



Minutes – Planning Commission

Meeting – Wednesday, August 28, 2024

Meeting called by: Chair Sevey @ 7:32 PM

Members Present: Chair Sevey requested Member Roll Call

Al Myers __X__ Hal Babcock __X__ Mark Hoskins __X__ Keith Sawade __X__ Rick Sevey __X__
Jon Tilburt __X__ Joe VandenBerg __AB__

Others present: Attorney – Leisman, Zoning Admin – Gross; Engineer – Gritters; Supervisor - Ellick

Pledge of Allegiance:

Approval of Minutes: Motion to accept 6/26/2024, meeting minutes by Babcock, second – Tilburt, all Ayes, Carried.

Approval of Agenda: Motion to accept Agenda by Sevey, second – Myers, all Ayes, Carried.

Public Comment - Matters not the Subject of Public Hearing/Agenda Items: No public comment, closed.

Agenda Items to be reviewed by the Planning Commission:

Agenda Item #1. Scheduled Public Hearing – Premier Auto/Kooienga – SPU at 28 17 Mile

Sevey: Called for public comment with explanation of procedures

Sevey: Recognized Bruce Callen, engineer. (*Callen*) Was before PC in June; proceeded to ZBA and received approved variance; brought elevation print and renderings; no screening wall; can get trees and parking renderings.

Sevey: Called for Engineer Report: (*Gritters*) Submitted review letter – must meet ADA, Zoning to inspect lighting, need verification from KCHD on existing well; no concerns on stormwater; overall no concerns.

Sevey: No public comment – public hearing closed.

Leisman: Comment on resolution to approve – gives history from 2005 request and subsequent amendments (2017 and 2019.) This request follows pattern; includes conditions for ZBA variance approval and requirements of Tyrone Township for drain fields; compliance with engineer and fire chief.

Sevey: Called for motion to approve third request for Amendment to Special Land Use and Site Plan. Motion by Sawade, second – Tilburt, all Ayes, Carried.

Conclusion: Request granted.

Agenda Item #2. Site Plan Review – Woodlawn Development (Engineered H & C) – 13706 Woodlawn Hills

Sevey: Recognized Aaron Sedine, owner. (*Sedine*) Last month preliminary presentation w/narrative for 4 buildings; has since met with KCHD – property did perk but now using 1 drain field instead of 1 for each building; a single field means KCHD limits the number of people and occupancy so now no offices in buildings planned. Narrative deals with zoning Section 3.02 and intent for future principal uses.

PC Discussion/Questions:

- 1 building that is split?
- Well and Septic?
- Will the use potentially change in future?
- Is “new building sales” for these new buildings
- Operate like a warehouse?
- KCHD limitation on occupancy based on drain field?
- Number of employees? Parking for 75 employees?
- Date of completion for all 4 buildings

Applicant Response:

- 4 individual buildings on 19.4 acres
- No intent to change use
- No sales on this property – is storage for contractors, no resale.
- Re: operation – will be for my own stuff/equipment storage that's sold but waiting to go to job site.
- Re: drain field – put in max size then reserve field; limits occupancy; only perked in 1 location
- 40 – 50 employees w/approximately 10 on this site; most work on location
- Completion estimated for 18 months – end of next year

Leisman/Gross/Gritters: (*Gritters*) Presented review letter dated July 26. Went over changes to drain field with engineer, site plan will change. (*Gross*) Employees would share work between the two Woodlawn Hills locations; Parking spaces are required by Zoning – each building indicates offices and bathrooms; needs to be understood that future changes would need PC approval. (*Leisman*) Is a site plan review so can be approved by motion. Conditions would be that it remains in common ownership and must comply with township engineer requirements.

(*Tilburt*) Motion to approve request subject to conditions indicated by attorney. Second, Myers, all Ayes, Motion Carried.

Unfinished Business:

1. Master Plan Evaluation – Sub-Committee Update: (*Hoskins*) Received updated map from Dan Hula with our recommendations; some state game areas missed but is what we discussed.
 - a. – lays out 17 Mile west to Algoma, NC on north and Ind on south
 - b. – added parcels to the City...is correct
 - c. – added fire barn
 - d. – Still under moratorium – 2nd extension ends in December...coming up fast.

(*Leisman*) Next steps: need Future Land Use Map, then to Township Board for approval and distribution to surrounding communities; will need a public hearing and 45 days for comment; then, can be adopted by resolution.

2. Ordinance Update - Manufactured Homes – *tabled until September*

3. Ordinance Update – Private Roads:

(*Leisman*) Submitted red letter copy showing what ordinance would look like. Sec.C – 11 new standards that serve 4 parcels

PC Discussion/Questions:

- Are we having shared drives again? Any exceptions for shared drives?
- Frontage? Can split 400' into two 200'?
- Can put in 1 drive and serve 2 homes?
- Consider possible 6 lots instead of 4?
- Sec. C6 – add "pavement"
- Keep "cul-de-sac" (F.8.), secondary access clause (F.9.), "Street Shoulder" (F.11.), "Street Grade" (F.12), and "Storm water" F.13.)
- Sec. C3 – Consider just "Easements" and not "Right-of-Way"?
"Right-of-Way" is public, "easement" makes access/maintenance available to everyone; site condos have right-of-way as common area, with separate easement for utilities. Typical in townships each property owner owns to center of road.

Leisman/Gross: Sec. B.2 – no changes; provides for 2 lots – no prohibition on one driveway; both parcels would need legal right-of-way for approval and building, and approval from county. Need 200' frontage and 1 acre to split; can split 400' into 2 parcels. Depth of parcels is part of the problem now; any property up front with side road now has 2 front yards so all restrictions applicable to side road as well. (*Gritters*) Can review ordinance and advise prior to final.

Conclusion: Attorney to provide new draft reflecting PC changes

Open Discussion for Issues not on the Agenda:

1. Planning Commission Members:
(*Sevey*) Court has ruled "green" cemeteries are allowed (Brooks Township.)
(*Sawade*) Need to address criteria for applicants to submit request; suggests a check list – perhaps modify an existing one; will bring next month.

2. Correspondence Received: N/A

Report of Township Board Representative: (Hoskins) N/A

Report of Board of Appeals Representative: (Tilburt) ZBA approved 2 variance requests – Cedar Springs Retail Management and Premier Auto/Kooienga.

Report of Zoning Administrator: (Gross) Re: Cedar Springs Retail Management – haven't received new site plan with change in radius corner yet; still a number of things to address regarding the easement and sewer hook-up to Cedarfield.

Additional Public Comment:

Sevey: Opened to additional public comment.

(*Stout, Jon) Re: CS Ret. Mgmt. – Cedarfield sold to company in Utah; required documentation difficult to get.

(Ellick, Bob) Did Engineered H & C have engineered stamp on plans? (Gross) Will check out. (Gritters) Review letters always require a seal on prints.

Sevey: No further comment – public comment closed.

Sevey: No further discussion. Motion to adjourn by Sevey, second – Tilburt, all Ayes, carried. Meeting Adjourned: 8:49 PM.

Next Scheduled Meeting: Wednesday, September 25, 2024

Alb Myers - Secretary
9-25-24 - Date

*Stout, Jon – 622 Clarkson, Sparta, MI 49345