



**Cedar Springs City Hall
66 S. Main St. PO Box 310
Cedar Springs, MI 49319**

11-20-2020

**RE: Marihuana application
Moratorium adjustment**

The City of Cedar Springs City Council instituted a moratorium on City Hall accepting marihuana business applications at their October 8th, 2020 meeting. That moratorium was put into place to allow the City Council to consider a marihuana ordinance amendment that would place new limitations on marihuana businesses in the City by not allowing a new marihuana business to open within 100 feet of any other marihuana business. The Council is continuing to review and discuss that possible ordinance amendment.

At the November 19th meeting, the City Council voted to amend that moratorium to allow City Hall to begin accepting new marihuana applications but on a limited basis. The limitations are that the Planning Commission will only review a maximum of two marihuana applications at a time and that City Hall should not accept any marihuana applications that would violate the 100-foot separation ordinance if it were to pass.

These rules now create a tiered system of applications:

1. Two marihuana applications will be accepted for review and approval by the Planning Commission at any one time, those applications must be complete and pay the application fees. The Planning Commission generally reviews an application at two monthly meetings prior to giving their approval. After a marihuana application receives approval from the Planning Commission the City will forward one or two marihuana applications to the Planning Commission for review, replacing those that have received Planning Commission approval.
2. Any marihuana application received after the initial two applications, will be reviewed for completeness and if complete will receive a time stamped place in line waiting to be reviewed by the Planning Commission but shall not pay the application fee at that time. When a time stamped application is to be submitted to the Planning Commission, the applicant will be notified and will be required to pay the application fees at that time. Following submission of the application fees, the applicant will be informed of the Planning Commission meeting date and time. The zoning administrator will attempt to work with the waiting applicants to polish their zoning and site plan materials prior to review by the Planning Commission as time allows.
3. Any marihuana application which is incomplete or is found to be likely to violate the 100-foot separation rule will be rejected and will not be received nor receive a timestamp into the Planning Commission waiting line. Applicants will be notified of the reason for their rejection, incomplete applications may cure their incompleteness and resubmit at a later time. Applications found to be likely to violate the

proposed 100-foot separation ordinance will be told to wait until the Council makes a determination on that ordinance.

Marihuana applications will only be accepted following a sit-down review between the zoning administrator and the applicant to ensure the application's completeness. Appointments for this review are highly recommended otherwise the applications will be reviewed when the zoning administrator is available.

If you have any questions, thoughts or concerns about this matter, please contact the City Manager by phone at 616-696-1330 or by e-mail at manager@cityofcedarsprings.org

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Womack", written over a horizontal line.

Mike Womack City Manager
City of Cedar Springs
66 S Main St, Cedar Springs, MI 49319
manager@cityofcedarsprings.org