



Minutes – Planning Commission

Meeting – Wednesday, January 24, 2024

**Meeting called by:** Chairman Sevey @ 7:32 PM

**Members Present:** Chairman Sevey requested Member Roll Call

Al Myers   X   Hal Babcock   X   Mark Hoskins   X   Keith Sawade   @ 8:23 PM   Rick Sevey   X    
Jon Tilburt   X   Joe VandenBerg   X  

**Others present:** Attorney – Leisman, Zoning Admin - Gross

**Pledge of Allegiance:**

**Approval of Minutes:** Motion to accept Dec 20, 2023, meeting minutes by Sevey, second – Myers, all Ayes, Carried.

**Approval of Agenda:** Motion to accept Agenda as written by Tilburt, second – Sevey, 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: Election of Planning Commission Officers

Sevey: Called for nominations for Chairperson. (Tilburt) nomination for Rick Sevey – Accepted.

Motion to elect Rick Sevey as Chairperson by Tilburt, second by Myers; all Ayes, Motion Carried.

Sevey: Called for nominations for Vice-Chairperson. (Myers) nomination for Jon Tilburt - Accepted.

Motion to elect Jon Tilburt as Vice-Chairperson by Myers, second by Hoskins; all Ayes, Motion Carried.

Sevey: Called for nominations for Secretary. (Sevey) nomination for Al Myers - Accepted.

Motion to elect Al Myers as Secretary by Sevey, second by Tilburt; all Ayes, Motion Carried.

PLANNING COMMISSION OFFICERS 2024

Chairperson – Rick Sevey

Vice-Chairperson – Jon Tilburt

Secretary – Al Myers

Agenda Item #2: Scheduled Public Hearing – SPU/Site Plan for Kennel – Quest Design/Petz Prefurred - 14175 Edgerton

Sevey: Called for explanation from Zoning Administrator: (Gross) Request introduced to PC in December 2023; issue: narrow property so required parking spaces encroaching setback; Road is 100' instead of 66' so greater setback; addressing gravel reserve area; They applied to ZBA who granted a Parking variance; now returning to PC.

Sevey: recognized Adam Groulx, Quest Design and Aaron Lenartz, owner. (Groulx) Proposing 8,000 sq. ft. building for dog daycare business; ZBA approved 16 parking spaces instead of 20; needs approval for use and site plan.

Sevey: Opened public hearing for comment: (\*V. Babcock) Is someone attending to dogs when outside? Can dogs clear 8' fence? Outside area screened? (\*\*Ellick) Has received comments regarding concern for barking noise.

Sevey: No further public comment, hearing closed.

**PC Discussion/Questions:**

- Gravel parking area in back isn't paved – perhaps require paving now
- ZBA didn't feel 20 spaces were necessary; wants the parking situation monitored by Zoning Administrator
- Height of outside fence? Chain link?
- Maximum number of animals at one time? Need resolution to include limitation language to 50
- Number outside at one time? Noise from barking a concern
- Peak times for pick-up/drop-off? Pre-registered?
- Number of staff?
- Waste disposal? If dumpster, needs enclosure
- Concern for soil erosion on dog run – steep hill
- What's our role for "in" drive and acceleration/deceleration?
- Lighting?

- Special events detail? Should require township permit for special events
- Re: If any other business on this property in future – required for 20 paved spaces?
- Pushing a plan too big for small lot; Reduce building size? Concern for retention pond size – only 3' deep
- Building's outside materials don't meet ordinance (Ch. 10.4.) Need to change exterior - needs to look more architecturally attractive; metal panels shouldn't be predominant – e.g., break up with stone/brick.
- Is no option for any future expansion of this business.

*Applicant Response:*

- Outside fence is 8' high chain-link; screened with cloth – helps barking noise
- Geared now for 50 max animals – can hold 60; rarely fully occupied; usually operates at 75%
- Peak times: 6:00 – 10:00 AM and 3:00 – 7:00 PM; pre-registration on first visit
- Animals not housed outside; 15-20 outside at one time; employee supervised
- Employees: 1 per 15 dogs; approximately 3 – maybe more
- Have been approved to access Cedarfield septic, solid animal waste in trash
- Dog run isn't too steep for animals; will watch and manage soil erosion
- Lighting – points down; photometric plan provided
- Special events: dog adoption, etc., can eliminate any parking on street
- No further color/material selection for building at this point; has landscape plan
- Cannot reduce size of building and be successful

*Leisman/Gross Response:*

- Explanation of draft resolutions – either approve or deny – can add language to address issues mentioned
- (Gross) KCRC determine road and driveway circumstances
- (Gross) Prefer PC Board to make determination on building, especially exterior
- (Gross) ZBA approval for this request only; future business may need additional parking based on use
- Engineer will review and direct storm water requirements – applicant must comply

*VandenBerg:* Motion to deny based on layout and parking conditions; trying to put too much on narrow lot; their decision for building size isn't our issue; Second, Myers.

*Further PC Discussion:*

- Can approve use but need to see revised site plan conveying areas of concern showing more structure detail so as to comply with our ordinance; to include landscaping, buffer areas, fencing detail
- Can do approval of use and conditional approval for revised site plan

*VandenBerg:* Withdrawal of motion on the floor

*Conclusion: (Tilburt)* Motion to approve special land use for dog daycare and preliminary approval of revised site plan to be evaluated by PC upon applicant's return. Second, Myers, Ayes 5 – Nay 2, Motion Carried.

**Unfinished Business:**

1. Master Plan Evaluation – Update

*(Hoskins)* Revised map on display Marked map to what we'd like to see; proposing future NC north on Algoma, 660' on either side; Talked with Tyrone Twp – they're in same situation, thinking same.

*(VandenBerg)* All property effected at some time; Ph 1 – HC & IND makes sense; from Algoma to Division – NC follows property lines more due to more residences. *(Myers)* Algoma south of 17 Mile has NC – to north will happen sooner than later.

*PC Discussion/Questions:*

- What if Algoma changes to Class A road?
- Reminder – this "looks forward" 10 – 20 years
- Neighbors want "country" – just because we can go up Algoma doesn't mean we should – needs further discussion
- Avoid pocket zoning; can be zoned so Commercial can also be residential

*Public Comment: (\*\*\*Drent)* How do proposed Zoning changes affect the tax rate?

*(Gross/Ellick)* Property becomes legal non-conforming – remains as is; tax only changes upon sale for new owner.

*Conclusion:* Prepare and produce new diagram for attorney to draft text for Township Board.

2. Joint Meeting w/City of Cedar Springs – ACT 425 Agreement – City suggested a Tuesday evening meeting in March at North Campus Building; attorney's presence not necessary; can agree to dates excepting March 12<sup>th</sup>. Cathy will respond and proceed to schedule meeting.

**Open Discussion for Issues not on the Agenda:**

1. Planning Commission Members: (VandenBerg) Re: Quest/Petz – need to be very careful. All agreed. (Babcock) FYI – the last Township Board meeting lasted 11 minutes.
2. Correspondence Received: Zoning Book Update with Instruction Sheet

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

**Report of Board of Appeals Representative:** (Tilburt) Reiteration of ZBA variance request approval – Quest Design/Petz

**Report of Zoning Administrator:** (Gross) Re: Space Source – provided new rendering of buildings that are different from what was approved; they either need to return to PC or we accept new depiction now; did approve change in signage due to being “incidental.”

**PC Discussion/Questions:**

- Who enforces building(s) now?

(Gross/Ellick) Permit is thru Building Department; building enforcement is based only on Michigan Codes

**Conclusion:** Refer to what we approved in resolution; can return to PC if otherwise

(Gross) Proposed additional structure on Woodlawn – 3 Phases; possible to PC; isn't Commercial, is manufacturing

**PC Discussion/Questions:**


- Update on Dexko? Update on Premier?

(Gross) Re: Dexko – SPU has expired; some dirt was moved, nothing since. Will contact; Re: Premier – owners now using building as auto sales – need to go back to original site plan.

**Additional Public Comment:** N/A

Sevey: Motion to adjourn by Tilburt, second - Myers, all Ayes, carried. Meeting Adjourned: 9:38 PM.

**Next Scheduled Meeting:** Wednesday, February 22, 2024

 - Secretary  
2-28-24 - Date

\*Babcock, Vicky – 2711 28 Mile, Cedar Springs, MI

\*\*Ellick, Robert – Supervisor, Solon Township

\*\*\*Drent, Carol

