – all for re-roof, gutters & siding

Planning Commission:

Election of Officers: According to the Planning Commission bylaws adopted 12/5/2022, at the December meeting each year, the Commission shall select a Chairperson, Vice Chairperson and Secretary for a term of one year. Nominations can be made and seconded individually or as a slate of nominees. Nominees should accept or decline the nomination prior to the vote.

Old Business:

1. Special Land Use Request – Marihuana facility (Class A Microbusiness) at 1268 E. M-36: In September of this Year, Council amended our Marihuana ordinance to allow for one of the microbusiness licenses to be designated as a Class A, which is a newer classification under State Law. I have provided some additional information in the packet that describes the update in the regulations. The Village Planner has provided a thorough review of the request as well as her recommendation. Mr. Lytwyn will be at the meeting and provide a presentation and answer any questions the Commission or public may have.

Suggested Motion:

Finding that the applicant has met both the general approval criteria for Special Land Use of Section 152.242 and the specific approval criteria of Section 152.243 of the Village Zoning Ordinance, I move to approve and recommend to Village Council approval of the special land use request for the proposed marihuana establishment to be located at 1268 East Main Street/M-36 on parcel number 4714-23-400-007, contingent upon the following:

1. Establishment of a cross-access agreement across the two parcels.
2. Provision of enhanced landscaping and pedestrian amenities exceeding the minimum requirements of the Village Zoning Ordinance, aiming to soften the appearance of the building and the site, particularly the view from Main Street/M-36. This includes the addition of a low decorative wall, increased landscaping along the front of the property, and additional landscaping along the east property boundary.
3. Accommodations for walking/bicycling customers, including a sidewalk connection to Main Street/M-36, a bike rack by the entrance, outside seating, and waiting areas.
4. Incorporation of innovative stormwater management techniques aligned with the green infrastructure Master Plan goal.
5. Provision of additional information for Planning Commission review and approval on the proposed building, demonstrating attention to the existing character of the Village center and edge with compatible materials, colors, and detailing.

New Business:

1. Approval of 2024 Meeting Dates & Submittal Deadlines: I have provided a list of dates for the 2024 calendar year noting that if there is a Monday holiday, the meeting will be held on the first Wednesday of the month.

DDA:

Although we had no new business to discuss, I did think that it was still prudent to approve the minutes and payables to wrap up 2023. We had hoped to have the pricing available from the engineer regarding the N. Howell corner ramp reconstruction project, however he is still waiting for the contractor to provide that information. I have provided the preliminary design plans in the packet.