



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

**Tuesday, January 5, 2016
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.

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

Motion by Hall, supported by Bremmer, to excuse Hopkins' absence.

VOTE: 8 – 0, Motion Carried.

3. The following were recognized as being in attendance: City Planner Carmine Avantini; Traffic Consultant Pete Lamourie and City Attorney Cliff Bloom.

4. **Motion by Bray, supported by Hall, to approve the minutes of the Regular Meeting of December 1, 2015,**

VOTE: 8 – 0, Motion Carried.

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

VOTE: 8 – 0, Motion Carried.

6. There were no public comments.

7. SCHEDULED PUBLIC HEARINGS.

A. **Motion by Hall, supported Foster, to open a public hearing on the rezoning of the following parcels to B-3, Highway Business/PUD Planned Unit Development:**

129 W. Maple St. (41-02-25-426-014)
180 N. Fifth St. (41-02-25-426-020)
116 N. Fifth St. (41-02-25-426-010)
69 W. Maple St. (41-02-25-427-017)
65 W. Maple St. (41-02-25-427-019)
107 N. Main St. (41-02-25-427-016)
113 N. Main St. (41-02-25-427-015)
125 N. Main St. (41-02-25-427-014)
139 N. Main St. (41-02-25-427-013)
157 N. Main St. (41-02-25-427-012)
37 W. Maple St. (41-02-25-427-007)

VOTE: 8 – 0, Motion Carried.

The Public Hearing opened at 7:06 p.m.

1. Staff Comments:

Avantini stated that the parcels under consideration for rezoning had several different zoning classifications. Commissioners would be looking at the rezoning and preliminary plan. They would be making a recommendation on the rezoning to the City Council. Once the group was ready to build, they would bring a site plan to the Planning Commission for final site plan approval. He reviewed his letter dated December 23, 2015 (**attached Item A.**) He recommended approval of the rezoning request conditional upon the property ownership being under the single control of the Community Building Development Team and allowing a waiver of a maximum three foot front building setback from Main St. Other waivers would be addressed at the final site plan approval, he said.

Bloom stated it was up to the Planning Commission and City Council to determine if the standards of the PUD ordinance had been met. The City Council would be asked to approve the preliminary site plan but after that it was up to the Planning Commission to address the site plans for each project.

2. There were no Public Comments.

3. **Motion by Bremmer, supported by Foster, to close the Public Hearing.**

VOTE: 8 – 0, Motion Carried.

The Public Hearing closed at 7:23 p.m.

8. NEW BUSINESS.

- A. **Motion by Atchison, supported by Laws, to approve the rezoning and recommend approval to the City Council of the following parcels to B-3, Highway Business/Planned Unit Development conditional upon the following: that the property ownership to be under the single control of the Community Building Development Team and a waiver is granted to allow a maximum three foot front building setback from N. Main St.:**

129 W. Maple St. (41-02-25-426-014)
180 N. Fifth St. (41-02-25-426-020)
116 N. Fifth St. (41-02-25-426-010)
69 W. Maple St. (41-02-25-427-017)
65 W. Maple St. (41-02-25-427-019)
107 N. Main St. (41-02-25-427-016)
113 N. Main St. (41-02-25-427-015)
125 N. Main St. (41-02-25-427-014)
139 N. Main St. (41-02-25-427-013)
157 N. Main St. (41-02-25-427-012)
37 W. Maple St. (41-02-25-427-007)

VOTE: 8 – 0, Motion Carried.

9. There was no Old Business.

10. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

A. There was no correspondence.

B. There were no staff comments.

C. Planning Commission Members:

Conley – thanked everyone for following through on things.

Hall – everything that had been done that evening had been done for the children of the community and it was more step forward.

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

12. **Avantini** reported that the owner of retirement complex to be built to the south of town would be addressing the Planning Commission about his plans at the February meeting.

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

VOTE: 8 – 0, Motion Carried.

The meeting adjourned at 7:35 p.m.

ITEM A



December 23, 2015

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

Attention: Ms. Linda Branyan, City Clerk/Interim, City Manager

Subject: **PUD Rezoning Review, Community Building and Development Team/Cedar Springs Public Library Project**, located at the northwest corner of N. Main St. and W. Maple Street, zoned B-3, Highway Business District, Preliminary PUD Site Plan dated 10/14/15.

Dear Planning Commissioners:

At your request, we have completed our review of the above rezoning request, and associated Preliminary PUD Preliminary Site Plan, for the Community Building and Development Team (CBDT) and Cedar Springs Public Library Committee. The subject site is currently zoned B-3, Highway Business District, and I-1, Industrial, and the application requests that the entire site be zoned B-3, Highway Business District/PUD, Planned Unit Development. Proposed is the construction of: a 10,152 square foot, one-story, public library building; a pedestrian boardwalk; an outdoor amphitheater; a mini-park area; and associated parking. Municipal buildings and accessory uses are special land uses in the proposed B-3, Highway Business District.

The opinions in this report are based on a review of the PUD rezoning request and associated Preliminary PUD Site Plan submitted by the applicant, along with conformance to City plans and ordinance standards. In reaching a decision on the application, the Planning Commission should consider our comments along with those from other staff and consultants, relevant input from the public, additional information provided by the applicant, and your own findings based on ordinance standards as part of your deliberation and recommendation to City Council. Based upon our review of the submitted documents, we offer the following comments for your consideration:

REVIEW COMMENTS

1. PUD Rezoning Criteria. To be eligible for the requested PUD rezoning, the standards of Section 40-601, *Qualifying Conditions*, and Section 40-604, *Standards for Approval of Preliminary PUD Site Plan*, must be met. A detailed response to the criteria in each of these Sections is found in Appendix A of this application and a Preliminary PUD Site Plan has been submitted.

2. Preliminary PUD Site Plan. The Preliminary PUD Site Plan and application indicates that this project will be built in phases, ensuring that the overall plan can be built over time. It confers upon the applicant the ability to develop the buildings and uses generally as shown, conditioned upon Final PUD Site Plan approval.

3. Ownership. The attached Location Map and Areas plan dated 11/5/15 indicates the properties that will be included in the PUD and ownership will be under the single control of the Community Building and Development Team. This must be a condition of approval per the ordinance.

4. Use. The public library building and the associated uses are allowed as special land uses, and it appears that the criteria of the ordinance can be met.

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

	Required	Provided	Comments
Lot Area	15,000 s.f.	Greater than 15,000 s.f.	In compliance
Lot Width	100 ft.	264 ft.	In compliance
Front Yard Setbacks			
Building	30 ft.	3 ft.	Waiver Needed At time of Final PUD Site Plan Review
Parking	20 ft.	Unknown	
Side Yard Setbacks			
Building	10 ft.	+ 10 ft.	In compliance
Parking	10 ft.	+10 ft.	In compliance, Final PUD Site Plan Review
Rear Yard Setback			
Building	40 ft.	+40 ft.	Potentially in compliance
Parking	10 ft.	+10 ft.	Potentially in compliance
Building Height	35 ft.	approx. 15 ft.	In compliance

6. Parking. At 1 space per 400 square feet gross floor area, 27 parking spaces are required and potentially more than that can be provided; thereby meeting ordinance requirements.

7. Building Location. Per *Section 40-54, Review standards*, of the ordinance, "All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of the lot, the character of adjoining property, and the type and size of buildings" and "Proposed structures shall be related harmoniously to the terrain and to the existing buildings in the vicinity that have a visual relationship to proposed buildings." At the November 2015 meeting, the Planning Commission gave direction that they find the location and orientation of the building to be

acceptable. This configuration allows for construction of the library building without requiring immediate removal of the fire station.

8. Boardwalk and Amphitheater Locations. The boardwalk and amphitheater are appropriately sited but the Final PUD Site Plan submission must indicate that all agency approvals and permits have been obtained.

9. Other Department and Agency Review. This is a preliminary review but the final site plan submission will require review and approval from other applicable departments, consultants and agencies.

RECOMMENDATION

Based upon the above analysis and review of Attachment A, along with the corresponding Preliminary PUD Plan, **we recommend that the Planning Commission recommend to City Council approval of the rezoning request to B-3, Highway Commercial/PUD, Planned Unit Development, conditioned upon the following:**

1. That the property ownership will be under the single control of the Community Building and Development Team; and
2. A waiver to allow a maximum three (3) foot front building setback from N. Main Street.

Sincerely,

CIB PLANNING



Carmine P. Avantini, AICP