



**Minutes of the Regular Meeting of the
Cedar Springs Planning Commission**

**Tuesday, April 7, 2015
7:00 p.m.**

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

1. The Meeting was Called to Order by Vice-Chairperson **Lisa Atchison** 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	Excused
	Mr. Perry Hopkins	Present
	Mr. Mark Laws	Present
	Mr. Clint Conley	Present
	Mr. Craig Owens, Chairperson	Excused

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

4. **Motion by Bray, supported by Hopkins, to approve the minutes of the Regular Meeting of March 3, 2015.**

VOTE: 7 – 0, Motion Carried.

5. **Motion by Hopkins, supported by Bray, to approve the agenda.**

Vote: 7 – 0, Motion Carried.

6. PUBLIC COMMENTS.

Rose Powell, 316 W. Cherry St., stated the Red Flannel office will open Friday and Saturdays beginning May 1. She inquired about outdoor seating and benches and the permitting process.

Dave Ringler, 95 N. Main St., stated if everything goes well, they will begin digging next week for his new business.

7. There were no scheduled public hearings.

8. NEW BUSINESS.

A. **Motion by Bremmer, supported by Bray, to approve a Special Land Use Approval Permit for Country Haven Adult Foster Care Home, 413 E. Muskegon St.**

Discussion:

City Manager **Thad Taylor** stated the owner of the home, Thomas Cronkright, currently operates a small care group home (12 or fewer adults) at the East Muskegon location. The home operates as a Special Land Use as authorized by Ordinance 40, Section 40-458 of the City of Cedar Springs' Code of Ordinances. Cronkright wanted to increase the number of residents to 15 which is allowed under the Code of Ordinances as a Special Land Use, he explained. Other requirements which also exist under the City's ordinances include:

- The use to be registered with the City Clerk's office and to continually file with the City documentation of a valid license as required by the state.
- The facility must be brought into compliance with all state construction and fire codes pursuant to state licensing rules.
- The site must comply with sign provisions of Article VII of the City's Zoning Code.
- Off-street parking must be provided for the maximum number of employees on-site at any one time.
- The building must have an appearance which is non-intrusive and consistent in color, materials, roof-line and architecture with the single-family or multiple-family residential district in which it is located, as determined by the Planning Commission.

Taylor felt **Cronkright** met all the above requirements and as the home was registered by the state, felt the request should be considered a minor extension to an existing Special Land Use and recommended approval. Three additional bedrooms were planned to be added to the lower level of the home; but no exterior alterations to the exterior of the home was planned. While a large group home was considered to house 13-20 residents, **Cronkright** only had plans to increase his capacity by three, bringing the total residents in the home to 15.

VOTE: 7 – 0, Motion Carried.

B. Site Plan Review for Vanderhyde Ford, 345 N. Main St.:

Discussion:

Avantini stated the applicant wished to construct a used car building to be located to the rear of the existing building. The proposed building was approximately 2,760-square-feet with offices and a wash bay at the back of the building. The business is located in the B-3, Highway Business where automobile dealerships are allowed as special land uses. Since this was an existing use and the proposed building will be replacing an existing structure and minimal expansion is planned, a new special land use was not needed, he explained.

The site was non-conforming, and when changes are proposed, we look for ways to upgrade the site to make it meet ordinance requirements, **Avantini** said. Parking setbacks on the east and west sides of the building do not meet ordinance requirements as well as new concrete was needed on the north

and south sides of the new building, he said. Building material was also called into question as were lighting fixtures.

Matt McCambridge, Nugent Builders, stated that the bad pieces of pavement were going to be removed and the entire lot was proposed to be replaced. He also provided a sample building material of a cement board panel with a stucco finish which, while it did not match ordinance design requirements, it did match the primary building material on the building on the opposite side of the street, **Avantini** said.

McCambridge said that while lighting was also being planned to be replaced, he wanted the option of using florescent lighting versus LED as the City Planner wished to be installed.

Motion by Hopkins, supported by Conley, to approve the site plan for Vanderhyde Ford, 345 N. Main St., conditional upon the conditions listed in the March 26, 2015 letter from the City Planner (attached Item A.)

The motion was amended by the makers to list the following conditions:

- 1. That repairs be made to any paved surface areas in need of maintenance.**
- 2. Planning Commission acceptance of the exterior material as complimentary to the sales building across the street (in light of possible-short term changes to meet Ford standards;) thereby meeting ordinance design requirements. Also, material samples must be provided for administrative review and approval.**
- 3. That the existing nonconforming light fixtures be replaced with full cutoff, non-adjustable LED or similar fixtures to prevent off-site glare and also conserve energy over those currently in place.**
- 4. Site plan approval is also conditional upon review and approval from other applicable departments and agencies.**

VOTE: 7 – 0, Motion Carried.

9. OLD BUSINESS.

- A. Discussion regarding proposed Planned Unit Development ordinance language:
- B. Discussion regarding proposed PUD Design Guidelines:
- C. Discussion regarding PUD map:

Avantini stated the proposed PUD of the downtown would allow greater direction and flexibility for developers and allow Planning Commissioners the ability to waive requirements during the site plan review process.

The map would serve as a future land use map for the downtown, he said. He also suggested providing more description as to the zoning district's uses. He will be providing commissioners with those descriptions in the coming weeks as well as language to be sent to business owners in the downtown who will be invited to participate in a public hearing to be held in June.

10. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

A. There was no correspondence.

B. Staff comments:

1. City Manager:

Taylor stated Duane McIntyre was getting ready for the next condo project north of Junco.

The Code Enforcement Officer had been working with Tractor Supply with violations regarding its outdoor display vs. outdoor storage. Screening options had been worked out and display will only take place in the front of the building, he said.

The Code Enforcement officer has also been working with Family Home & Garden regarding its' outdoor display practices and is also diligently working at Cedar Springs Mobile Estates regarding removal of old trailers and replacing them with new ones. He has been making progress and there has been an overall improvement to the property, **Taylor** explained. The Planning Commission's bylaw committee had met and there should be a draft of proposed changes coming to the full commission in the future.

He also stated he had been working with a developer on a project that would be a good addition to the community.

C. There were no comments from Planning Commission members.

11. There was no report from the City Council representative.

12. The Planning Consultant stated work would begin in July on updating the Master Plan and looking at the Mixed Use District. He was also looking at training options for commissioners.

13. The meeting adjourned at 8:20 p.m.

Linda Christensen, City Clerk

Lisa Atchison, Vice-Chairperson

ITEM A



CIB PLANNING

Community Image Builders

March 26, 2015

Planning Commission
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, Vanderhyde Ford**, 345 N. Main St., located on the east side of N. Main St., south of 18 Mile Road, *revised* site plan dated 3/24/15.

Dear Planning Commissioners:

At your request, we have completed our review of the *revised* site plan for the proposed Vanderhyde Ford Used Car building, which will be located to the rear of the existing building (to be demolished) at 345 N. Main Street. Proposed is construction of a 2,760 square foot used car sales building with offices and a wash bay at the back of the building. The subject site is zoned B-3, Highway Business District, where automobile dealerships are special land uses. Since this is an existing use and the proposed building will be replacing an existing structure, with minimal expansion, a new special land use review is not needed.

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. Nonconforming Site Items. Although this is a permitted use, there may be site items that fail to meet ordinance requirements and are considered nonconforming. It is the intent of the City to gradually upgrade nonconforming sites, with requested changes in proportion to the approval being sought.

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	15,000 s.f.	87,120 s.f.	In compliance
Lot Width	100 ft.	300 ft.	In compliance
Front Yard Setbacks			
Building	30 ft.	<30 ft.	In compliance
Parking	20 ft.	approx. 20 ft.	In compliance
Side Yard Setbacks			
Building	10 ft.	96 ft.	In compliance
Parking (east)	10 ft.	0 ft.	The parking is existing, nonconforming
Parking (west)	10 ft.	0 ft.	The parking is existing, nonconforming
Rear Yard Setback			
Building	40 ft.	105 ft.	In compliance
Parking	10 ft.	<10 ft.	In compliance
Building Height	35 ft.	approx. 12 ft.	In compliance

3. Pavement Area and Maintenance. New concrete is to be installed on the north and south sides of the new building to accommodate access to the overhead doors for the wash bay. In addition, any areas of the lot in need of maintenance (cracks, holes, etc.) should be repaired and sealed. A note should be added to the plan indicating that repairs will be made to any surface areas in need of maintenance.

4. Building Materials. 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 cement board panels with a stucco finish. Although this material does not exactly match the ordinance design requirements, it does match the primary building material on the Vanderhyde Ford new car building on the opposite side of the street. It does not appear, however, that the exterior of the new car building has been updated to match the new Ford image that many other dealerships have undertaken. Will this dealership be making façade changes in the near future? (since this may impact the design of the used car building). The Planning Commission will have to make a determination on the acceptability of the proposed material as complementary to the sales building across the street, in light of any upcoming façade changes. Also, material samples must be provided for administrative review and approval.

5. Lighting. The current site is illuminated by adjustable pole-mounted fixtures angled toward the east property line. *Section 3.32, Outdoor Lighting*, of the ordinance requires that "All exterior light fixtures shall be fully shielded and directed downward to prevent off-site glare." We recommend that the existing fixtures be replaced with full cutoff, non-adjustable LED fixtures to prevent off-site glare and also conserve energy over those currently in place. This would be an appropriate upgrade of a nonconforming site item that is in proportion to the request being made.

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

RECOMMENDATION

Based upon this review, **we recommend approval of the revised site plan for the Vanderhyde Ford used car building conditioned upon the following:**

1. That repairs be made to any paved surface areas in need of maintenance.
2. Planning Commission acceptance of the exterior building material as complementary to the sales building across the street (in light of possible-short term changes to meet Ford standards); thereby meeting ordinance design requirements. Also, material samples must be provided for administrative review and approval.
3. That the existing nonconforming light fixtures be replaced with full cutoff, non-adjustable LED fixtures to prevent off-site glare and also conserve energy over those currently in place.

Please let us know if you should have any additional questions on this.

Sincerely,

CIB PLANNING



Carmine P. Avantini, AICP