



## Cedar Springs Planning Commission Meeting

### MINUTES

Tuesday, August 10, 2021

7:00 p.m.

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

1. **Conley** called the Meeting to Order at 7:05pm. The Pledge of Allegiance was recited.

2. ROLL CALL:

Mr. Jerry Hall	<u>Excused</u>
Ms. Ashley Hamel	<u>Present</u>
Mr. Matthew Hogg	<u>Present</u>
Mr. Jason Merlington	<u>Excused</u>
Mr. Daniel McGrath	<u>Present</u>
Mr. John Nixon, Vice Chairperson	<u>Present</u>
Mr. Clint Conley, Chairperson	<u>Present</u>

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

Michael Womack (City Manager), Tim Johnson (City Planner), and Rebecca Johnson (City Clerk).

4. Motion to approve the minutes of the Regular Meeting July 06, 2021.

Motion by **Conley** seconded by **Nixon** to accept Mr. Hogg absence as excused at the last meeting.

**Voice Vote**

**5-0**

**Motion Carried.**

Motion by **McGrath** seconded by **Hamel** to approve the minutes of the Regular Meeting July 06, 2021 as amended.

**Voice Vote**

**5-0**

**Motion Carried.**

5. APPROVAL OF AGENDA.

Motion by **Conley** seconded by **Hogg** to approve the agenda with the following amendments: to swap new business and old business.

**Voice Vote**

**5-0**

**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.

1. PUBLIC HEARING FOR A SPECIAL LAND USE FOR Intandem Credit Union FKA Kent County Credit Union, 13819 White Creek Ave Cedar Springs, MI 49319: The applicant is seeking special land use approval for a drive-through business. Parcel 41-02-35-200-036 is zoned H-C (Highway Commercial District), the applicant requests a Special Land Use approval in that district for a drive-through business.

**Conley** opened the public hearing at 7:11pm.

Public Comment: None.

**Conley** closed the public hearing at 7:12pm.

9. NEW BUSINESS.

- a. Site Plan and Special Land Use review for Intandem Credit Union (formerly Kent County Credit Union) at 13189 White Creek Ave.
  - a. Revised Site Plan 07-29-21
  - b. City Planner Report regarding 07-15-21 Site Plan
  - c. Site Plan Application
  - d. Site Plan Narrative Statement
  - e. SLU Application
  - f. SLU Narrative Answers
  - g. Original Site Plan 07-15-21
  - h. Proposed exterior materials

**Tom Nemitz** and **Shannon Trumley** reviewed the proposed project. The commission discussed best the location of the driveway. The board reached a consensus that the best location of the driveway was as the applicant presented, greenbelt as presented, façade as presented, and painted and striped parking islands would be permitted, and to require the addition of waste bollard. **Conley** remarked that if the other parcel other across the street was precluded from putting in a drive way based on the shape of their parcel he may think differently, but this applicant got here first.

Motion by **McGrath** seconded by **Hogg** to accept the site plan dated 7-29-2021 the project meets special land use standards identified in 40-571. With the conditions:

- a. Accept parking islands as painted.
- b. Add putting two more bollards on the rear of the dumpster enclosure.
- c. Maintain greenbelt on southern property line.

**Voice Vote**

**5-0**

**Motion Carried.**

#### 10. OLD BUSINESS.

##### A. White Pine Trail Overlay Zone

- a. May 11<sup>th</sup>, 2021 City Planner memo
- b. Draft Ordinance Amendment of Chapter 40, Article III Division 12, of the Code of Ordinances for the City of Cedar Springs to Add Sections 40-390 -395 entitled "White Pine Trail Overlay Zone"

**Womack** reviewed the proposed White Pine Trail Overlay. He discussed that the proposed change works to increase the number of uses for the identified parcels.

**Johnson** explained that the proposed rules are flexible and intended to capture additional White Pine Trail businesses. **Hogg** inquired if pop up shops would be permitted similar to surrounding communities. **Womack** responded that the intent was not for temporary shops.

Motion by **Hogg** seconded by **Hamel** to schedule a public hearing for the next available meeting.

**Voice Vote**

**5-0**

**Motion Carried.**

##### B. Sample Industrial Building Façade Requirements Ordinance

**Womack** reviewed the proposed changes and he reported that he would email some resources regarding building mass. **Nixon** remarked that he wanted to make sure there was a minimum gage on the building materials. **Hogg** would like to see the proposed corrugated metal broken up visually. **Conley** would like to see the front facing/corner facades to have a pleasant appearance.

Motion by **Hamel** seconded by **Hogg** to excuse Mr. Hall and Mr. Merlington from tonight's meeting.

**Voice Vote**

**5-0**

**Motion Carried.**

11. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

- A. Correspondence
  - i. 2021 Yearly Meeting Notice
  - ii. Initial Review Policy

**Conley** inquired if the City will be requiring masks. **Womack** will keep the board informed of any mask requirements for City Hall.

- B. Staff Comments.
  - i. City Manager worked on a project update for the board.
  - ii. City Clerk

- C. Planning Commission Members.

None.

12. REPORT OF THE CITY COUNCIL REPRESENTATIVE.

**Race** thought that the meeting went well and was glad to see everyone.

13. REPORT OF THE PLANNING CONSULTANT.

**Johnson** offered the option to take action on items that have public hearings immediately following the public hearing.

14. ADJOURNMENT.

**Conley** adjourned the meeting at 8:33pm.

---

Rebecca Johnson, City Clerk

---

Clint Conley, Chairperson