



**Cedar Springs Planning Commission Meeting**

**MINUTES**

**Tuesday, April 10, 2018**

**7:00 p.m.**

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

1. **Owens** called the Meeting to Order at 7:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Mr. Dale Bray	<u>Present</u>
Mrs. Kathy Bremmer	<u>Present</u>
Mr. Clint Conley, Vice-Chairperson	<u>Present</u>
Mr. Jerry Hall	<u>Present</u>
Mr. Mark Laws	<u>Absent</u>
Mr. Daniel McGrath	<u>Present</u>
Mr. John Nixon	<u>Present</u>
Mrs. Renee Race	<u>Present</u>
Mr. Craig Owens, Chairperson	<u>Present</u>

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

Timothy Johnson (City Planner), Michael Womack (City Manager) and Rebecca Newland (City Clerk)

4. Motion to approve the minutes of the Regular Meeting March 6, 2018.

Motion by **Owens** supported by **Bremmer** to approve the minutes of the Regular Meeting March 6, 2018 as presented.

**Voice Vote**

**8-0**

**Motion Carried.**

5. APPROVAL OF AGENDA.

Motion by **Bray** supported by **Bremmer** to approve the agenda as presented.

**Voice Vote**

**8-0**

**Motion Carried.**

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 if you would like.*

**Duane McIntyre**- reported that the CBDT is waiting on approval from the DNR regarding the easements for the Amphitheater. The CBDT is working to have the concrete poured before the Summer Celebration and have the building completed before Red Flannel Day in October. He stated that The Gun Tavern is still working on financing, but it is still in the works. The hotel project is working on preliminary franchise agreement, architecture, and engendering.

**Johnathan Bergsma**- Stated that he has made the requested changes and is working on parking agreements with the neighboring businesses.

7. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

8. SCHEDULED PUBLIC HEARINGS.

A. None.

9. NEW BUSINESS.

A. 211 and 239 North Main Street-Wesco Site Plan and SLU

a. City Planner's report

**Becky Paige** from Holland Engineering representing Wesco Inc. reported that they would like to keep the driveway as is because any changes require approval by MDOT. They would like the Planning Commission to consider a reduction in required landscaping because it is an existing building.

Planning Commission Discussed the City Planner's Report

- 1) Driveway Width and Spacing Requirements /Closing of the southern driveway on North Main street

Bremmer would like the drive way closed, McGrath would like the drive to be moved at least 50 feet from the intersection, Conley stated if the driveway stays

he would like to require signage, Bray would like the driveway to be decreased to 24ft and require signage, and Owens stated that if the driveway remains he would like to require proper signage.

2) Parking setback per 20ft set back

Applicant will make the change on revised site plan.

3) Removal of barrier free parking

Applicant will make the change on the revised site plan.

4) Landscaping

Planning Commission discussed the landscaping requirements to permit short and low maintenance shrubs in the areas. The tree that was in question is not on the property.

5) Building Materials

The Planning Commission was satisfied with the materials presented.

6) Accessory Building

The Planning Commission is unable to permit the accessory building. The applicant would be required to submit a variance request if the size of the building exceeds 100 square feet. **Womack** reported that he may consider working on an ordinance that would permit an accessory building up to 300 feet.

B. Location of Parking-Front Lawn Parking

a. Sec. 40-516

b. Sec. 40-513

c. Sec. 36-95

d. Sec. 32-2

**Womack** would like some policy direction on how to proceed with parking in the front lawn because has had any complaints from residents. **Nixon** stated that because there isn't enough space for cars on narrow city lots. **Owens** stated that he would like to keep it as is and to enforce the Parking Waiver that was created.

10. OLD BUSINESS.

A. 288 Main Special Land use and Site Plan (tabled at last meeting)

1) City Planner report for 4-10-18

2) Parking Sharing Agreements

3) City Planner report for 2-08-18

a. The City Building Inspector shall determine the maximum occupancy load of the building which shall be used to determine the required number of off street parking spaces as set forth in the City Zoning Ordinance. Once this number is determined the applicant shall provide this number of spaces on the site plan or seek alternative means to obtain approval of the parking. If necessary the applicant can seek a deferment of the parking to be brought back to the Planning Commission for approval at a later date.

b. The parking spaces will need to be set back a minimum of 5 feet from the front lot line. Planning Commission preferred a planter

island as a barrier between the sidewalk and parking, but one was not required.

- c. Planning Commission would waive the 10ft parking lot side setback, but require a parking blocks/barricades on the length of the parking lot on the north lot line.
- d. Revise the site plan to provide at least one light within the parking lot.
- e. Revise the site plan to reflect current landscaping and trees and the commission shall approve of the landscaping contingent upon the passing of the revised landscaping ordinance.
- f. Site plan shall be revised to comply with item 9-13 of the City Planners Report dated January 25, 2018.

Motion by **Owens** supported by **Hall** to approve the request from Local Impact for a Special Land Use permit to establish a non-profit community outreach center for property at 288 North Main Street being Tax Parcel Number 41-03-30-151-030 as the use described in the application materials meets the Special Land Use approval standards contained in Section 40-571 of the Zoning Ordinance. Approval is granted subject to administrative review from the zoning administrator and the following conditions:

- 1) The applicant shall provide an affidavit committing to a maximum occupancy of 116 people.
- 2) The project must provide the 58 parking spaces required for the maximum occupancy of 116 people. The applicant shall also guarantee the future availability of the deferred parking spaces through a deed restriction.
- 3) The site plan shall be revised to show 90-degree parking spaces.
- 4) The plan shall be revised to address Items 3 (a)-(c) of this report
  - a. The plan must show a setback of five feet from the front lot line for the parking space. Within this space the Commission required a landscape island. The plan shows four concrete planter boxes. The plan should provide more detail on the size of these planter boxes and the proposed plantings.
  - b. The Commission specifically required parking blocks or a barrier along the length of the parking from the 5 foot set back to the chain link fence. While Section 40-513(c)(6) specifically requires a six-inch raised or rolled curb around all parking lots the Commission found the parking blocks an acceptable alternative.
  - c. Consideration should also be given to installing an improved path from the gate on the east lot line to the building to make it easier for those individuals walking from the adjacent mobile home park to access the building.
- 5) Approval of the City Engineer.
- 6) Any sign to be erected by the applicant shall obtain a separate sign permit.
- 7) Add the date of revision to the site plan.
- 8) Two copies of the revised site plan shall be submitted to the Zoning Administrator.
- 9) The two revised site plans shall be signed and dated by the Secretary of the Planning Commission with one copy provided to the applicant and one retained by the City.
- 10) All improvements to the site shall be completed before an occupancy permit is issued unless other arrangements are approved by the Zoning Administrator.

11) Require sufficient lighting at handicap parking spaces.

**Voice Vote**

**8-0**

**Motion Carried.**

B. Foot Road Frontage Ordinance

- a. Reduce the required road frontage for all buildings to 100 feet
- b. Review access management standards
- c. Potential overlay zone in the HC district
- d. Sec. 40-516. - Location of parking.
- e. City Manager and City Planner memos.

The Planning Commission provided consensus to explore the possibility of an overlay zone or an ordinance changes to enact the changes presented.

C. Sec. 40-455. - Outdoor storage in residential districts.

- a. Revised to permit campers to be plugged in
- b. Discussion on if campers should be allowed to be slept in temporarily. (Requested by Bremmer)
- c. Discussion on front yard parking or parking on public street
- d. Discussion on better defining “automobiles or recreational vehicles.”
- e. Ordinances
  - i. Cedar Springs
  - ii. Chesterfield Township
  - iii. Rochester Hills
  - iv. Trenton

**Bremmer** stated that the examples provided were from much larger communities and they do not address the nature of small lots in the rural community. **Race** would like to see revisions made to reflect no parking of recreation vehicles in the front yard from November 1<sup>st</sup>- April 1<sup>st</sup> and offsite storage required if unable to store in the side or rear yard.

11. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

A. Correspondence.

- i. Cedar Springs Community Summer Celebration Committee
- ii. Ordinance To Amend 40, Article IV, Division 2, Sec 40-447.- Landscaping Requirements Of The City Code Of Ordinances. **(City Council First Reading on March 8, 2018)**
- iii. Ordinance To Amend Chapter 40, Article II Division 2, Section 40-47 Through Section 40-58 Site Plan Review Of The City Code Of Ordinances **(City Council First Reading on March 8, 2018)**
- iv. Ordinance To Amend 40, Article II, Division 2, Sec. 40-570. - Application Procedures Of The City Code Of Ordinances. **(City Council First Reading on March 8, 2018)** (SLU)

- v. Ordinance To Amend Article Iii, Division 13, Sec 40-408.-Table Of District Regulations Of The City Code Of Ordinances. **(City Council First Reading on March 8, 2018)**
- vi. Bylaw Revision **(Sent to City Council 4-12-2018)**
- vii. Citizen Planner Course in Kent County
- B. Staff Comments.
  - i. City Manager
  - ii. City Clerk
    - i. Citizen Planner Training
- C. Planning Commission Members.

Motion by **Owens** supported by **Bremmer** to direct administration and to request that the City Council remove Mr. Laws from the Planning Commission.

**Voice Vote**

**8-0**

**Motion Carried.**

12. REPORT OF THE CITY COUNCIL REPRESENTATIVE.

**Hall** reported that the Fire Department is working to sell t-shirts available to support the Fire Department.

13. REPORT OF THE PLANNING CONSULTANT.

**Johnson** stated that he is available to help assist anyone with questions about the citizen planner training. He was also impressed that Mr. McIntyre gave the Planning Commission and update on upcoming projects.

14. ADJOURNMENT.

Motion by **Bremmer** supported by **Bray** to adorn the meeting at 9:03 p.m.

**Voice Vote**

**8-0**

**Motion Carried.**

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Rebecca Newland, City Clerk

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Craig Owens, Chairperson