VILLAGE OF SHELBY
PLANNING COMMISSION
APRIL 27, 2026 at 5:00 P.M.
SPECIAL MEETING PROCEEDINGS

1. CALL TO ORDER:

The Village of Shelby Planning Commission Meeting was called to order at 5:00 P.M. by Chairperson Ross Field.

2. ROLL CALL:

Answering Roll Call: Samantha Gottschalk, Paul Inglis, Ross Field, John Sutton, and Tim Horton.
Staff Present: Village Administrator, Phil Morse and Clerk/Treasurer Miraya Gissell Diaz.

3. PLEDGE OF ALLEGIANCE: All stood for the pledge.

4. MINUTES:

a.) March 17, 2026

Paul Inglis moved to approve the minutes of the Planning Commission meeting of March 17, 2026 as presented.
Seconded by: Tim Horton

Voice Vote: All in favor.
Motion Carried.

5. PUBLIC HEARINGS: None.

6. COMMISSION ADMINISTRATIVE BUSINESS:

a.) Site Plan Review – Corner of Michigan and Fourth

Shelby Holdings submitted a site plan review for the proposed building on the vacant lot at the corner of Michigan Avenue and W. Fourth Street. VA Morse invited Richard Raffaelli to present the site plan. Mr. Raffaelli also provided design renderings of the proposed building for the Planning Commission's review. VA Morse noted that he prepared a Site Plan Checklist based on the current zoning ordinance and, that due to the location and zoning, a lighting site plan review is required. He further stated that, with the addition of more parking spaces, a landscaping site plan review is also required. The landscaping site plan review was not provided with the other documents at this time.

The Site Plan Review Checklist provided by VA Morse confirms that the project meets the applicability criteria for both administrative and Planning Commission review. All required application materials – including the completed form, fee, plan copies at a readable scale, a digital copy, and preparer information – were submitted in accordance with ordinance requirements. The parcel address is pending at this time. Mr. Raffaelli stated that, in order to obtain a parcel address, the three parcels must be combined and a zoning permit is required. A parcel address cannot be issued until both steps

have been completed.

The project includes three awnings along Michigan Avenue – two for storefronts and one for the residential entrance where the postal boxes will be located and access to the upper-level units will be provided. An additional entrance on the side of the building facing Fourth Street will also include an awning. A rear entrance for tenants only will be located on the back side of the building. Mr. Raffaelli also stated that, due to the incline, a wheelchair-accessible ramp will be provided to the storefront.

Parking, loading, and circulation: the barrier-free (ADA) parking spaces are clearly identified; pedestrian access is shown; and, the driveway widths and locations meet standards. The required number of parking spaces is calculated to be 34. Shelby Holdings has requested a variance for the number of parking spaces provided. VA Morse suggested that the parking spaces be nine feet wide. Shelby Holdings is proposing angled parking on Fourth Street to increase the number of available spaces which is incorporated into the landscaping design. They also intend for the rear of the building to present the same quality and appearance as the front with the architectural bump-outs continuing from Michigan Avenue onto Fourth Street. Mr. Raffaelli also stated that green spaces will be provided to allow tenants with animals to have an area for them to relieve themselves. He further stated that there will be an enclosed area where the dumpster will be located.

Planning Commission Member Horton inquired about managing parking in the lot adjacent to the rail trail. Mr. Raffaelli stated that it will be a private lot with appropriate signage, and that designated parking spaces will be assigned to the associated units or made available for general use.

Planning Commission Member Horton also asked Mr. Raffaelli about the plans for managing waste-removal services to prevent overflow caused by potential non-residents using the dumpster provided for tenants. Mr. Raffaelli stated that the plan is to locate the dumpster in an area accessible only with a key card.

Proposed Development Layout Architectural Guidelines: Shelby Holdings requested a waiver to allow the minimum clear glass on the second floor to be reduced by 30-percent due to safety concerns for families with small children. They also requested a waiver of the 50-foot public door/entrance requirement on the Fourth Street side of the building. The length of that façade, as drawn, is approximately 78 feet.

Compliance with other ordinances: The site plan meets general zoning district standards and complies with setbacks, height, and use regulations. There are no unresolved zoning violations on the subject property.

Planning Commission review standards: The site plan promotes public health, safety, and welfare. It is compatible with surrounding land uses and minimizes traffic and access conflicts. It protects adjacent residential uses and complies with the intent of the Village Master Plan where applicable.

The Planning Commission also reviewed the lighting site plan for the project. As this project is a new development requiring site plan approval under Article 12, exterior lighting will include site, façade and parking-area lighting. The lighting-plan submittal requirements specify that the site plan must show the location and type of all exterior lighting fixtures such as the light poles and wall-mounted fixtures. The

specification sheets were included with the site plan for Planning Commission review.
During the review, the parking lot lighting standards were discussed at which time VA Morse noted that, because there are no normal parking hours due to the nature of the lot, he asked whether the lights were dimmable. Raffaelli stated that the lights are not dimmable and that, due to safety precautions for the tenants, it was preferred to keep the parking lot fully lit.
VA Morse also stated that he had no recommendations regarding administrative conditions or modifications.

Shelby Holdings would like to apply for a sign permit at a later date.

VA Morse recommended that the site plan be approved as drawn with the recorded waivers to include the lighting plan with the landscaping plan to be approved by VA Morse at a later date. He further recommended approval of the waivers for the 30% reduction in clear-glass frontage for the upper level; the 50-foot minimum door-frontage requirement; and the parking-space requirement as drawn.

Paul Inglis moved to approve the site plan for the corner of Michigan and Fourth as drawn, including the waiver of the 50-foot minimum door-frontage requirement; the waiver for a 30-percent reduction in the clear-glass-frontage requirement for the upper level; and, the waiver of the parking-space requirement as recommended. The motion also includes approval of the lighting site plan and that the landscaping site plan to be approved administratively at a later date by VA Morse.
Seconded by: Tim Horton

Roll Call Vote
Ayes: Inglis, Horton, Gottschalk, Sutton, and Field.
Motion Carried 5-0.

7. REPORTS: None.

8. PUBLIC COMMENT: None.

9. MEMBER DISCUSSION: None.

10. ADJOURNMENT: There being no further business to come before the Planning Commission, Ross Field adjourned the meeting at 5:56 P.M.

Planning Commission Meeting minutes are not official until approved at the next Regularly Scheduled Planning Commission Meeting of June 16, 2026.

Approved ☑

Minutes Respectfully Submitted by Miraya Gissell Diaz Clerk/Treasurer

06/16/2026
Date