



**Minutes of the Annual Reorganizational Meeting  
of the Cedar Springs Planning Commission**

**Tuesday, February 2, 2016**

**7:00 p.m.**

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

1. The Meeting was Called to Order by City Clerk **Linda Christensen** at 7:00 p.m. The Pledge of Allegiance was recited. The Oath of Office was administered to newly appointed member **Mark Laws**. The Clerk opened the floor to nominations for Chairperson.

**Motion by Kathy Bremmer, supported by Lisa Atchison, to nominate Craig Owens.**

**VOTE: 7 – 0, Motion Carried.**

The Oath of Office was administered to the newly elected Chairperson. The meeting was turned over to **Owens** who took nominations for Vice-Chairperson.

**Motion by Bremmer, supported by Hopkins, to nominate Atchison.**

**VOTE: 7 – 0, Motion Carried.**

The Oath of Office was administered to **Atchison**.

2. ROLL CALL:

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

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

4. **Motion by Bray, supported by Bremmer, to approve the minutes of the Regular Meeting of January 5, 2016.**

**VOTE:        7 – 0,        Motion Carried.**

5. **Motion by Atchison, supported by Conley, to approve the agenda with the addition of Item B clarification of motion under Old Business.**

**VOTE:        7 – 0,        Motion Carried.**

6. There were no public comments.
7. There were no scheduled public hearings.

8. **NEW BUSINESS.**

A. Preliminary Site Plan Review for Green Acres.

**Avantini** reviewed his letter dated January 18, 2016 (**Attached Item A**) regarding preliminary site plan review for the proposed senior living facility. Proposed is 29,566-square-foot, one story senior housing public building; a 20-square-foot by 24-square-foot garage trash receptacle enclosure and a 40-space parking lot. Senior residential housing uses operating for 24 hours are special land uses in a B-1, Neighborhood Business District, he said.

Among the items raised to yet be addressed in a final site plan review were:

- Holton Drive which is a private drive and not a public or private road which rendered the site a corner lot.
- Setback requirements.
- Building material standards.
- Parking – the applicant is proposing many more parking spaces than the ordinance requires.
- Sidewalk/pathways.
- Landscaping.
- Lighting Plan.
- Other department and agency review.

**Dennis Johnson**, representative for Maas Development/Retirement Living Management, stated the group operates 19 such facilities throughout Michigan, including sites in Greenville and Lowell. Thirty-two units are proposed of which 20 will be assisted living quarters with the remaining units to be separate from the assisted living quarters and to house dementia or Alzheimer's patients. The additional parking spaces were being proposed to assure there would be enough parking when they have special events, he said. The company had approached the school board, regarding buying land adjacent to Holton Drive and while the board was in support of the project, they did not want to sell the land. Instead they would allow the facility to maintain the land and work with the school for landscaping, **Johnson** explained.

B. Preliminary Site Plan Review for The Brook:

**Avantini** stated he did not do a review letter for this project as he had not received any information to allow him to do a review.

**Diane Friedriechsen**, owner of the company, stated the company operates 10 facilities throughout the state. They are proposing construction of a 42-unit facility to include 20 individual living units and 22 assisted living units.

9. OLD BUSINESS.

- A. Motion to approve a Special Land Use Permit for Robert and Nikki Cook for property located at 171 W. Muskegon St.

**Avantini** reviewed his letter dated January 26, 2016 (**attached Item B.**) He outlined special land use and specific land use requirements. He recommended approval of the Special Land Use Permit with conditions.

**Motion by Hopkins, supported by Bremmer, to approve a Special Land Use Permit for Robert and Nikki Cook for property located at 171 W. Muskegon conditional upon the following:**

1. **The use of a glass garage door along with a matching front door.**
2. **Pavement of the drive on the side of the building and any parking areas to the rear of the building, along with the striping of spaces to include one barrier-free space.**
3. **Planning Commission approval of the front façade not having second floor windows.**
4. **Continued compliance with all special land use requirements stated in the January 26, 2016 letter by the City Planner.**

**VOTE: 7 – 0, Motion Carried.**

- B. Clarification of a January 5, 2016 motion regarding “maximum three foot front building setback from N. Main St.” for the rezoning of parcels to B-3 Highway Business/Planned Unit Development.

**Christensen** stated the Council wanted clarification of the word maximum and thought it should read minimum.

**Avantini** suggested that dropping the word maximum should take care of the misunderstanding.

**Motion by Bray, supported by Atchison to drop the word maximum from the wording of the motion. The new motion will now read: “Motion by Atchison, supported by Laws, to approve the rezoning and recommend approval to the City Council that the following parcels be rezoned to B-3, Highway Business/Planned Unit Development conditional upon the following: that the property ownership be under the single control of the Community Building Development Team and a waiver is granted to allow a 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: 7 – 0, Motion Carried.**

10. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

A. Correspondence included class offerings.

B. Staff Comments:

1. City Manager;

**Christensen** reminded Commissioners of the Planning Class being offered; the City had a new building inspection firm and reminded Commissioners that their bylaws had not yet been approved by the City Council and they needed to have some dialog as to how they wished to proceed so that the bylaws could be formally adopted.

**Owens** indicated he would get in touch with the Mayor and see how he wished to proceed.

C. Planning Commission Members:

**Bremmer** – was happy with the two retirement communities that were to be built.

**Laws** – we should all take our oath of office seriously.

**Conley** – thanked all the people who were bringing great projects to the City.

**Owens** – thanked the Planning Commission for their trust in him by allowing him to serve as chairperson.

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

12. **Avantini** reported Commissioners should have a draft copy of the master plan in time for the March meeting.

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

**VOTE: 7 – 0, Motion Carried.**

The meeting adjourned at 8:12 p.m.

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Linda Christensen, City Clerk

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Craig Owens, Chairperson

ITEM A



**CIB PLANNING**

Community Image Builders

January 18, 2016

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: **Preliminary Site Plan Review, Green Acres Senior Living Project**, 426 S. Main St., NE, located at the northeast corner of S. Main St., NE and Holton Drive, zoned B-1, Neighborhood Business District, Preliminary Site Plan dated January 2016, approx. 3.13 acres.

Dear Planning Commissioners:

At your request, we have completed our review of the above preliminary site plan for the Green Acres Senior Living project. The subject site is currently vacant and was formerly occupied by a single-family residential structure and barn, which have recently been demolished. Proposed is the construction of: a 29,566 square foot, one-story, senior housing public building; a 20' x 24' foot garage; a trash receptacle enclosure; and a 40 space parking lot. Senior residential housing uses operating for 24 hours are special land uses in the B-1, Neighborhood Business District.

The opinions in this report are based on a review of the preliminary 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. Holton Drive.** We are of the understanding that Holton Drive is actually a drive, and not a public or private road. As such this would not be considered a corner lot, even though the drive is a considerable distance from the actual road surface.

**2. Setbacks.** The building meets the setback requirements of the ordinance but the three (3) parking spaces closest to Holton Drive must be a minimum ten (10) feet from the property line. The applicant should consider removing these spaces so the landscaping and screening requirements of the ordinance can be met.

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**3. Building Design.** The proposed building elevations are attractive and will fit into the overall character of the school complex. The material standards of *Section 40-463, Nonresidential Design Requirements*, of the ordinance which calls for the use of "earth-toned brick, wood, native stone or other high-quality products approved by the city." Both the garage and dumpster enclosure should match the primary building and the roof should utilize architectural shingles.

**4. Parking.** The ordinance requires 1 space for each 4 beds (32 beds) and 1 space per each 2 employees (5 employees) for a total of 11 required spaces; thereby meeting ordinance requirements. The preliminary site plan indicates that 40 spaces are provided, with a total of 29 more than required by the ordinance. *Section 40-518, Maximum parking*, of the ordinance states that "no parking lot shall exceed the minimum parking space requirements of section 40-514 by greater than ten percent" and "In granting parking space that exceeds the requirements of section 40-514 by greater than ten percent, the planning commission shall determine that the parking is required based on documented evidence." Proof must be provided that there is need for the proposed additional parking spaces and at a minimum, we recommend that the three (3) spaces closest to Holton Drive be removed.

**5. Sidewalks/Pathways.** A pathway is currently located along the S. Main Street frontage and should extend across the driveway and be striped if asphalt is used. The Planning Commission will have to determine whether or not a sidewalk is needed along the Holton Drive frontage. In addition, all sidewalks within the site that abut parking spaces must be seven (7) feet in width.

**6. Landscaping.** A landscape plan meeting the requirements of *Section 40-447, Landscaping requirements*, of the ordinance must be included in the final site plan submission.

**7. 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.

**8. 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**

Since this is a Preliminary site plan review, there is not a recommendation and the Planning Commission should provide feedback regarding the above items and any other issues of concern.

Sincerely,

**CIB PLANNING**



Carmine P. Avantini, AICP

## ITEM B



**CIB PLANNING**

Community Image Builders

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January 26, 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: **Revised Special Land Use Review, Cook Mixed-Use Development**, 171 W. Muskegon, located on the north side of W. Muskegon, immediately west of the White Pine Trail, zoned MU, Mixed Use District.

Dear Planning Commissioners:

We have reviewed the above *revised* request to allow a mixed-use commercial and residential development to occupy an existing property at 171 W. Muskegon Street. Proposed is a first floor hair salon and second floor accessory two-bedroom apartment. A revised set of floor plans and elevations have been submitted by the applicant, along with the original use description. The subject site is zoned MU, Mixed Use District, Where "commercial uses under ten thousand (10,000) square feet of gross floor area" and "accessory apartments as part of an office or commercial use" are special land uses in this district

The opinions in this report are based on a review of the application submitted by the applicant and conformance to City plans and ordinance standards. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application. In reaching a decision on the application, the Planning Commission should consider our comments along with those from other staff and consultants, additional information provided by the applicant, input provided during the public hearing, and your own findings based on ordinance standards as part of your deliberation.

### **GENERAL SPECIAL LAND USE REQUIREMENTS**

According to *Section 40-571(1), Special land use standards*, of the zoning ordinance, any special land use must adhere to all of the following general standards listed in the Zoning Ordinance:

- a. *Be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the area in which it is proposed.*

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Based upon the submitted plans, we offer the following comments and questions related to the submitted plans and elevations:

1. **Front Elevation Materials.** Although an attractive elevation is presented for “Nikki & Co.” on the front elevation, additional information must be provided regarding the materials to be used. *Section 40-463, Nonresidential design requirements*, of the ordinance states that “Durable building materials which provide an attractive, quality appearance must be utilized;” 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.” We recognize that the condition of the front façade limits what can be installed but consideration should be given to the use of durable, non-residential materials along with the installation of a decorative cornice.
  2. **Remaining Elevations.** Will the remaining elevations be repaired and painted?
  3. **Garage and Front Door.** Since the garage door on the front of the building is to remain and is highly visible, we recommend the use of a quality wood door or a fiberglass door that has the appearance of wood. A matching front door should also be utilized.
  4. **Pavement.** Both the Site Plan Review and Special Land Use sections of the ordinance call for the use of pavement for both parking spaces and drives. The drive on the side of the building and any parking areas to the rear of the building need to be paved and spaces striped, including one (1) barrier-free space.
- b. *Be served adequately by essential public facilities and services such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, or schools.*
- All existing city services are available to this site.
- c. *Not create excessive additional requirements at public cost for public facilities and services.*
- The project should not create excessive additional requirements for public facilities and services.
- d. *Not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.*
- The proposed mixed-use development should not create an excessive amount of traffic, noise, smoke, etc., but the ordinance parking requirements must be met.
- e. *Be consistent with the intent and purpose of the zoning district in which it is proposed to locate such use.*



The subject property is located in the MU, Mixed Use District, and the purpose is “to encourage a diversity of compatible land uses in close proximity to one another. The district is further intended to permit a creative mix of residential, office, commercial, and professional service land uses” and “Housing is intended to be of mixed income and type, accommodating various life stages. This site is in close proximity to the downtown area as well as the White Pine Trail. The proximity along W. Muskegon ensures that there will be sufficient traffic to support a well-managed commercial business. The location is also surrounded by other residential uses, making the second floor apartment viable in the neighborhood. Since this will be a rental apartment, it will likely be available to a range of income and household types.

### **SPECIFIC SPECIAL USE REQUIREMENTS**

In addition to the general standards for special land use review, *Section 40-573(a)* of the Zoning Ordinance includes specific conditions that apply to *Accessory apartments as part of an office or commercial use*. We have reviewed these conditions as follows:

(a) *Accessory Apartments.*

(1) *The accessory apartment shall be a complete housekeeping unit, containing kitchen and bathroom facilities.*

In compliance.

(2) *The accessory apartment and commercial use shall be attached by a common wall, ceiling, or floor and shall be contained within a single building.*

In compliance.

(3) *A minimum of two paved parking spaces shall be provided for each apartment which shall be located on private property or leased from the city and within 100 feet of the premises.*

Potentially in compliance when meeting the requirements under item #1(4) above.

(4) *The accessory apartment shall be installed or constructed so that the appearance of the building complies with the City's Guidelines and Standards for Facade Improvements (adopted 2006)..*

Potentially in compliance depending upon the materials to be used.

(5) *Exterior doorways constructed to serve the accessory apartment shall be, where possible, located on the side or rear of the building.*

In compliance.

- (6) Stairs servicing an accessory apartment shall be fully enclosed. The use of plywood, sheet metal or other materials not consistent with the character of the building are prohibited.*

In compliance.

- (7) A minimum of 30 percent of the front face of the structure shall be windows. Side and rear windows may be required by the planning commission to provide adequate cross ventilation as recommended by the building inspector. A lesser percentage of windows in the front face of the structure may be permitted if the majority opinion of the planning commission (subject to approval of the building inspector) states that in their judgment the proposed reduced area will not have a detrimental impact on the character of the building, its primary commercial use, and adjacent structures and uses in the central business district.*

The lack of second story windows on the front elevation must be approved by the Planning Commission.

- (8) The accessory apartment unit shall contain not less than the standards established in section 40-408 for required floor area, except that efficiency apartments shall not be permitted.*

This standard must be addressed by the applicant.

- (9) The accessory apartment shall be occupied within 12 months of the issuance of the special land use permit.*

Potentially in compliance.

- (10) Basement apartments are prohibited.*

In compliance.

- (11) All private vehicle access drives, alleys and parking spaces shall be paved and properly drained in accordance with city standards.*

Potentially in compliance when meeting the above mentioned condition regarding pavement and possible review by the City Engineering consultant, Michael Berrevoets.

- (12) The accessory apartment shall have a dishwasher, central air conditioning, clothes washer and clothes dryer.*

This standard must be addressed by the applicant.

- (13) The accessory apartment will be provided with trash removal services and a screened onsite dumpster for use by the accessory apartment and other building occupants.*

Potentially in compliance and the need for a dumpster has not been indicated.

## **RECOMMENDATION**

Based upon the above discussion, **we recommend that the special land use for 171 Muskegon Street (Cook Mixed-Use Development) be approved**, conditioned upon the following:

1. Submission of information regarding building materials for Planning Commission review and approval;
2. The use of a quality wood door or a fiberglass garage door (that has the appearance of wood) along with a matching front door;
3. Pavement of the drive on the side of the building and any parking areas to the rear of the building, along with the striping of spaces to include one (1) barrier-free space;
4. Planning Commission approval of the front façade not having second story windows; and
5. Continued compliance with all special land use requirements stated above.

Sincerely,

**CIB PLANNING**



Carmine P. Avantini, AICP