



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

**Tuesday, July 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 Chairperson **Craig Owens** at 7:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

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

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

4. **Motion by Atchison, supported by Hopkins, to approve the minutes of the Regular Meeting of June 15, 2015.**

VOTE: 8 – 0, Motion Carried.

5. **Motion by Bremmer, supported by Hall, to approve the agenda with the addition of Old Business Item C PUD Standards language review.**

VOTE: 8 – 0, Motion Carried

6. There were no public comments.

7. There were no scheduled public hearings.

8. OLD BUSINESS.

- A. Discussion regarding an amendment to the Planned Unit Development site plan and corresponding special land use for a 2.15 acre parcel known as The Pines Condominiums. Parcel No. 41-02-25-280-007.

Duane McIntyre, developer, stated that after the previous month's Planning Commission meeting, he met with both associations – The Pines Homeowner's Association and Pines of Cedar Springs Condo Association – regarding the concerns raised at the June Planning Commission meeting. Both groups are now on board with his plans and have submitted letters in favor of the project. **(attached items A and B)**

The original project, approved in in 2001, called for 16 attached single family condominium units in 3 buildings. The revised plan has 10 attached condominiums units in five buildings with open space to the rear of the buildings.

He addressed the recommendations of the City Planner's review letter dated May 25, 2015. **(attached item C)**

- The retaining wall has been removed.
- Sidewalks will be constructed on one side of the street.
- Driveways will be concrete.
- An access trail to the White Pine Trail will not be constructed.

(attached Item D)

Motion by Hall, supported by Hopkins, to recommend approval to the City Council conditional upon the following:

- 1. Submission of details for a proposed retaining wall and the driveway asphalt to be reviewed and approved administratively.**
- 2. City Council determination that sidewalks are only needed on one side of Needlewood Drive.**
- 3. A determination regarding the pathway connection to the White Pine Trail and whether the escrow was ever deposited with the City, per the Development Agreement.**
- 4. Review and approval from other applicable departments and agencies.**

VOTE: 8 – 0, Motion Carried.

- B. **Motion by Hopkins, supported by Bremmer, to recommend approval to the City Council of the amended Planning Commission bylaws.**

VOTE: 8 – 0, Motion Carried.

- C. The Planner reviewed the City Attorney's recommendations regarding the PUD standard language.

9. OLD BUSINESS.

- A. The City Planner conducted a workshop on making effective decisions and how to effectively conduct meetings.

10. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

A. There was no correspondence.

B. Staff Comments:

The City Manager reported on projects he had been working on including:

- Retirement Living was coming to town and would be constructing its development south of town on the former Horowitz property. They hoped to have the site cleared by the fall with construction slated for next spring.
- Work will begin next month on the City's Master Plan update. The City Planner would be conducting a workshop on the process at next month's meeting.
- A preliminary grant application had been submitted to the West Michigan Regional Planning Commission regarding the extension of West Street to 16 Mile road and constructing utilities to the south City limits. Estimated cost of the project is \$3 million. He was working with officials from the County, State and Federal government on the proposed project.
- Display Pack was looking to purchase six acres of the old lagoon property for expansion.
- The City had hosted a site visit from an official from a motel chain looking for a new construction site.
- He and the City Planner had met with officials from the Community Building Development Team and Library to go over preliminary site plans for the library. It was their hope to bring a proposed site plan to the Planning Commission at next month's meeting for the Commission's feedback.
- He had been fielding several calls regarding economic development.

C. There were no comments from Planning Commission members.

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

12. There was no report from the Planning Consultant.

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

VOTE: 8 – 0, Motion Carried.

The Meeting adjourned at 8:23 p.m.

Linda Christensen, City Clerk

Craig Owens, Chairperson



Pines of Cedar Springs Condo Association

July 1, 2015

To Whom It May Concern

The board of the Pines of Cedar Springs Condominium Association has met with Duane McIntyre concerning the new construction of condominiums that Duane would like to erect.

The original drawing that was done many years ago should 16 units being built in that area. Duane has proposed 5 duplex units with the remaining area behind these units becoming a common area of the condominiums.

As the board of the Pines of Cedar Springs Condominium Association, we fully support Duane's proposal for 5 duplex units.

Any questions please feel free to contact us.

Pines of Cedar Springs Condominium Association

(Out of town at this time so his signature is not available)

Todd Watson
President


Jerry Moyer
Vice President


Cindy Buitendorp
Treasurer

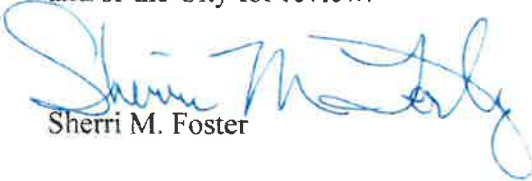
ITEM B

THE PINES HOMEOWNERS ASSOCIATION

I, Sherri Foster, am the current president of The Pines Homeowners Association. On June 15, 2015 there was a public hearing regarding new condo's that were being developed by, Duane McIntyre of Design-Build LLC., in our association. A few members of The Pines appeared at the public hearing to express concerns and/or ask questions regarding the new plans for the development. After discussion at the hearing and a subsequent meeting a week later, those that expressed a concern have no further objections to the new development. I have received a copy of the blueprints from Mr. McIntyre to maintain in our records. I have also spoken with the other members of the board and upon receiving no further apprehension; I am writing this statement for the record that we, The Pines Association, are in agreement with the plans provided by Mr. McIntyre and look forward to having the development phase of our Association complete.

Mr. McIntyre will provide a written statement that there will be no path/trail developed from the Condos to the White Pine Trail as originally planned.

Any changes to the blueprints as received and agreed upon, should be brought to the Association and/or the City for review.


Sherri M. Foster



May 25, 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, The Pines of Cedar Springs**, 250 Needlewood Drive, located on the east side of Needlewood Drive, opposite the intersection with Prairie Run Drive. Site plan dated 4/27/15, parcel size is 2.15 acres.

Dear Thad:

At your request, we have completed our review of the above site plan to amend Phase 2 of The Pines of Cedar Springs PUD development that was approved in 2001. The original project consisted of 16 attached single family condominium units in 3 buildings while the proposed revision has 10 attached condominium units in 5 duplex buildings. Each building has access directly onto Needlewood Drive where the previous plan had the units accessing a cul-de-sac road. The subject site is zoned PUD, Planned Unit Development, and was approved as an attached single-family residential site condominium development. Per *Section 18-213(b), Incorporation of plan and master deed*, of the ordinance, "All changes to an approved condominium subdivision plan shall be reviewed and approved by the city pursuant to the procedures set forth in section 18-211(c) herein for the initial approval of condominium subdivisions." Since this is a PUD amendment, the special land use standards of *Section 40-599* must also be followed. Both of these approvals require a major amendment so Planning Commission recommendation to City Council will be needed for approval.

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. Project Density and Dimensional Standards. The previously approved layout had a density of 8.37 units per acre while the proposed development has a density of 4.65 units per acre. In addition, the following table indicates the original R-1 zoning dimensional standards and applicability of the current project:

	Required	Provided	Comments
Front Yard Setbacks			
Building	30 ft.	30 ft.	In compliance
Side Yard Setbacks			
Building	6 ft.	min. 7.5 ft.	In compliance
Rear Yard Setback			
Building	30 ft.	109 ft.	In compliance
Building Height	2 1/2 stories, 35 ft.	1 story	In compliance

2. Parking and Site Details. Each unit has a single stall garage and enough room outside the garage for one additional parking space; thereby meeting ordinance parking requirements. In addition, a detail is needed for the proposed retaining wall and the driveway asphalt.

3. Sidewalk. *Section 40-464(a), Sidewalks*, of the ordinance states that “Sidewalks shall be required on both sides of all public and private streets and roads.” Sidewalks are only located on the opposite side of Needlewood Drive so this requirement may be met, per City Council approval.

4. Connection to White Pine Trail. It is clear from aerial photos that the subject site is currently used as an informal pathway connection to the White Pine Trail. Section 2.4 of the Development Agreement states: “At the Developer’s request, the City has agreed to permit the deletion of this improvement by the Developer (a walking path). In exchange, the Developer shall deposit into escrow with the City, upon execution of this agreement by the parties, \$1,500.00 to be used by the City for purposes of constructing a trail along Pine Street, between the project’s entrance and the White Pine Trail.” We do not see that this connection was installed nor are aware if these funds were actually deposited with the City for this purpose. Consideration should be given to the installation of a permanent pathway connection from Needlewood Drive to the Trail. The applicant has indicated that this might not be acceptable to MDNR but further investigation is needed.

5. Lighting. An existing light pole is located in front of the subject site and should provide adequate illumination for the proposed units.

6. Landscaping. A rendering of the proposed landscaping is provided for each unit, including the planting of Cherry street trees.

7. 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 that the Planning Commission recommend that the City Council approve the revised site for The Pines of Cedar Springs, conditioned upon the following;**

1. Submission of details for the proposed retaining wall and the driveway asphalt, to be reviewed and approved administratively;
2. City Council determination that sidewalks are only needed on one side of Needlewood Drive;
3. A determination regarding the pathway connection to the White Pine Trail and whether the escrow was ever deposited with the City, per the Development Agreement; and
4. Review and approval from other applicable departments and agencies.

Sincerely,

GIB-PLANNING



Carmine P. Avantini, AICP

ITEM D

Duane McIntyre Design-Build LLC
2800 22 Mile Road
Sand Lake, MI 49343
616-293-0674

The Pines Homeowner's Association
c/o Sherri Foster, President
170 Waxwing Court NE
Cedar Springs, MI 49319

June 30, 2015

Dear Association Members:

I would like to address your concerns regarding a future walkway or pathway to the White Pine Trail. I have no plans to construct any type of access to the White Pine Trail through the proposed condominium project known as The Pines of Cedar Springs Condominiums Phase II, currently known as 250 Needlewood NE. I have documentation from the State of Michigan advising against another access to the trail and I will not be providing it unless the City of Cedar Springs requires me to do so.

Thank you for meeting with me to discuss your questions regarding this development.

Sincerely,

A handwritten signature in cursive script that reads "Duane McIntyre". The signature is written in dark ink and is positioned above the printed name.

Duane McIntyre



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

June 22, 2015

Duane McIntyre
2800 22 Mile Rd. NE
Sand Lake, MI 49343

Subject: Property at 250 Needlewood Drive NE Cedar Springs, MI 49319, City of Cedar Springs, Parcel Number 41-02-25-280-007.

Mr. McIntyre,

I am writing this letter in response to conversations we had on May 21 and May 22 regarding the property you own next to the Fred Meijer White Pine Trail Linear State Park (WPT), in Cedar Springs, Michigan. After reviewing records, I have found there is no established agreement with the State of Michigan, Department of Natural Resources (DNR), Parks and Recreation Division (PRD), for the pathway to the WPT that passes through your property. The DNR owns a 99 foot right-of-way in that area, which means everything 49.5 feet east and west of the center of the WPT. The DNR does not support private entrances off of the WPT unless access is not provided from a local street/road/Blvd. etc., or unless the proper paperwork is completed which consist of an easement and operating agreement with the DNR. If the entrance is to remain the DNR would require a formal agreement and require the connection be open to public use. During our conversations you expressed interest in establishing a fence on your property. As long as this fence is located on your property, and is 49.5 feet from the center of the trail, the DNR would support construction of a fence. If you, or anyone else, has any questions, please feel free to contact me at any time.

Joshua W. Pellow
Unit Supervisor
Mitchell State Park
Fred Meijer White Pine Trail Linear State Park
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Cadillac, MI 49601
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Email: PELLOWJ@MICHIGAN.GOV