

**VILLAGE OF CALEDONIA
FINAL PLANNING COMMISSION MEETING MINUTES**

Thursday April 27, 2023

7:00 pm

Caledonia Village Hall

250 S. Maple St. SE

Caledonia, MI 49316

Planning Commission Attendees: Amanda Crozier, Gayle Ott, Kimberly Peters, Gerrienne Schuler, Bill Robertson, Jim Scales, Village Attorney, Nathan Mehmed, Village Planner Jeff Thornton, Village Clerk/Manager

Additional Attendees: Jennifer Lindsey, President

Missing: NA

1. Call to Order & Roll Call 7:01 pm

2. Pledge of Allegiance

3. Roll Call – All accounted for.

4. Consideration of the Meeting Agenda

- o Motion by to Approve by Peters
- o Seconded by Schuler
- o Motion Carried

5. Public Comments (BRIEF – UNDER 2 MINUTES, AGENDA ITEMS ONLY) – none

6. Approval of Previous Meeting Minutes from March 23, 2023

- o Motion to Approve by Crozier
- o Seconded by Schuler
- o Motion Carried

7. Inquiry of Conflict of Interest - none

8. Public Hearing:

Consideration to Amend Chapter XIV to the Village of Caledonia Zoning Ordinances (Site Plan Review)

Opened at: 7:04 pm

- o Motion to Open by Shuler
- o Seconded by Crozier

- o Motion to Close by Ott
- o Seconded Robertson
- o Motion Carried

Closed at: 7:06

9. NEW Business – none

10. Old Business

a. Election of Officers

- Recommend by Schuler to nominate Crozier for Chairman.
- Motion by Peters to appoint Crozier as Chairman.
- Seconded by Ott (unanimous ballot)
- Motion Carried

- Recommend by Schuler to nominate Peters for Secretary.
- Motion cast by Schuler to appoint Peters as Secretary.
- Seconded by Robertson
- Motion Carried

- Recommend by Schuler to nominate Peters for Vice Chair.
- Motion cast by Schuler to appoint Peters as Vice Chair.
- Seconded by Ott (unanimous ballot)
- Motion Carried

b. Discussion of Consideration to Amend Chapter XIV to the Village of Caledonia Zoning Ordinances (Site Plan Review)

i. Refresher on the background –

1. A couple of times since last fall. In review of Ordinance, Business/Commercial approval change in approved use from one to another approved use, would need to come in review of the Planning Commission. Zoning Compliance Permit (NEW addresses exterior & use – would likely have a cost) – Zoning Administrator typically handles these reviews. Attorney is recommending it's handled by staff – saves time for meetings and money for applicant. PC doesn't have much discussion anyways. This would not have any exterior changes. Residential – review setbacks primarily – for building permits. Would leave site plans in place for review by PC.
2. Minor Change – increase of gross floor area or occupancy capacity by more than 20% and increase of more than 5 public parking spaces.
3. Ask – Zoning Administrator (Lance from IMS) to bring to PC if they deem additional review.
4. Encourages the change – minor building additions.
5. Change plans for Site Plan Review – look at drainage, lighting, emergency access, parking, etc. Things that are more standard in reviews.
6. Planner has been included in review in the past.
7. Ordinances are conflicting – Zoning Administrator in some places and Planning Commission in others.
8. How does this apply to a community of our size? 1 permitted to use to another – not a lot of discretion you can have any.
9. What is the recourse if something gets through? Maybe can't go back and make it right. We have paid the price in other situations; we don't want others to suffer. Unsure if IMS has a checklist.
10. Site plan reviews includes parking information. Site plan is part of the application process. Site plans do not address building permits.

11. Can IMS come to our meeting to explain to us the process? Trying to understand the process. Can we get a report? Yes, we should be able to get a copy of the “checklist.”

12. There can be a site plan review committee – that can be middle ground option – not just from change of use to another.

13. Ordinance allows for shared parking – could be ok in the downtown area.

14. Site plan application is basic – but online on Village website. Zoning Compliance Permit – could get examples.

- Motion to table amendment by Schuler
- Seconded by Robertson
- Motion Carried

11. Other Matters – none

10. PUBLIC COMMENT - none

11. COMMISSIONER'S COMMENTS – thanks for coming.

12. ADJOURNMENT at 8:08 pm

Respectfully Submitted,



Kimberly Peters
Planning Commission, Secretary