



CITY OF ROOSEVELT PARK
City of Roosevelt Park
PLANNING COMMISSION
AGENDA
January 27, 2025
6:00 p.m.

1. Call to Order
2. Roll Call
3. Approve minutes of the September 25, 2023 regular meeting

4. Public Hearing-None
5. Unfinished Business-None

6. New Business
 - a. Appointment of Officers-Annual Appointment
 - b. 2025 Meeting Calendar-Board Review
 - c. Master Plan Update and Discussion- McKenna and Associates
 - d. Ordinance Review/Update Discussion-McKenna and Associates

7. Commission Members Questions/Comments

8. Public Comment

9. Adjournment

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City of Roosevelt Park Planning Commission

Meeting Minutes September 25, 2023

This meeting was called to order by Commissioner Bob Jakubowski at 6:00 p.m.

PRESENT: Commissioners: Mayor Aaron Langlois, Michael Sutton, City Manager Jared Olson, Donald Nilson-Hinton, Amber Weerstra-Berdinski, Joshua Ohst, Tyra Jonas

ABSENT: Richard Isacson

2023-043 **Roll Call**
City Clerk Ann Wisniewski called roll call.

2023-044 **APPROVAL OF MINUTES:**
City Manager Olson moved to accept the minutes of the May 22, 2023 meeting. This motion was supported by Mayor Langlois and carried unanimously.

2023-045 **PUBLIC HEARING:**
None

2023-046 **UNFINISHED BUSINESS:**
None

2023-047 **NEW BUSINESS:**
6A. Site Plan Review for 3145 Henry St. – Consumers Credit Union
Commissioner Jonas moved to accept the site plan for 3145 Henry Street with the addition of fencing along the south side of the property adjacent to the neighboring property and a sidewalk from Cranbrook. This motion was supported by Mayor Pro Tem Sutton.
Roll Call: 8 Ayes, 0 Nays, 1 Absent (Isacson) Motion Carries

2023-048 **COMMISSION MEMBERS QUESTIONS/COMMENTS:**

Commissioners asked questions.

2023-049 **PUBLIC COMMENT:**

None

2023-050 **ADJOURNMENT:**

The meeting was adjourned at 6:33 p.m.

Ann Wisniewski, City Clerk



**CITY OF ROOSEVELT PARK
PLANNING COMMISSION
MEETING
January 27, 2025**

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| Item: Election of Planning Commission Officers | Date: January 27, 2025 |
| Summary: Per the current Planning Commission ordinance language as follows. <i>“The city planning commission shall elect its chair from among its appointed members. The term of the chair shall be one year with eligibility of reelection.”</i> As such, for the first meeting of the 2025 calendar year the chairperson, Vice-chairperson, and secretary must be approved by the membership of the board. The current chairperson is Bob Jakubowski, the Vicechair position is vacant, and the Secretary position is held by the City Manager. | |
| Recommendation: That the Planning Commission nominate and approve a Chairperson and Vice Chairperson for 2025. | |
| Signature: | Title: City Manager |



**CITY OF ROOSEVELT PARK
PLANNING COMMISSION
CITY HALL
January 27, 2025**

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| Item: 2025 Meeting Calendar | Date: January 27, 2025 |
| Per the City Charter, the upcoming calendar year of meeting dates are approved at the first City Council meeting in December prior to the beginning of the calendar year. As such, it is requested that the planning commission review the attached monthly schedule and recommend any possible changes. | |
| Recommendation: Review the attached calendar and make changes if the board desires. | |
| Signature: | Title: City Manager |



CITY OF ROOSEVELT PARK-2025 MEETING SCHEDULE

City Council Meetings & Work Session: 6:15 pm, Council Meetings directly following work session
Zoning Board, Planning Commission & Recreation & Parks 6:00 pm., DDA at 12:00 noon. Special
meetings will be scheduled and posted as needed.

January

- 6 City Council Meeting
- 13 DDA Meeting
- 20 City Council Meeting
- 27 Planning Commission Meeting
- 28 Recreation & Parks Commission

February

- 3 City Council Meeting
- 10 DDA Meeting
- 17 City Council Meeting
- 24 Planning Commission Meeting
- 25 Recreation & Parks Commission

March

- 3 City Council Meeting
- 10 DDA Meeting
- 17 City Council Meeting
- 24 Planning Commission Meeting
- 25 Recreation & Parks Commission

April

- 7 City Council Meeting
- 14 DDA Meeting
- 21 City Council Meeting
- 28 Planning Commission Meeting
- 29 Recreation & Parks Commission

May

- 5 City Council Meeting
- 12 DDA Meeting
- 19 City Council Meeting
- 26 Planning Commission Meeting (no meeting)
- 27 Recreation & Parks Commission

June

- 2 City Council Meeting
- 9 DDA Meeting
- 16 City Council Meeting
- 23 Planning Commission Meeting
- 24 Recreation & Parks Commission

July

- 7 City Council Meeting
- 14 DDA Meeting
- 21 City Council Meeting
- 28 Planning Commission Meeting
- 29 Recreation & Parks Commission

August

- 11 City Council Meeting
- 11 DDA Meeting
- 18 City Council Meeting
- 25 Planning Commission Meeting
- 26 Recreation & Parks Commission

September

- 2 City Council Meeting
- 8 DDA Meeting
- 15 City Council Meeting
- 22 Planning Commission Meeting
- 23 Recreation & Parks Commission

October

- 6 City Council Meeting
- 13 DDA Meeting
- 20 City Council Meeting
- 27 Planning Commission Meeting
- 28 Recreation & Parks Commission

November

- 10 City Council Meeting
- 10 DDA Meeting
- 24 City Council Meeting
- 24 Planning Commission (no meeting)
- 25 Recreation & Parks Commission

December

- 1 City Council Meeting
- 8 DDA Meeting
- 15 City Council Meeting
- 22 Planning Commission Meeting
- 23 Recreation & Parks Commission

All meetings are held at City Hall Council Chambers. Zoning Board will meet as needed.



**CITY OF ROOSEVELT PARK
PLANNING COMMISSION MEETING
January 27, 2025**

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| Item: Master Plan/Parks Plan Update- McKenna | Date: January 27, 2025 |
| <p>The current City of Roosevelt Park Master Plan was approved in 2020 and thus is now the subject of the first five-year review and update period since the original plan was adopted. This was the first ever formal master plan document ever created.</p> <p>As such, the staff at McKenna and Associates will again be helping facilitate and guide the process over the next 12-18 months. Attached is a staff memo in regard to the plan kick off.</p> <p>Below is the link to the Master Plan as approved in 2020 also so the Planning Commission can review and becoming reacquainted with the current plan prior to the meeting.</p> <p>https://rooseveltpark.org/wp-content/uploads/MASTER-PLAN-Adopted-January-2020.pdf</p> | |
| Signature: | Title: City Manager |



MCKENNA

Memorandum

TO: City of Roosevelt Park
Christopher Khorey, AICP, Vice President

FROM: Paige Brodeur, Assistant Planner
Ethan Senti, Assistant Planner

SUBJECT: **Planning Commission Kickoff Meeting Agenda – Master Plan and Parks and Recreation Plan**

DATE: January 27, 2025

I. Introductions

- McKenna Team
- Planning Commission Members

II. Public Engagement – Dates and Locations

- Survey
 - Ready by first week of March to go out with City Newsletter, open through workshop and beyond
- Community Brainstorm
 - Late April/Early May
 - Location: Community Center
- Community Review Presentation
 - October
 - Location: Community Center

III. Goals for the Project

- Review of 2020 Implementation Plan Items—what has been accomplished?
- What's working in the community and what is not?
- What is working from the current master plan and what needs to be changed or updated?

IV. Other Topics

- Impact of Parks Millage



- Trailway Planning
 - Glenside Trail Phase 2
 - Interface with WMSRDC Trails Plan
- EJ Ironworks Expansion
- Public Transportation Changes



**CITY OF ROOSEVELT PARK
PLANNING COMMISSION
CITY HALL
January 27, 2025**

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| Item: Ordinance Review/Update Discussion | Date: January 27, 2025 |
| <p>The City Council has requested that the Planning Commission review and draft possible changes to the current chicken/fowl ordinance for the City of Roosevelt Park as “urban farming” becomes more popular and as the current antiquated ordinance has been found to be insufficient for small parcel city-based neighborhoods. The current ordinance is below.</p> | |
| <p style="text-align: center;">“Sec. 6-16. - Livestock and poultry.</p> | |
| <p style="text-align: center;">(a) No live poultry shall be kept in the city except in a commercial establishment legally licensed and zoned therefor, except that one pet may be kept in a pen or confinement which is at least 25 feet from any dwelling.”</p> | |
| <p>Over this past summer, an issue arose which created conflicts throughout an entire section of town as a property owner raised a full-grown rooster in their backyard and although it fit the ordinance above, it was creating significant issues with nearby (and not so nearby) homes that listened to at all hours of the day.</p> | |
| <p>The Staff with McKenna will present the issue along with possible routes to move forward in relation to an updated ordinance for the keeping of fowl.</p> | |
| <p>Recommendation: Review the attached information.</p> | |
| Signature: | Title: City Manager |

Section X Keeping of Animals

(A) Definitions

- (1) **Domesticated Animals.** Animals taken care of in their day-to-day needs by humans.
- (2) **Pets.** A domesticated animal kept solely for companionship, recreation, and pleasure, regardless of the use of the property where the animal resides. Any animal may be considered a pet, provided that it meets this definition, and it is not listed as “Livestock” or an “Exotic or Wild Animal.” Examples include, but are not limited to: dogs, cats, birds, aquatic animals, rabbits, small rodents, and similar animals which do not present an unusual risk to persons or property.
- (3) **Livestock.** A domesticated animal raised for slaughter or kept for the purposes of contributing to an agricultural use through labor, breeding, or the production of milk, eggs, manure, wool, or other animal-based products. The following animals shall be considered livestock in all instances: cattle, horses, pigs, sheep, goats, and chickens.
- (4) **Exotic or Wild Animals.** Any animal not commonly (in Michigan) domesticated, raised for slaughter, or used for agricultural purposes, especially animals that pose a clear and present danger to humans. The following animals shall be considered exotic or wild animals in all instances: big cats, venomous snakes, birds of prey, primates, deer, racoons, and opossums.

(B) All domesticated animals must be kept in safe and sanitary conditions appropriate to their species and in compliance with all County, State, and Federal standards.

(C) The following domesticated animals may be kept on a residentially zoned lot.

(1) **Pets.** Up to **five (5) pets** may be kept in any dwelling unit. Animals under four months in age and animals that live full-time in an aquarium, cage, or terrarium shall not be counted towards the limit. Approved kennels may exceed those limits (see Section 155.437). Landlords, homeowners associations, or similar entities may regulate the number of pets per dwelling unit. Pets may only reside permanently on non-residential and non-agricultural property in approved kennels and retail operations that sell pets. The Zoning Administrator shall have the jurisdiction to determine that an animal is considered a pet under this ordinance, based on the definition in Subsection A. Appeals of the decision of the Zoning Administrator shall be to the Zoning Board of Appeals.

(2) Livestock.

(a) A Zoning Permit shall be required to keep livestock on a lot. The Zoning Administrator shall have the jurisdiction to determine that an animal is considered livestock under this ordinance, based on the definition in Subsection A. Appeals of the decision of the Zoning Administrator shall be to the Zoning Board of Appeals.

(b) **Fur-Bearing Livestock (Cattle, Sheep, Horses, Etc)** shall be prohibited **(throughout the city, in X zoning district, within X feet of a residence, or other policy TBD)**

(c) **Chickens.** Chickens shall only permitted in the following circumstances.

(i) Chickens shall only permitted in **the (insert districts)** Zoning Districts. They shall be prohibited in all other zoning districts.

(ii) **Lots under one acre shall be permitted to have up to two chickens. Lots over one acre shall be permitted to have up to four chickens.**

- (iii) Roosters shall not be permitted.
- (iv) The slaughtering of any chicken is prohibited.
- (v) Chickens must be provided with and kept within a covered enclosure, including a coop and a run, at all times. Chickens shall not be allowed to roam the lot or any other property. The covered enclosure shall be exempt from the standards governing fences in Section 155.187, and shall instead be subject to the regulation of this section.
- (vi) The enclosed area where the chickens, including the coop and the run, are kept must meet the following standards:

- 1) It shall not be located in a front yard.
- 2) It shall be set back at least 10 feet from any lot line and 25 feet from any residence or structure on the same lot as the chicken enclosure.
- 3) It shall be set back at least 40 feet from any residence that is not on the same lot as the chicken enclosure.
- 4) It shall not exceed the maximum allowable height for a detached accessory structure in the zoning district it is located within.
- 5) It shall count as a structure for the purposes of calculating the maximum permitted lot coverage.
- 6) It shall be maintained in a clean and neat manner at all times.
- 7) The following materials shall not be used to construct the enclosed area: tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

(vii) Chicken feed must be kept in rodent-proof, sealed containers.

(d) Bees. Bees may be kept on any lot, provided the bee enclosure is located in the rear yard and is set back at least 20 feet from any lot line.

(D) Exotic or Wild Animals shall not be kept as domesticated animals anywhere in the City.

(E) Kennels. *Insert Kennel language or cross-reference existing section.*