



Minutes – Planning Commission

Meeting – Wednesday, December 20, 2023

Meeting called by: Sevey @ 7:31 PM

Members Present: Chair Sevey requested Member Roll Call

Al Myers AB Hal Babcock X Mark Hoskins X Keith Sawade AB Jon Tilburt X  
Joe VandenBerg X Rick Sevey X

Others present: Attorney – Leisman, Zoning Admin - Gross

Pledge of Allegiance:

Approval of Minutes: Motion to accept November 22, 2023, amended minutes by Sevey, second – Hoskins, All Ayes, Carried. Addition of: Item#1 - "...prefer for Algoma to Division to *stay*...;" "...most current owners already have a *sense of commercial*...;" "...process takes more than 6 months *moratorium* can be extended;" "...changes to Master Plan is *the Master Plan requires so*." "...only 4 homes there now, is wetland *north of intersection of Solon and Algoma*."

Approval of Agenda: Motion to accept Agenda as presented by Sevey, second – Tilburt, All Ayes, Carried.

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

Agenda Items to be reviewed by the Planning Commission: N/A

Agenda Item #1: Initial Site Review – Quest Design for Petz Prefurred (Lenartz) – 14175 Edgerton Ave.

(Gross) Current print is not complete, needs identification for lighting, front door; needs 20 parking spaces (1 sp. for every 400' feet) and can only make 16 so has setback intrusion.

(Sevey) Recognized Justin Longstreth, Moore & Bruggink, as representative for Quest Design, and Aaron Lenartz, owner of Petz Prefurred. (Longstreth) Understands the parking setback issue but more spaces are not available. so must go first to ZBA for variance; here to receive any comments before revising the site plan.

PC Discussion/Questions:

- Can do 16 spaces within setback now – 4 in the future?
- When are people coming/going into the business?
- How many dogs?
- Required number of spaces out of line? Consider looking at ordinance? What is setback?
- Applications seem to max out building on property and ask us to change parking requirements; is for ZBA.
- Consider reducing building size?
- Narrow window for p-up/drop-off makes problem worse – backs up parking.
- A lot of fill is necessary – do you have soils and structure?
- Dog runs individual?
- Barking – probably far enough away from neighbors.

Applicant Response:

- Is a dog daycare open 8 hours a day; 60 – 65 dogs for daycare and board.
- Generally, traffic is for drop-off in A.M., pick-up in P.M.; in and out...3-5 minutes.
- Can drop-off 15 per hour?
- Reduction of building size not possible.
- Perk test failed...has had testing done and have a plan.
- Dog runs are individual; can go to play area and go in and out.

Leisman/Gross:

- Zoning doesn't deal with "future" but with what is/is not on-site plan now. Some areas have options, this is being utilized for dogs so does not.
- PC cannot decide matter – must go to ZBA.
- Numbers not out of line; has large right-of-way.
- Setback = 50' from right-of-way; is 100' there instead of normal 66'
- Would need to reduce the building size by 1,600 sq. ft.

- Returning to PC requires variance approval, updated site plan, and scheduled public hearing.

*Conclusion:* Applicant will apply to ZBA for variance; PC will await ZBA decision

*Unfinished Business:*

1. Master Plan Evaluation – Update

(Hoskins) Sub-committee hasn't met again; reviewing Future Land Use documentation from Attorney Leisman; is lumping Commercial and Industrial together. (Babcock) Master Plan is a *guide* for future zoning.

(Leisman) Early draft is description to work with; letters of intent to amend Master Plan is being sent to neighboring Townships and necessary entities; next thing is doing the map; rezoning needs to be precise.

2. Joint Meeting with City of Cedar Springs – ACT 425 Agreement – Update

(Sevey) All their meetings need to be recorded; still don't have a confirmed date or location.

*PC Discussion/Questions:*

- Meeting needs to be at neutral site.
- If they record, we should.
- Discussion needs to include land use and zoning use.
- Should have special meeting time – not on our regular meeting date or theirs.

*Conclusion:* Jerry Gross will check if their recording system is portable

*Open Discussion for Issues not on the Agenda:*

1. Planning Commission Members:

*RE: Quest Design/Petz Prefurred application:* (Hoskins) Number of parking spaces issue coming up quite often – are we doing it correctly? Can they down-size the building for required spaces then add on in future? Issue is all patrons are coming at the same time. (VandenBerg) They maximize their building size then ask us to adjust – should be a balance; large businesses, i.e. Meijer, have a lot of spaces that are just water run-off. (Babcock) If there's a specific check-out time, will be busy. (Gross) I pushed for "gravel area," initially they wanted to be closer to the road. (Ellick) Suggested, "3 – 5 minutes" in and out – no way; 40 kennels, 4 hours, gives them 60 sec each to get out. They're attempting to "force-feed" the township; is a problem.

2. Correspondence Received: N/A

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

*Report of Board of Appeals Representative:* (Tilburt) ZBA – are addressing set back variance request on Rau.

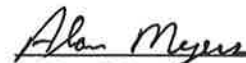
*Report of Zoning Administrator:* (Gross) No word from CS Retail Management; no outstanding funds have been received; cannot proceed until accounts are reconciled first.

*Additional Public Comments:* (\*Austin, Cathy) Township Board adopted new policy with regard to amount of time for applicants to submit requests for SLU/SPU to Planning Commission and Variance requests to ZBA; now is 45 days prior instead of 30 days prior with documentation correct and ready for meetings. That requires a determination by Zoning Administrator; At-a-Glance Schedule for public notices, etc., and revised forms being done; policy is effective January 1, 2024; need to discourage requests for fast turn-around – is becoming difficult to meet deadlines.

Sevey: Motion to adjourn by Tilburt, second – VandenBerg, all Ayes, Carried.

Meeting Adjourned: 8:44 PM.

*Next Scheduled Meeting:* Wednesday, January 24, 2024

 - Secretary  
1-24-24 - Date