Pursuant to SB 1008, the Village of Spring Lake will conduct its business virtually to mitigate the spread of COVID-19

1. **CALL TO ORDER**

   Chairman Bohnhoff called the meeting to order at 7:00 p.m.

2. **ROLL CALL**

   Present: Bohnhoff, Drooger, Garrison, Johnson, VanderMeulen, Van Leeuwen-Vega and Van Strate
   Absent: None

3. **STATEMENT ON REMOTE MEETING**

   Hoisington noted that the Village Planning Commission was meeting remotely on a Zoom platform because of health concerns associated with the COVID pandemic. Information on this remote meeting was posted so the public may participate and all appointed officials present confirmed that they were meeting remotely and were located within the Village of Spring Lake.

4. **APPROVAL OF THE AGENDA**

   Motion by Van Leeuwen-Vega, second from Johnson, to approve the agenda as presented. All in favor, motion carried.

   Yes: 7  No: 0

5. **APPROVAL OF THE MINUTES**

   Motion by Drooger, second from VanderMeulen, to approve the minutes of the December 17, 2020 meeting. All in favor, motion carried.

   Yes: 7  No: 0

6. **STATEMENTS OF CITIZENS – AGENDA ITEMS ONLY**

   Darcy Dye, 114 N. Fruitport Rd., asked the Planning Commission to take a look at the landscaping plans for the Beach Party Liquor Store because the proposed plants on the
south side would not survive in that area and any plants there would need to be heat hardy and would probably need irrigation. Dye also noted that the landscaping near the front door had a shadow overhang most of the day and would need plants that grow in the shade/partial shade and would also need irrigation and the area at Savidge and Lake was very narrow so they would need to make sure that any landscaping would not make it any narrower for pedestrians.

Lee Schuitema felt the Beach Party Liquor store was a big improvement over the orange building.

7. PUBLIC HEARINGS

A. 406 E Savidge Street – St. Mary’s Church – Special Land Use application to repurpose the existing monument sign by exchanging the manual message board for a digital message board.

Chairman Bohnhoff introduced this item. Hoisington gave an overview of this Special Land Use application explaining that St. Mary’s Church was seeking to update their existing message center with a digital message center and Advanced Signs was in charge of installations. Hoisington explained that the current setback was non-conforming but because the existing sign cabinet and base were being utilized, the change in message center type, (manual to digital) was the only subject at hand. Hoisington said that 10 second intervals had been proposed and there would not be any graphics for flashing in order to reduce distractions to drivers. Hoisington shared that, as an example, Grand Haven Township mandated a 5-minute duration between messages for places of worship.

Motion by Drooger, second from Johnson, to open the public hearing at 7:12 p.m. All in favor, motion carried.

Yes: 7 No: 0

Darcy Dye asked the Planning Commission to think carefully concerning time intervals between messages for pedestrian safety.

Lee Schuitema agreed with Dye on being considerate of the time intervals and also, with this being the first digital sign, other than the Village sign, the Planning Commission should take careful consideration of what they approved and how that might influence future sign applications.

Hoisington shared a letter from Ms. Katie Carlson, who lived across the street, and stated that she had no issues with St. Mary’s having a digital sign.

Father David Gross explained that he had proposed 10 second message intervals but they were open to suggestions from the Planning Commission and, from what he could determine, the light from the sign would not disturb the neighbors and they
could program the sign to shut off each night if that was preferred.

BJ Wade, Advanced Signs, explained that the sign would not be anymore distracting then what was already there and they had the ability to dim the sign to match a normal lighted wall sign. Mr. Wade said that, typically, message board signs change every 3 to 5 seconds.

Motion by Van Strate, second from Johnson, to close the public hearing at 7:21p.m. All in favor, motion carried.

Yes: 7  No: 0

Van Strate said he was fine with the sign and suggested time intervals to be set at 15 to 20 seconds.

Garrison said that Advanced Signs had installed a digital sign at his office in the City of Grand Haven and they had received nothing but positive feedback and he believed their time interval was less than 10 or 15 seconds.

Johnson said he had no issues with the addition of the sign and suggested that, as long as the Church was agreeable, they use St. Mary's as a pilot program while they figure out what was an appropriate display change rate for Village safety.

Garrison said that he agreed with Johnson on figuring out the change rate and that this was a great addition to the Village.

Drooger said he also agreed with Johnson and asked if the McDonalds sign was considered a digital sign because their change rate was quite quick. Mr. Wade said their sign changed about every 3 to 5 seconds.

Hoisington asked the Planning Commission if they would like to revisit St. Mary’s Digital Sign in 6 months to see if the lighting or rate of change needed to be adjusted. Chairman Bohnhoff asked Father Dave how he felt about a revisit. Father Dave said that since the sign was programable, he did not have a problem with that. The Planning Commissioners agreed to revisit in 3 to 6 months.

Van Leeuwen-Vega said that she looked at this sign differently then the McDonald’s sign because it had many more options for programing and she would advocate for a 30 second change rate.

Chairman Bohnhoff said that because traffic did not stop there often so a 30 second rate change seemed reasonable and dimming in the evening for the residents nearby.

VanderMeulen agreed with the 30 second rate change as a place to start.
Motion **Van Strate**, second from **Johnson**, to conditionally approve the Special Land Use request by St. Mary’s Church at 406 E Savidge Street for a digital message center because the application meets the standards of the Spring Lake Village Zoning Ordinance. This motion was subject to the report of findings and the following conditions:

1. Present documentation that the brightness of the electronic message board is compliant with Section 390-125.B.4. to the Zoning Administrator within 10 days of the installation.

2. The Village Engineer must approve the photometric and lighting information provided by the applicant prior to a permit being issued.

3. Visit the topic of the sign change rate and lighting in 3 months.

4. The change rate is set to 30 seconds for the first 3 months.

**Report of Findings – 406 E Savidge**

A. That the use is designed and constructed and will be operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the area in which it is proposed.

B. The use is, or will be, served adequately by public services and facilities, including, but not limited to streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities and schools.

C. The use does not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of traffic, noise, smoke, fumes, glare or odors.

D. The site plan proposed for such use demonstrates compliance with the special land use specific requirements contained in § 390-199 of this article.

Electronic message boards shall be subject to special land use review pursuant to Article XVIII of this zoning ordinance. It is the intent of this Section to:

A. Balance the rights of businesses and institutions to convey their messages through electronic means with the right of the public to protected against unrestricted electronic signage;

B. Further the objectives of the Village Master Plan and streetscape design guidelines;

C. Protect the public health, safety, and welfare of the public;

D. Reduce traffic and pedestrian hazards;

E. Promote the aesthetic qualities of the Village; and
F. Promote economic development of the Village.

All in favor, motion carried.

Yes: 7  No: 0

8. NEW BUSINESS

A. 304 W Savidge Street – Windermere House – Site Plan Review application to install a pergola, outdoor fireplace, and landscape screening for refuse containers and mechanical equipment.

Chairman Bohnhoff introduced this item. Hoisington gave an overview explaining that Windermere House had completed their initial renovations and opened for business in December 2020 and were now proposing some additional improvements to the site that include lighting, landscaping, screening, a pergola, and a firepit on site. Hoisington said there was a lot of paved surface so they would be using landscaping and pavers to break that up, the lighting would enhance the landscaping, the screening would screen the AC units and trash receptacles and the pergola would be a display model that they intend to sell and a fire table that would also be a display model they intend to sell.

Van Leeuwen-Vega asked if the there were any regulations regarding safety around the fire table. Norman Dodds said that there was a glass panel around it that made it code compliant. Garrison said that downtown Holland had multiple outdoor fire pits and he had yet to hear of anyone getting burned on one.

The Planning Commissioners agreed these additional improvements were great additions. Garrison and Van Leeuwen-Vega agreed that fireplaces scattered around the Village would help create a 4-season community.

Motion by Garrison, second from Van Leeuwen-Vega, to approve the Site Plan Review Application for the Windermere House located at 304 W Savidge Street because the application meets the standards of the Spring Lake Village Zoning Ordinance. This motion was subject to, and incorporates, the following report.

Report of Findings – 304 W Savidge

A. Existing natural features of the site are preserved to the greatest extent practical. Only those areas under actual development are disturbed.

B. Buildings and structures are placed in an orderly, nonrandom fashion such that an uncrowded, open appearance is maintained.

C. Views from adjacent properties and streets open to water areas are preserved to the greatest extent practical. Placement and height of buildings and locations
of open spaces make reasonable provision for protection of existing views of the significant visual resources of the Village.

D. Driveways, parking, and circulation.

a. Vehicular access to the site is designed to provide reasonable access to the site, while minimizing the impact of driveways on the efficiency and safety of traffic operations along the public roadways.

b. Vehicular and pedestrian circulation facilities are designed so as to provide for safe and efficient movement of vehicles and pedestrians, in a manner which avoids conflict between vehicles and pedestrians. Points of vehicular access to public streets shall be limited to the minimum number required to provide reasonable access to the site. On corner lots, driveway access should be limited, where practical, to the street carrying the lower average daily traffic volume at the time of review of the site plan.

c. Where possible, access driveways on opposite sides of a street shall either be directly aligned, or offset a minimum of 150 feet, measured between driveway center lines.

d. If applicable, separation distance between driveways and between driveways and public street intersections shall be maximized. At a minimum, driveway-to-driveway spacing of at least 35 feet shall be provided, measured between driveway throats at their narrowest point. Driveway-to-intersection spacing of at least 10 feet shall be provided, measured from the edge of the driveway throat to its narrowest point, to the right-of-way of the intersecting street.

E. The site provides proper site surface drainage so that the removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create standing water in the paved areas.

F. If applicable, all new utility distribution lines shall be placed underground.

G. Exposed storage areas, trash receptacles, machinery installations, service areas, truck unloading areas, utility buildings and structures and similar accessory areas are screened from view from adjoining streets and properties. This screening is in accordance with Article XXI, Landscape Regulations.

H. Outdoor activity areas are designed and located to minimize conflicts with nearby residential neighborhoods. Fencing or landscape screening are used to protect adjoining residential uses from noise or other disturbances from outdoor seating areas, which shall be consistent with the provisions of Article XXI, Landscape Regulations. [Amended 7-1-2010 by Ord. No. 319]
I. The site plan provides for adequate access to the site and all buildings on the site by emergency vehicles.

J. Exterior lighting is located and designed so that illumination is directed away from adjacent properties and streets.

K. All landscaping is in accordance with Article XXI, Landscape Regulations. [Amended 7-1-2010 by Ord. No. 319]

L. All structures adhere to the design standards of the district, as applicable.

M. All structures provide an orderly transition to adjacent development of a different scale.

N. The site plan provides outdoor common areas and associated amenities for employees, customers, and/or residents which may include public trash receptacles, bike racks, seating areas, recreations areas, shade trees, bus stop turn-outs, and similar facilities where appropriate.

All in favor, motion carried.

Yes: 7    No: 0

B. 606 E Savidge Street – Beach Party Liquor – Site Plan Review application to renovate the building by updating the roof, siding, landscaping and other site amenities.

Chairman Bohnhoff introduced this item. Hoisington gave an overview explaining that Beach Party Liquor, located at 606 E Savidge Street, was renovating the existing building to convert the space into a liquor store and the applicant, Viersen Construction, had provided renderings showing the proposed changes to the site that included replacing the orange siding with vertical batten board siding with a ledgestone base, tear off existing asphalt shingles and replace them with a metal roof and add new faux windows on the side of the building facing Savidge Street as an architectural feature.

Jeff Harwood, representing the building owner, explained that they wanted to improve the building and make it more appealing. Mr. Harwood explained the landscape plan and said they would use plants appropriate for the area they were planted in.

Hoisington explained that the Community Commercial District had stricter design and landscape requirements to promote a more pedestrian based feeling and that the landscaping plan required one street tree for every 30 ft of street frontage, but there were concerns regarding visibility for drivers so staff suggested the Planning Commission consider a better location for the trees, such as in the existing green space which could also help screen the loading area. Hoisington said that the requirement for a wrought iron fence with the landscaping accents was also required.
under both the design requirements of the Community Commercial District and landscaping requirements for site plan review, but due to the building having a zero-foot setback to the lot lines, this requirement might also not be feasible.

The **Planning Commission** discussed different options for the landscaping and forgoing the wrought iron fence by adding character with vegetation and boulders. **VanderMeulen** asked if the landscaping would have irrigation. Mr. Harwood said they were not planning on irrigation; they were planning on using drought resistant plants. **Hoisington** shared an example of how a column could be used as an accent piece instead of the wrought iron fence. Mr. Harwood said he would share that idea with the owner. Adam, the contractor, felt the column had a more residential feel and that boulders and vegetation would look more appropriate, and they were aware that the plants that were chosen would need to be able to take the heat and sun. **Hoisington** said that staff would still suggest the column versus a boulder because it fits within the design requirements and even though the rest of the site had a strip mall character, the point of the zoning district was that eventually, as things become redeveloped, they were going to have that higher quality so it was best to set that now and a landscaping plan was a part of the approval because they didn’t want to plan just for now. Mr. Harwood said he agreed but the owner was getting frustrated with the requirements. **Garrison** said they should be mindful of how much money the investor was putting into making this building look so much better. **Van Leeuwen-Vega** said that they had an obligation to keep a certain style and architectural integrity to this corner and she felt there was an opportunity to carry the wrought iron theme from across the street to this property. Chairman **Bohnhoff** agreed that they needed to keep some cohesion going with the design standards throughout the Village and encouraged Mr. Harwood to work with Darcy Dye on the correct types of plants for their landscaping.

**Hoisington** said that the next point was in regard to architectural requirements and suggested a mural on the Lake Avenue wall instead of landscaping and the Savidge Street wall needed to have some architectural design features to be compliant and suggested adding some variety to the masonry. **Van Leeuwen-Vega** said she would love to see the windows live instead of black, but she understood that there were probably coolers behind them. **Bohnhoff** agreed that live windows would be better and he would also like to see such a long wall broken up a bit. Mr. Harwood said he could change the trim up to break up the long wall. **Hoisington** said that the next item was acceptable exterior materials and explained that the proposed batten board siding was not acceptable in this zoning district, but staff thought the batten board siding would have a more appealing appearance than the acceptable horizontal siding. **Van Leeuwen-Vega** agreed the batten board would be an improvement. **Garrison** asked what material the siding was made of. Adam said it was a simulated wood cement siding. **Garrison** asked if a mural on the Lake Avenue wall could tie into Art in the Park where someone might volunteer to create a mural. **Hoisington** said she would talk to Manager Burns and get her input.
**Motion** by Van Strate, second form VanderMeulen to approve the Site Plan Review Application for Beach Party Liquor located at 606 E Savidge Street because the application meets the standards of the Spring Lake Village Zoning Ordinance. This motion is subject to the following conditions and incorporates the following report:

1. Applicant shall provide a final set of documentation including a dimensioned site plan to staff for administrative approval.

2. Applicant shall provide a landscape plan with planting plan to be brought back before the Planning Commission for approval prior to landscaping being installed.

3. Applicant shall provide dumpster enclosure details.

**Report of Findings – 606 E Savidge**

All site plans shall comply with all applicable provisions of Chapter XXIV and with each of the following standards:

A. Existing natural features of the site are preserved to the greatest extent practical. Only those areas under actual development are disturbed.

B. Buildings and structures are placed in an orderly, nonrandom fashion such that an uncrowded, open appearance is maintained.

C. Views from adjacent properties and streets open to water areas are preserved to the greatest extent practical. Placement and height of buildings and locations of open spaces make reasonable provision for protection of existing views of the significant visual resources of the Village.

D. Driveways, parking, and circulation.

   a. Vehicular access to the site is designed to provide reasonable access to the site, while minimizing the impact of driveways on the efficiency and safety of traffic operations along the public roadways.

   b. Vehicular and pedestrian circulation facilities are designed so as to provide for safe and efficient movement of vehicles and pedestrians, in a manner which avoids conflict between vehicles and pedestrians. Points of vehicular access to public streets shall be limited to the minimum number required to provide reasonable access to the site. On corner lots, driveway access should be limited, where practical, to the street carrying the lower average daily traffic volume at the time of review of the site plan.

   c. Where possible, access driveways on opposite sides of a street shall either be directly aligned, or offset a minimum of 150 feet, measured between driveway center lines.

   d. If applicable, separation distance between driveways and between driveways and public street intersections shall be maximized. At a minimum, driveway-to-driveway spacing of at least 35 feet shall be
provided, measured between driveway throats at their narrowest point. Driveway-to-intersection spacing of at least 10 feet shall be provided, measured from the edge of the driveway throat to its narrowest point, to the right-of-way of the intersecting street.

E. The site provides proper site surface drainage so that the removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create standing water in the paved areas.

F. If applicable, all new utility distribution lines shall be placed underground.

G. Exposed storage areas, trash receptacles, machinery installations, service areas, truck unloading areas, utility buildings and structures and similar accessory areas are screened from view from adjoining streets and properties. This screening is in accordance with Article XXI, Landscape Regulations.

H. Outdoor activity areas are designed and located to minimize conflicts with nearby residential neighborhoods. Fencing or landscape screening are used to protect adjoining residential uses from noise or other disturbances from outdoor seating areas, which shall be consistent with the provisions of Article XXI, Landscape Regulations. [Amended 7-1-2010 by Ord. No. 319]

I. The site plan provides for adequate access to the site and all buildings on the site by emergency vehicles. J. Exterior lighting is located and designed so that illumination is directed away from adjacent properties and streets.

K. All landscaping is in accordance with Article XXI, Landscape Regulations. [Amended 7-1-2010 by Ord. No. 319]

L. All structures adhere to the design standards of the district, as applicable.

M. All structures provide an orderly transition to adjacent development of a different scale.

N. The site plan provides outdoor common areas and associated amenities for employees, customers, and/or residents which may include public trash receptacles, bike racks, seating areas, recreations areas, shade trees, bus stop turn-outs, and similar facilities where appropriate.

All in favor, motion carried.

Yes: 7  No: 0

9. STATEMENTS OF CITIZENS – NON-AGENDA ITEMS ONLY

Facebook comment – Kerri Henderson, Yes more art!

Darcy Dye mentioned that the student artists that had entered submissions for Seven Steps Up would be creating murals on the fence on Rotary Drive.
Lee Schuitema suggested a mural on Lake Ave. might be a distraction to drivers.

10. COMMENTS OF PLANNING COMMISSIONERS

All Planning Commission members were in favor of additional murals throughout the Village.

11. ADJOURNMENT

Motion by Johnson, second from Van Strate, the meeting adjourned at 8:49 p.m. All in favor, motion carried.

Yes: 7    No: 0

Cassandra Hoisington, Village Planner    Maryann Fonkert, Deputy Clerk