



**Cedar Springs Planning Commission Meeting**

**MINUTES**

**Tuesday, November 12, 2019**

**7:00 p.m.**

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

1. **C. 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. Daniel McGrath	<u>Present</u>
Mr. John Nixon	<u>Present</u>
Mr. Harrison Owens	<u>Present</u>
Mr. Ashley Watson	<u>Present</u>
Mr. Craig Owens, Chairperson	<u>Present</u>

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

T. Johnson (City Planner), Womack (City Manager) and R. Johnson (City Clerk)

4. Motion to approve the minutes of the Regular Meeting October 01, 2019.

Motion by **H. Owens** seconded by **McGrath** to approve the minutes of the Regular Meeting October 01, 2019.

**Voice Vote**

**9-0**

**Motion Carried.**

5. APPROVAL OF AGENDA.

Motion by **C. Owens** seconded by **Bremmer** to approve the agenda with the addition of 9D Holiday Inn Express Sign and item 10Bi City Planner Memo 11-12-2019.

**Voice Vote**

**9-0**

**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.*

None.

7. CONFLICTS OF INTEREST AND EX-PARTE COMMUNICATION INQUIRY

None.

8. SCHEDULED PUBLIC HEARINGS.

- A. Proposed Zoning Map Changes
  - a. Rezoning of MU parcels to I-1

**C. Owens** opened the public hearing at 7:04 p.m.

**Womack** reported that on the map it is difficult to locate 10 3<sup>rd</sup> Street, 45 3<sup>rd</sup> Street, and 47 3<sup>rd</sup> Street, but they are all owned by Michigan Bell Law Department.

Public Comments: None.

**C. Owens** closed the public hearing at 7:06 p.m.

9. NEW BUSINESS.

- A. Discussion on Resolution 2019-01 A Resolution To Establish The Regular Meeting Dates Of The Planning Commission From January 2020 Through December 2020

**Bremmer** preferred 7 p.m. meeting time. **H. Owens** could make 6:30 pm work, but also preferred 7 p.m.

Motion by **C. Owens** seconded by **Watson** to approve Resolution 2019-01 A Resolution To Establish The Regular Meeting Dates Of The Planning Commission From January 2020 Through December 2020 with the removal of the asterisk on July 7, 2019 and changing the meeting time to 7pm.

**Roll Call Vote**

**9-0**

**Motion Carried.**

- B. Discussion on potential rezoning of 88 North 5<sup>th</sup> Cedar Springs, MI 49319

**C. Owens, Bremmer, and Hall** expressed that R-1 would be the best fit for the property. **Womack** will bring back the property during the with the other miscellaneous parcels.

- C. Fire Station site plan submission

**C. Owens** reported that the Planning Commission is not required to a full site plan review, but should at least review the plan. **T. Johnson** remarked that the Planning Commission does not need to do a full review, but they should provide a recommendation to the City Council regarding any changes. **Womack** reported that the plans are 80-85% complete and need mechanical information to complete them. **Hall** reported that the Planning Commission and the City Council need to approve of the plans before the bid specifications can be put together to bid the project out to potential contractors.

Motion by **Bremmer** seconded by **C. Owens** to recommend approval of the fire station site plan as presented.

**Voice Vote** **9-0** **Motion Carried.**

D. Holiday Inn Express

**Womack** reported that the Zoning Administrator can approve signage up to 100 feet, but the Planning Commission can approve up to 150 square feet. Please review the criteria from the ordinance to see if it meets the ordinance.

Motion by **H. Owens** seconded by **Hall** to approve the Holiday Inn Express Signage as presented because it does meet the criteria under section 40-549(e) (2) & (3).

**Voice Vote** **9-0** **Motion Carried.**

10. OLD BUSINESS.

- A. Motion to recommend to the City Council to approve the zoning change for the identified parcels as presented on the public notice list.
  - a. Set Public hearing for next revision
    - i. Converting miscellaneous single parcels
  - b. Sec. 40-133 Table of Uses Old Ordinance
  - c. Ordinance 216 Table of Uses New Ordinance
  - d. Public Hearing Notice
  - e. Current zoning map
  - f. Proposed zoning map

Motion by **C. Owens** seconded by **Watson** to recommend to the City Council to approve the zoning change for the identified parcels as presented on the public notice list.

**Voice Vote** **9-0** **Motion Carried.**

- B. 228 North Main O'Dowd Lawncare and Snowplowing SLU
  - a. 228 North Main O'Dowd SLU application
  - b. 228 North Main O'Dowd zoning application
  - c. 228 North Main O'Dowd new sketch plan
  - d. 228 North Main O'Dowd public notice
  - e. 228 North Main O'Dowd 300 foot labels
  - f. 228 North Main O'Dowd 300 foot letter
  - g. 228 North Main O'Dowd Planner report 8-13-19
  - h. 228 North Main O'Dowd Planner report 10-01-19
  - i. City Planner Memo 11-12-2019.

Motion by **C. Owens** seconded by **H. Owens** to approve the request from O'Dowd, LLC for a Special Land Use permit to establish a landscape/lawn maintenance /snow removal operation and a business office on property located at 228 North Main Street as the use described in the application materials and illustrated on the site plan reviewed by the Commission on November 12, 2019 meets the Special Land Use approval standards contained in Section 40-571 of the Zoning Ordinance. Approval is granted subject to the following conditions:

1. That the existing barb wire on the fence will be removed by January 1, 2020 with a note placed on the plan to this effect.
2. That landscaping will be installed prior to May 1, 2020 and shown on the site plan for the proposed parking area that did not meet the 10 feet required front setback.
3. That the lighting plan will be reviewed and approved by the Zoning Administrator.
4. That the landscaping plan will be reviewed and approved by the Zoning Administrator.
5. The operation will comply with the Pollution Prevention Plan and other operations information submitted by the applicant.
6. The site plan will note that the waste container will be placed inside the building.
7. Two copies of the revised site plan with a date shall be submitted to the Zoning Administrator by December 1, 2019.
8. 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.

**Voice Vote**

**9-0**

**Motion Carried.**

11. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

A. Correspondence

- i. October 1, 2019 Sue Norton & Amy Matteson Letter to Planning Commission
- ii. October 1, 2019 141 S. Main Street Lot Split Memo from Tim Johnson
- iii. Zoning Administrator Letter regarding Commercial Activities at 54 N. Park St.

B. Staff Comments.

- i. City Manager stated that the O'Dowd landscaping service does not have the authority to operate out of the MCU body shop.
- ii. City Clerk reported that training opportunities will soon be coming. Please watch your emails for signup information.

C. Planning Commission Members.

**Bremmer** thanked all of the veterans that have served their country.

12. REPORT OF THE CITY COUNCIL REPRESENTATIVE.

**Hall** thanked the Planning Commission for moving the Fire Station forward. The thanked everyone for their attendance tonight.

13. REPORT OF THE PLANNING CONSULTANT.

None.

14. ADJOURNMENT.

Motion by **Bremmer** seconded by **McGrath** to adjourned the meeting at 7:50 p.m.

**Voice Vote**

**9-0**

**Motion Carried.**

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Rebecca Johnson, City Clerk

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Craig Owens, Chairperson