1. **CALL TO ORDER**

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

2. **ROLL CALL**

Present: Bohnhoff, Drooger, Garrison, Van Leeuwen-Vega, and VanStrate

Absent: Johnson and VanderMeulen

3. **APPROVAL OF THE AGENDA**

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

Yes: 5 No: 0

4. **APPROVAL OF THE MINUTES:** August 24, 2021 meeting.

Motion by Van Strate, second from Garrison, to approve the minutes of the August 24, 2021 meeting. All in favor, motion carried.

Yes: 5 No: 0

5. **CORRESPONDANCE - N/A**

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

   Lee Schuitema, 408 W. Exchange – expressed concerns regarding traffic, parking and access to the post office for persons with disabilities in regard to the office/retail development at 209 W. Exchange St. and suggested turning the building entrance towards Jackson St. and leave the handi-cap parking where it was.

7. **New Business**
A. **209 W. Exchange – Site Plan Review – Office + Retail Building**

Construct a new commercial building (Parcel No. 70-03-15-381-020) that will consist of offices and retail. This development is part of a land-swap agreement with the Village in regard to 109 S. Jackson.

Chairman Bohnhoff introduced this item and Fedewa gave an overview through a memorandum dated September 22, 2021.

Architect, Brad Boyer, 14790 Park Ave. Grand Haven, added that the lighting fixture mentioned in Fedewa’s memo was actually mounted underneath the canopy, so it wasn’t visible from outside and that negotiations were underway with the first-floor tenant. Mr. Boyer shared samples of the proposed siding materials and went over the building floor plan.

The Commission discussed the handi-cap parking and parking in general. Mr. Boyer, responding to Mr. Schuitema’s suggestion, said turning the building to face Jackson Street was not desirable and would not gain enough space to make that change worthwhile.

Motion by Garrison, second from Van Leeuwen-Vega, to conditionally approve the Site Plan Review application to construct an office + retail building at 209 W. Exchange Street because it meets the standards of the Village Zoning Ordinance. This motion is subject to and incorporates the report of findings and the following conditions:

1. Shall submit a photometric plan with accompanying spec sheets for the fixtures. Staff shall review and approve prior to a building permit being issued.

2. Shall submit the necessary plans and calculations for the Village Engineer to review the proposed stormwater design. This shall be approved prior to a building permit being issued. a. If additional stormwater capacity is necessary, the proposed “lawn area” on the west side of the building shall be converted to a raingarden to accommodate the remaining stormwater needs. The raingarden planting plan shall be submitted to staff for review and approval prior to a building permit being issued.

3. Shall complete the necessary steps to finalize the land-swap agreement with the Village Administration.

All in favor, motion carried.

Yes: 5    No: 0

**REPORT**

The application meets the site plan review standards of §390-126 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:

A. The use proposed will preserve to the greatest extent practical, the existing natural features of the site, including vegetation, topography, water features, and other such features. Only the areas under actual development will be disturbed.

B. Buildings and structures are proposed to be placed in an orderly, logical fashion
consistent with its surroundings and intent of the district. Where open spaces are proposed, it is located and arranged in a manner which provides view protection, visual relief, physical separation, environmentally sensitive area protection, and/or recreational value to the site and surrounding properties.

C. The proposed use will preserve the views from adjacent properties and streets open to water areas to the greatest extent practical. Placement and height of buildings and locations of open spaces make reasonable provision for protecting existing views.

D. The use proposes proper relationships between the existing streets within the vicinity, including deceleration lanes, service drives, entrance and exit driveways, and parking areas to provide safe and convenient movements of pedestrians, bicycles, and vehicles. Streets, access plans, and/or ingress/egress drives conform to the current regulations of the Village and MDOT.

E. The proposed use has given special attention to proper site surface drainage, so the removal of surface waters does not adversely affect neighboring properties, the public storm drainage system, or nearby bodies of water. Surface water will be collected at designated intervals to prevent standing water that would obstruct vehicle and/or pedestrian traffic. The standards of the Spring Lake Stormwater Management Ordinance are met.

F. All utilities for the proposed use are provided in a manner least harmful to surrounding properties and the utilities are located underground (as applicable), unless specifically waived by the Planning Commission.

G. The proposed use will be screened from view from adjoining streets and properties for any exposed storage areas, trash receptacles, machinery installations, service areas, truck unloading areas, utility buildings and structures, and similar accessory areas. Screening complies with Article XIV.

H. The site plan for the proposed use provides adequate access to the site and all buildings on the site by emergency vehicles.

I. The proposed use provides an orderly transition for all structures to adjacent development of a different scale.

J. The site plan for the proposed use provides outdoor common areas and associated amenities for employees, customers, and/or residents which may include public trash receptacles, bike racks, seating areas, recreation areas, shade trees, bus stop turnouts, and similar facilities; where appropriate.

K. The proposed use complies with all applicable local, state and federal approvals prior to issuing a land use permit.

L. The site plan for the proposed use is consistent with the intent and purpose of this Ordinance.

B. 823 W. Savidge – Pre-Application – Multi-Family + Retail Building
Developer is requesting feedback on a proposed mixed-use development that would contain retail on the main floor with multi-family residential above.

Chairman Bohnhoff introduced this item and Fedewa gave an overview through a memorandum dated September 22, 2021.

The Commission discussed, with the developer form Weber Developments, onsite parking, a possible parking agreement with a neighboring business, height of the building relative to buildings in the area and what the Ordinance allowed. The Commission also discussed the proposed rent per unit. Fedewa reminded the Commission that, with a PUD, there should be some give and take so if they weren’t looking at an 80% AMI, an alternative option might be that they set the minimum prices of the 500 sq. ft. units and include a time limit with graduated rental costs. The Commission discussed PUD benefit options for both sides and contaminated soil remediation with the developer.

8. OLD BUSINESS

A. Samaritas – Request for a “Soft Letter” for LIHTC Application
Request for the Village to provide “soft approval” letters to Samaritas to obtain additional points on their LIHTC funding application.

Chairman Bohnhoff introduced this item and Fedewa gave an overview through a memorandum dated September 24, 2021. Drooger recused himself from this discussion due to a conflict of interest.

Motion by Garrison, second from Van Leeuwen-Vega, to approve the Planning Commission Site Plan Review and Zoning Compliance Review letters to support the Samaritas Affordable Living application to MSHDA for the October 1, 2021 Low-Income Housing Tax Credit (LIHTC) and authorize Chair Bohnhoff to sign the “soft letters” enclosed with the staff memo. All in favor, motion carried.

Yes: 4  No: 0  Abstain: 1 (Drooger)

Commissioner Drooger rejoined the Planning Commission.

9. STATEMENTS OF CITIZENS – NON-AGENDA ITEMS ONLY

Darcy Dye, 114 N. Fruitport Road, suggested that the Post Office use some of their side and back parking lot to create additional Handi-cap parking.

10. COMMENTS OF PLANNING COMMISSIONERS

The Commission discussed approaching the Post Office and building owners with Dye’s suggestion of creating more Handi-cap parking spaces on the side and back property.

11. STAFF REPORT

Fedewa shared what items would be on the October 26th agenda.
12. ADJOURNMENT

Motion by Van Leeuwen-Vega, second from Johnson, the meeting adjourned at 8:40 p.m. All in favor, motion carried.

Yes: 5 No: 0

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Stacey Fedewa, Village Planner                                          Maryann Fonkert, Deputy Clerk