



Cedar Springs Planning Commission Meeting

AGENDA

Tuesday, December 1, 2015

7:00 p.m.

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

1. Call the Meeting to Order. Pledge of Allegiance.

2. ROLL CALL:

Ms. Lisa Atchison	_____
Mr. Dale Bray	_____
Mrs. Kathy Bremmer	_____
Mr. Clint Conley	_____
Ms. Sherri Foster	_____
Mr. Jerry Hall	_____
Mr. Perry Hopkins	_____
Mr. Mark Laws	_____
Mr. Craig Owens, Chairperson	_____

3. Recognition of planning officials, engineering or legal representation.

4. Motion to approve the minutes of the Regular Meeting of November 10, 2015.

5. APPROVAL OF AGENDA.

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.

7. SCHEDULED PUBLIC HEARINGS.

8. NEW BUSINESS.

A. Motion to approve Resolution No. 2015 – 01, a resolution to establish the regular meeting dates of the Planning Commission from January, 2016 through December, 2016.

9. OLD BUSINESS.

A. Planning Commission Master Plan Workshop.

10. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

A. Correspondence.

B. Staff Comments.

1. City Manager.

C. Planning Commission Members.

11. REPORT OF THE CITY COUNCIL REPRESENTATIVE.

12. REPORT OF THE PLANNING CONSULTANT.

13. ADJOURNMENT.



Minutes of the Cedar Springs Planning Commission

Tuesday, November 10, 2015

7:00 p.m.

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

1. The Meeting was Called to Order by Chairperson **Craig Owens** at 7:00 p.m. The Pledge of Allegiance was recited.

2. <u>ROLL CALL:</u>	Ms. Lisa Atchison	Present
	Mr. Dale Bray	Present
	Mrs. Kathy Bremmer	Present
	Ms. Sherri Foster	Present
	Mr. Jerry Hall	Present
	Mr. Perry Hopkins	Present
	Mr. Mark Laws	Present
	Mr. Clinton Conley	Present
	Mr. Craig Owens, Chairperson	Present

3. **Carmine Avantini**, City Planner was recognized as being in attendance.

4. **Motion by Bremmer, supported by Hopkins, to approve the minutes of the Regular Meeting of October 6, 2015 and the Special Meeting of October 19, 2015.**

VOTE: 9 – 0, Motion Carried.

5. **Motion by Hall, supported by Atchison, to approve the agenda.**

VOTE: 9 – 0, Motion Carried.

6. PUBLIC COMMENTS.

Donna Clark, 18 N. Grant St., stated the library would be receiving a \$6,000.00 grant from Consumer's Energy.

7. NEW BUSINESS.

A. Site Plan Review for Display Pack, 660 West Street.
 Representatives for Display Pack explained the company is proposing to construct an 8,000-square-foot addition to the south end of the building

located at 660 West Street. They are also proposing to construct a 180 space parking lot with a new truck entrance/exit and other incidental site improvements. They had revised their site plan to accommodate some of the City Planner's recommendations but asked that some of the landscaping requirements be reduced. They also stated that they have modified the sidewalk size as well as provided rooftop screening for mechanical units.

Avantini reviewed his letter dated November 6, 2015. (**Attached Item A**)

Motion by Bremmer, supported by Conley, to approve the site plan for Display Pack conditional upon Planning Commission acceptance of the material samples for the proposed building addition; submission of a lighting plan for administrative review and approval; review and approval from other applicable departments and agencies and administrative review of a new landscaping plan.

VOTE: 9 – 0, Motion Carried.

- B. PUD pre-application conference for Community Building Development Team/Library proposed projects.

Avantini stated he would be preparing the PUD application for the groups. A concern he had was the orientation of the library building. A traditional downtown had buildings parallel to the road, he said. Other concerns were the proposed loop for a drop off book area and driveway cuts on Main Street. Discussion took place regarding which parcels should be included in the PUD.

Duane McIntyre said the road cut on Main Street would be one way and the library building was on an angle to keep the corner open so that the amphitheatre and trail could be seen.

Avantini said that allowing unloading in the front yard would set precedent for other developments that may come to the downtown.

Discussion ensued regarding one-way traffic and the building orientation.

Commissioners were in consensus regarding the parcels to be included in the PUD and wanting a one-way turn lane. The building orientation, however, was not unanimous. Those commissioners approving the orientation as presented were: Atchison, Foster, Hall, Hopkins, Laws and Conley. Those opposing the orientation were: Bray, Bremmer and Owens.

8. There was no Old Business.

9. SCHEDULED PUBLIC HEARINGS.

- A. Master Plan Community Input.

1. **Motion by Foster, supported by Bray, to open the Public Hearing.**

VOTE: 9 – 0, Motion Carried.

The Public Hearing opened at 8:55 p.m.

2. **Avantini** stated in the coming months, the Planning Commission would be reviewing the City's Master Plan. One of the items to be discussed would be the Mixed Use Zoning.
3. Public Comments:
Kurt Mabie, suggested putting a check list in the paper for residents to see as items in the Master Plan were checked off. Showing the community what was in progress and what had been accomplished was important.
Rose Powell said she was happy that the zoning was going to be updated and felt that Community Use Zoning was the way to go for publically owned property.
4. **Motion by Atchison, supported by Bremmer, to close the public hearing.**

VOTE: 9 – 0, Motion Carried.

The Public Hearing closed at 9:08 p.m.

10. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

- A. There was no correspondence.
- B. Staff Comments:
City Manager **Thad Taylor** stated The Brook had optioned property in the 425 Area and was looking at options for water and sewer.
- C. Planning Commission Members:
Conley thanked all the members who came that night and thanked everyone for their input.
Laws stated it was great to have fellow residents at the meeting.
Hopkins there were a lot of things the Community Building Development Team was doing that were in the Master Plan.
Bremmer asked for the differences in the City engineer and planner responsibilities.
Foster liked the healthy discussion that had taken place that evening.
Atchison said the Planning Commission needed to do what was right and that what they were doing was best for the community and met ordinance requirements. She didn't think questions were bad. Everybody had an opinion.

11. REPORT OF THE CITY COUNCIL REPRESENTATIVE.

Hall thanked everybody for coming out that evening; hard questions had been asked and the Planning Commission was doing its due diligence by asking questions. We are moving in the right direction, he said.

12. REPORT OF THE PLANNING CONSULTANT.

Avantini stated that this was the last meeting for the City Manager and it was his extreme pleasure to have worked with him. He thanked him and will miss him.

13. **Motion by Foster, supported by Hopkins to adjourn.**

VOTE: 9 – 0, Motion Carried.

The Meeting adjourned at 9:20 p.m.

Linda Christensen, City Clerk

Craig Owens, Chairperson

ITEM A



November 6, 2015

City of Cedar Springs
PO Box 310
66 S. Main Street
Cedar Springs, MI 49319

Attention: Mr. Thad Taylor, City Manager

Subject: **Revised Site Plan Review, Display Pack**, 660 West Street, located on the southern end of West Street, south of 17 Mile Road, revised site plan dated 11/5/15.

Dear Planning Commissioners:

At your request, we have completed our review of the above *revised* site plan for an 8,000 s.f. addition to the existing Display Pack building along with: 1) a new entry drive and detention pond on the west side of the building; and 2) a new entry drive, detention basin, and an approximate 142 car parking lot with five (5) barrier-free spaces. The subject site is zoned I-1, Industrial where manufacturing (packaging) uses are permitted by right.

The opinions in this report are based on a review of the site plan submitted by the applicant and conformance to City plans and ordinance standards. Key review item points in this letter are underlined for the benefit of the applicant. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application and on the site plan. Based upon our review of the submitted documents, we offer the following comments for your consideration:

REVIEW COMMENTS

1. Zoning and Lot Consolidation. A portion of the subject development is zoned R-3, Multiple Family Residential, although the use is clearly industrial in nature. Although not impacted by this project, the zoning for this land should be changed to I-1, matching the remainder of the site. In addition, the lot to be gifted from the City of Cedar Springs must be consolidated with the parent parcel. This must be a condition of site plan approval.

2. Dimensional Requirements. The following table indicates the dimensional requirements of the ordinance and those provided by the proposed development:

17195 Silver Parkway, #309
Fenton, MI 48430

Phone: 810-335-3800
Email: avantini@cibplanning.com

	Required	Provided	Comments
Lot Area	40,000 s.f.	842,080 s.f.	In compliance
Lot Width	100 ft.	100 + ft.	In compliance
Front Yard Setbacks (West Street)			
Building	40 ft.	40+ ft.	In compliance
Parking	20 ft.	55 ft.	In compliance
Side Yard Setbacks			
Building	20 ft.	20+ ft.	In compliance
Parking (west)	10 ft.	10+ ft.	In compliance
Parking (east)	10 ft.	10+ ft.	In compliance
Lot Coverage (building)	40%	Not provided	It appears that this standard is met but lot coverage information must be provided
Building Height	35 ft.	30 ft.	In compliance

3. Parking. *Section 40-514, Schedule of parking requirements,* of the ordinance identifies the number of parking spaces required for the proposed development in the following table:

	Required	Provided	Comments
Parking Spaces	Although the ordinance requires 2 spaces per each 3 employees (computed on the basis of the greatest number of persons employed at any one time, day or night) or 1 space per 2,000 s.f. UFA, the employee calculation is more accurate given the nature of the complex. Maximum of 225 employees. Total Required: 150 spaces	Total Provided: 276 spaces; 149 new spaces including 5 barrier-free spaces.	In compliance

4. Sidewalks. *Section 40-464, Sidewalks,* requires that “All developments shall provide sidewalks...on both sides of all public and private streets and roads.” There are no other sidewalks in the area so it doesn’t make sense to require the installation of sidewalks along the road frontage.

5. Interior Sidewalk. Per *Section 40-464(3), Sidewalks,* “Sidewalks abutting parking areas shall be a minimum of seven feet wide to accommodate vehicle overhang.” The sidewalk abutting the spaces on the north side of the parking lot must be increased from five (5) to seven (7) feet in width.

6. Landscaping. A landscape plan meeting the requirements of *Section 40-447, Landscaping requirements*, of the ordinance, has been provided. Trees and shrubs have been included in and around the new parking lot. In the submitted letter dated 11/5/15, the applicant has requested a lesser amount of plantings and will have to provide additional detail at the Planning Commission meeting.

7. Building Addition. Per *Section 40-463(2)(b)&(c), Nonresidential design requirements*, of the ordinance, "Buildings shall be constructed of quality materials that are characteristic of the state such as earth-toned brick, wood, native stone or other high-quality products approved by the city" and "Other materials such as smooth-faced or decorative concrete block, dryvit, or prefabricated steel panels should only be used as accents and not dominate the building exterior of the structure." The proposed elevations indicate the use of a "storefront window" glass system for much of the addition along with ground face/smooth face block, ACM metal panels, and corrugated metal panels. The variety of materials combined with an attractive design creates a high-quality appearance for the addition. This treatment meets the intent of the above ordinance material requirements. Material samples must also be provided for review and approval.

8. Mechanical Unit Screening. The plans do not indicate the use of rooftop or ground-mounted mechanical units and if they are proposed, must be screened.

9. Lighting Plan. A complete lighting plan must be submitted, including a photometric grid, overlaid on the site plan, along with the proposed location and manufacturer's specification sheet for all light fixtures. Please keep in mind that fully shielded, non-adjustable, metal halide or LED fixtures must be utilized to prevent off-site glare. The applicant has indicated that there was not enough time to complete the lighting plan and will submit it as a condition of site plan approval. The lighting plan can be reviewed and approved administratively if the Planning Commission so chooses.

10. Other Department and Agency Review. Site plan approval must be conditioned upon review and approval from other applicable departments and agencies.

RECOMMENDATION

Based upon the above review, **we recommend approval of the site plan request for Display Pack, conditioned upon the following items:**

1. The lot to be gifted from the City of Cedar Springs must be consolidated with the parent parcel;
2. Lot coverage information being provided;
3. Waiver of the sidewalk requirement along West Street;
4. The sidewalk abutting the spaces on the north side of the parking lot must be increased from five (5) to seven (7) feet in width;
5. Planning Commission acceptance of the material samples for the proposed building addition;
6. The screening of any rooftop or ground-mounted mechanical units;
7. Submission of a lighting plan, for administrative review and approval; and
8. Review and approval from other applicable departments and agencies.

City of Cedar Springs
Revised Site Plan Review, Display Pack
November 6, 2015
Page 4

Sincerely,

CIB PLANNING

A handwritten signature in cursive script, reading "Carmine P. Avantini".

Carmine P. Avantini, AICP



**CITY OF CEDAR SPRINGS
 Planning Commission
 Kent County, Michigan**

Planning Commissioner _____, supported by Planning
 Commissioner _____, moved the adoption of the following resolution:

RESOLUTION NO. 2015 – 01

**A RESOLUTION TO ESTABLISH THE REGULAR MEETING DATES
 OF THE PLANNING COMMISSION
 FROM JANUARY, 2016 THROUGH DECEMBER, 2016**

WHEREAS, the Bylaws of the Planning Commission in Section 2. A provides for the Planning Commission to establish, by resolution, the time and place for its' regular meetings each year.

NOW, THEREFORE, BE IT RESOLVED.

- 1.) That, the Cedar Springs Planning Commission establishes the following dates as the **Regular Meeting Dates** for the 2016 Calendar Year, except that according to the Bylaws, any regular meeting may be cancelled if there is not sufficient business to come before the Planning Commission:

January 05, 2016	7:00 p.m.
February 02, 2016	7:00 p.m.
March 01, 2016	7:00 p.m.
April 05, 2016	7:00 p.m.
May 03, 2016	7:00 p.m.
June 07, 2016	7:00 p.m.
July 05, 2016	7:00 p.m.
August 09, 2016	7:00 p.m.
September 06, 2016	7:00 p.m.
October 04, 2016	7:00 p.m.
November 08, 2016	7:00 p.m.
December 06, 2016	7:00 p.m.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSENT: Commissioners: _____

ABSTAIN: Commissioners: _____

PLANNING COMMISSION RESOLUTION NO. 2015- 01 DECLARED ADOPTED.

Dated: December 1, 2015

Linda Christensen, City Clerk

CERTIFICATION

I certify that this is a true and complete copy of a resolution adopted by the Cedar Springs Planning Commission at a regular meeting held on December 1, 2015 and that public notice of said meeting was given pursuant to Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: December 1, 2015

Linda Christensen, City Clerk.