



Cedar Springs Special Planning Commission Meeting

MINUTES

Tuesday, August 8th, 2017

7:00 p.m.

**Cedar Springs City Hall
66 S. Main St.
Cedar Springs, Michigan**

1. The meeting was called to order at 7:02 pm by **Owens**. The Pledge of Allegiance was recited.

2. ROLL CALL:

Ms. Lisa Atchison	<u>Present</u>
Mr. Dale Bray	<u>Present</u>
Mrs. Kathy Bremmer	<u>Present</u>
Mr. Clint Conley	<u>Present</u>
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Mr. Jerry Hall	<u>Excused</u>
Mr. Perry Hopkins	<u>Present</u>
Mr. Mark Laws	<u>Absent</u>
Mr. Craig Owens	<u>Present</u>

3. Recognition of Timothy Johnson (City Planner), Michael Womack (City Manager), and Rebecca Newland (City Clerk).

4. Motion to approve the minutes of the Regular Meeting July 11th, 2017.

Motion by **Hopkins** supported by **Bray** to approve the minutes of the Regular Meeting July 11th, 2017.

Voice Vote.

6-0

Motion Carried.

5. APPROVAL OF AGENDA.

Motion by **Bremmer** supported by **Atchison** to approve of the agenda with two changes to move item 9B to 10E and Item 10D to 10B.

Voice Vote.

6-0

Motion Carried.

6. PUBLIC COMMENTS.

Those citizens wishing to speak on agenda and non-agenda items will be allowed a maximum of four minutes each to address their concerns. This is the only time during the meeting that citizens are allowed to address the Planning Commission. Please state your name and address for the record.

Duane McIntyre- stated that the library was nearly completed and that there are new projects in the future. He is working with a hotel company and apartment buildings. They are in the process of doing a study to see if there is a need for them in the community.

Kurt Mable- stated that he was in support of the Microcannery business and thinks that it is a great use of the space.

7. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

8. SCHEDULED PUBLIC HEARINGS.

A. Sec. 40-545. - Specific sign standards. ordinance amendment (**Rescheduled for 9/5/2017**)

B. Sec. 40-49 (25) and Sec. 40-49(27). – Site plan of the code of ordinances amendment (**Rescheduled for 9/5/2017**)

9. NEW BUSINESS.

A. Escrow Policy-Recommendation to City Council

Bray stated that the projects estimate 0-\$1,000 does not make sense to have the minimum escrow to be \$500 and have the minimum balance be \$500. **Womack** will ask the Finance Director for clarified language.

Hopkins supported by **Bremmer** to recommend approval of the escrow policy with changes to clarify language.

Voice Vote.

6-0

Motion Carried.

B. K&A Commercial and Industrial Painting Site Plan Application and Special Land Use

Johnson stated that a Special Land Use public hearing has been scheduled for 9/5/17. He recommended that if a motion be made it be contingent on the described drawing provided by the applicant. **Karger** stated that the site has city water, but not city sewer. He is looking to paint the rot around the barn and then later replace with metal siding next spring. He will also replace the mercury light. **Owens** stated the Planning Commission will review the final site plan and hold a public hearing next month. He requested the applicant redraws the pictures and submit requested changes to the City Manager.

C. O'Reilly Auto Parts Site Plan Application

Johnson reviewed his report. He would like to talk to the City Manager and the City Attorney regarding if the Planning Commission can approve fewer parking spaces than required. He suggested adding a sidewalk to 17 Mile on the west side of the building. A revised site plan is needed to bring the project comply with the current zoning ordinances.

10. OLD BUSINESS.

A. Micro Cannery business at 70 N. Main St., (Carquest building) Site Plan and Special Land Use

Johnson reviewed his report from August 2nd. A public hearing is scheduled for September 5th, 2017. **Todd Vriesenga** owner of Microcanner, LLC. stated that he would be willing to change the light. **Conley** said that the parking lot would work better as a one way. **Vriesenga** stated he would put up signs to a one way road in the rear and move some of the parking spots. He is working to possibly bring a cider business into the storefront of the building. **Owens** stated to the applicant to bring a revised site plan addressing Mr. Johnson's recommendations.

B. 14141 White Creek Parking lot

a. Site Plan (Included)

Johnson reviewed his report. The plan has changed slightly from the addition of 9 to 13 parking spaces. The applicant will be required to get approved land division prior to a building permit will be issued. **Owens** stated that the board could approve with conditions or ask for a revised site plan.

Motion by **Atchison** supported by **Hopkins** to approve the site plan dated 7-31-17 subject to 1) the site plan being revised to comply with the City Planner report dated

August 2nd, 2017 2) signs be provided for cross area no parking 3) Lot division by City Assessor and 4) signs be provided for employee parking only.

Voice Vote. 6-0 Motion Carried.

C. Sec. 40-545. - Specific sign standards. ordinance amendment

Motion by **Owens** supported by **Hopkins** to table the Sec. 40-545. - Specific sign standards ordinance amendment until the September meeting.

Voice Vote. 6-0 Motion Carried.

D. AN ORDINANCE TO AMEND CHAPTER 40 Sec. 40-49 (25) and Sec. 40-49(27).
– SITE PLAN OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR SPRINGS, MICHIGAN

Motion by **Hopkins** supported by **Bray** to table the Ordinance to Amend Chapter 40 Sec. 40-49 (25) And Sec. 40-49(27) until the September meeting.

Voice Vote. 6-0 Motion Carried.

E. Reed vs. Gilbert memo

a. Reed vs. Gilbert proposed sign ordinance amendments

Johnson reviewed his report dated August 1st, 2017. Instead of defining a sign by its content it would be better to define how large a sign can be. The communities he has worked with range from 1.5-3 square feet. **Conley** suggested revision of abandoned/obsolete signs and snipe signs. **Johnson** could remove snipe signs. **Bray** addressed the need for clarification with animated signs and prohibiting digital signs.

11. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

Bremmer inquired about the progress on the Master Plan and the Nikki & Company hair salon. **Womack** stated that he is still working with the old planner on getting the finalized version of the Master Plan. He will email the former City Planner in regards to the progress of the Master Plan. He also investigated the issue with Nikki & Company. Their site plans show a glass window in the front of the building and it has not been in compliance with the submitted plans to Planning Commission prior to his employment with the city.

A. Correspondence.

1. 2017 MAP conference

B. Staff Comments.

1. City Manager.- Renee Race may be joining the Planning Commission.

C. Planning Commission Members

D.

Hopkins- spoke with a Thai restaurant that would like to come to town, but is still working on possible funding and locations.

12. REPORT OF THE CITY COUNCIL REPRESENTATIVE.

Hopkins stated that the crosswalk signs have been put up and that the City Manager has his one year review coming up.

13. REPORT OF THE PLANNING CONSULTANT.

Johnson said that he appreciates all of the hard work and the attention to detail from the Planning Commission.

14. ADJOURNMENT.

Motion by **Hopkins** supported by **Atchison** to adjourn the meeting at 9:10 p.m.

Voice Vote.

6-0

Motion Carried.

Rebecca Newland, City Clerk

Craig Owens, Chairperson