

VILLAGE OF CALEDONIA
FINAL PLANNING COMMISSION MEETING MINUTES
Thursday May 23rd, 2023 @ 7p.m.
Caledonia Village Hall
250 S. Maple St. SE
Caledonia, MI 49316

AGENDA

Planning Commission Attendees: Amanda Crozier, Gayle Ott, Kimberly Peters, Gerrienne Schuler, Bill Robertson, Kathryn Zoller, Village Attorney, Nathan Mehmed, Village Planner

Additional Attendees: Jennifer Lindsey, President

Missing: Jeff Thornton, Village Clerk/Manager

1. **CALL TO ORDER** 7:03 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – All accounted for.
4. **CONSIDERATION OF THE MEETING AGENDA**
 - o Motion to Approve by Schuler
 - o Seconded by Ott
 - o Motion Carried
5. **PUBLIC COMMENTS** (BRIEF – UNDER 2 MINUTES, AGENDA ITEMS ONLY) - none
6. **APPROVAL OF PREVIOUS MEETINGS MINUTES**
 - o Motion to Approve by Robertson
 - o Seconded by Ott
 - o Motion Carried
7. **INQUIRY OF CONFLICT OF INTEREST** - none
8. **NEW BUSINESS** - none
9. **OLD BUSINESS**
 - a. Consideration to Amend Chapter XIV to the Village of Caledonia Zoning Ordinances (Site Plan Review)
 - i. Presentation by Zoning Administrator, Lance Gates, from IMS

Provided checklist template (that mostly pertains to residential because commercial would be a Site Plan review)

Scenario: New building:

1. Site Plan
2. Set Backs

3. Determination on survey – how close they say they are to property lines & satellite images (site review if necessary)
 - a. Property owners don't know where property lines are
 - b. GIS – could be off by 10+ ft (per online review of Kent County)
4. Is what they are trying to do allowed based on Zoning District
Fills in template what the requirements are for many pieces of a plan.
5. They get a copy of the document.

Depending on scenario, may get immediate referral to IMS or Village Manager might be able to help.

Both residential and commercial

Initially they do not pay a fee. If they submit a plan, building permit fee is then built into the process when he completes the checklist.

Draft of changes to ordinance:

A) Goes to Zoning Administrator

Vs.

B) Goes to Planning Commission

Historically, Commercial has always gone to Planning Commission. Works with Planner as well. When it's minor, doesn't go back to PC.

NEW – would include both now to go to Zoning Administrator. If the increase of square footage is residential, it could add a lot to the PC.

Think about trees, signs, parking – thinks it's important for the PC to wade through to see if the community wants it because of the strong visibility. I don't want to make those calls. The community should be able to weight in.

**Lance didn't get a draft ahead of time for review.

Communities that Lance works with – ZA does residential (excluding ordinances on driveways, etc.). Most are split residential and commercial (but there is always an exception).

Planner – this is the only community that requires change in use to go to the PC.

Lance – there is one other community like this.

Atty – If there is no change and change of use, goes to the ZA. Small changes to Site Plans would go to ZA.

Lance – Polton Twship (Coopersville), Wright Township (Marne), Pearson Township

Planner – Works in 18 communities in Kent, Allegan, Barry, Mason Counties

If a professional Site Plan comes through without an Engineer stamp, it won't be approved until it does. The Building Official will always review Site Plans. Having relationships with Village Manager is important.

Site Plans are commercial and residential but this ordinance update would have exclusions for residential.

Zoning Compliance Permit (4.2) – currently, ordinance is mute – but this will close a loophole of not spelling out zoning permit. Currently only asks for building permit.

4.5 (new draft) – currently subjective and should add in things that are objective to cover legally. Justification for standards of review/decisions.

Motion to recommend approval of the draft ordinance amending Site Plan review by Village Council by Peters
Seconded by Schuler

10. **OTHER MATTERS** - none

11. **PUBLIC COMMENT**

12. **COMMISSIONER'S COMMENTS** - Thank you to Lance. Trainings through MTA, MSU Ext Citizen Planner – Jennifer has power point that should be coming from Jeff.

ADJOURNMENT at 8:02 pm

Respectfully Submitted,



Kimberly Peters
Planning Commission, Secretary