



*City Manager's Office*

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

07-08-21

**RE: Planning Commission  
Initial Review Policy**

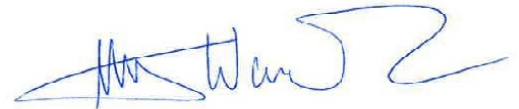
It is the policy of the Planning Commission that **new-building site plans, marihuana business proposals, special land use proposals and other zoning/sketch proposals that increase a parking lot size or significantly alter the building or property** shall complete an initial review with the City Planner and Zoning Administrator prior to being placed on the Planning Commission's Agenda for review.

The process to apply to be reviewed by the Planning Commission for planning and zoning approval shall follow the following steps with the estimated time frames:

1. Submit a complete site plan or sketch plan, all required applications/materials and appropriate fees and escrow amounts to City Hall at any time but a recommended minimum of 45 days before the desired planning commission meeting for a Permitted use or 60 days before the desired planning commission meeting for a Special Land Use.
2. The City Planner and Zoning Administrator will review the submitted site plan materials and provide written notes to the Applicant within 7-15 days, depending on workload. Those written notes will be recommended or required changes that should be made by the applicant to the site or sketch plans prior to being submitted back to the City as a second draft.
3. The second draft of the site plan shall be submitted back to the City Planner and Zoning Administrator at least 15 days prior to the desired planning commission meeting for Permitted projects or 30 days prior to the desired planning commission meeting for a Special Land Use. This second draft must be accompanied by a corrections response letter which highlights the changes made to the site plan materials between the first and second drafts.
4. The City Planner and Zoning Administrator will review the second draft site plan materials and will determine whether the second draft is substantially compliant with the recommendations and requirements previously provided to the Applicant. If found to be substantially compliant, the City Planner and Zoning Administrator shall provide written notes to the Applicant and Planning Commission for review 7 days prior to a scheduled planning commission meeting. If the second draft site plan materials are found to not be substantially compliant, the project will be given back to the developer and not placed on the Planning Commission agenda.

5. At the meeting, the applicant will discuss their project with the Planning Commission and receive back any additional recommendations or requirements from the board members.
6. If the Planning Commission determines that the site plan materials are substantially compliant or final and complete, they may give final approval of the project or preliminary approval of the project subject to submission of additional information to the Zoning Administrator. If the Planning Commission is not convinced that the project is complete or substantially compliant, the Board can table the project to a later meeting to allow applicant more time to finalize the site plan materials.
7. The Zoning Administrator and Planning Commission are both empowered to remove from consideration any project which is found to be not compliant with required site or sketch plan requirements.
8. Any applicant who aggrieved by the Zoning Administrator regarding this initial review policy shall either submit their grievance to the Planning Commission in writing for review or appear in person at a Planning Commission meeting to address the Planning Commission regarding their grievance.

Sincerely,



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