

# **VILLAGE OF CALEDONIA**

County of Kent, Michigan

## **AGENDA**

**Planning Commission Meeting**

**February 6, 7:00 p.m.**

**250 S. Maple St. SE, Caledonia, MI**

- 1. Call to Order**
  - 2. Roll Call**
  - 3. Approval of Agenda**
  - 4. Approval of Minutes**
    - a. Meeting on 1/25/2024
  - 5. Staff Reports - None**
  - 6. Unfinished Business - None**
  - 7. New Business**
    - a. Introductions of Planning Commission
    - b. Planning Commission Meeting Schedule for the coming year
    - c. Election of Officers
    - d. Appointment of Secretary for Planning Commission
  - 8. Public Comment**
  - 9. Adjournment**
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Lisa Sunday  
Village of Caledonia, Clerk

VILLAGE OF CALEDONIA  
PLANNING COMMISSION MEETING MINUTES  
Thursday, January 25th, 2023 @ 7p.m.  
Caledonia Village Hall  
250 S. Maple St. SE  
Caledonia, MI 49316

Minutes

**Planning Commission Attendees:** Amanda Crozier, Gayle Ott, Kimberly Peters, Gerrienne Schuler, Monique Brennan, Kathryn Zoller - Village Attorney, Nathan Mehmed - Village Planner, Jeff Thornton, Village Clerk/Manager

**Additional Attendees:** Jennifer Lindsey, President; Alison Nugent, Caledonia Township Manager

**Missing:** Bill Robertson

1. **CALL TO ORDER** - 7:02 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL** – Amanda Crozier, Gayle Ott, Kimberly Peters, Gerrienne Schuler, Monique Brennan, Kathryn Zoller - Village Attorney, Nathan Mehmed - Village Planner, Jeff Thornton, Village Clerk/Manager
4. **PUBLIC COMMENTS** (BRIEF – UNDER 2 MINUTES, AGENDA ITEMS ONLY) - none
5. **INQUIRY OF CONFLICT OF INTEREST** - none
6. **CONSIDERATION OF THE MEETING AGENDA – need to add Election of Officers (B) and Annual Report (C)**
  - a. Motion by Ott
  - b. Seconded by Schuler
  - c. Motion Carried
7. **APPROVAL OF PREVIOUS MEETINGS MINUTES – 9/28/23**
  - a. Motion by Schuler
  - b. Seconded by Crozier
  - c. Motion Carried
8. **PLANNER COMMENTS / REPORTS** - Only info is for the New Business
  - a. Legacy – done & closed
  - b. Village Station – bond released, part of Glen Valley
9. **NEW BUSINESS**
  - a. Public Hearing on considering a site plan approval submitted the Township of Caledonia, for the construction of a maintenance building at the Community Green, located at 6260 92nd St SE, Caledonia, MI 49316.
  - b. Motion by Ott
  - c. Seconded by Crozier
  - d. Motion Carried
10. **PUBLIC COMMENT** - Opened at 7:07 pm – asked three times
  - a. Motioned by Peters
  - b. Seconded by Schuler
  - c. Motion Carried
11. **ADJOURNMENT** - Closed at 7:08 pm

## Township Presentation & Discussion

- 48 x 48 – New (removed mezzanine) – could be shift in size (lost the “second floor”)
- 40 x 50 – Old - Bigger than 5% change which is why it came to PC.
- Update: Post frame or stick foundation which is cheaper (10 – 15k). Believe it will go with stick frame but unsure. Cost changes of about 15%. Difference is what type of foundation. Not sure what the board will pick. Engineers say either plan is ok structurally. Trying to bid now to get better options.
- Why are we getting it now? Don’t want it held up because the only thing will be different is foundation (and size). The board wants it to be completed – Parks & Rec needs a building to hold equipment and not contract services for maintenance.
- What equipment? Just a tractor, etc. Storage building. Maybe plow attachment. Pickup won’t be stored that. Equipment is stored at employees home right now. No room on-site currently.
- Permission from EGLE on both. No landscaping because they have to be careful of where to add since it’s wetlands.
- Why so big if just a few pieces of equipment? That’s just what they want and see for the future. Luminary walk supplies. Off season items. Not meant for events. Township is for paths and trails and so see future additions. Kent County has trails, but the Township wants to add more trails. Could see it could necessitate another employee – could become year round trails.
- Sidewalk on Page 1 of 3 – sidewalk through easement to connect to cemetery (has property owner permission). Cutting back trees. Not sure about plowing – property owner of the commercial space is responsible for plowing. Could plow onto the walk. Utility easement -need to be adjusted – catch detention basin – most are scrap trees but will keep some mature trees.
- Concern about drainage previously – old drainage was causing erosion – the basin was meant to help with drainage. Conditional approval is ok to get the building permit after they have received approvals.
- Will bigger equipment impact the road? Not big enough for something equal to Big Red. Discussion on Gator purchases, but nothing large.
- Building Code would address any need for proper housing of oil, etc.
- Dumpster at Community Green (next to Post Office) already – no plan to bring trash receptacle.
- “Brush” cloud will be kept – trees that already are there.
- Exterior changes – might be changes due to cost compliance and taking into account the look of the current Community Green.
- What is the 15 feet for? Parking - to not impact the private mall drive for deliveries. Only required 1 parking place for the plan.
- Video Cameras – on the side with windows.
- More detail on Lighting package – Condition of approval – Township could submit something to show plans – Mainly security lighting to light doors. But could be provided and Nathan will review.
- Planning Commission Comments:
- Peters – wants to move forward not to hold it up so the cost element doesn’t continue to be an issue for the whole community. There was not public participation. (Manager - direct mailing last time but didn’t do that this time because it wasn’t required).
- Brennan agrees – trust the work that was done. We need it before summer and will enhance. Splitting hairs as nothing will change in 20 days.
- Has been working with The Village for about a month.

- Ott – disagrees. We should have time to review. Doesn't like being presented 2 options. Wants to have only 1 brought for approval. Decision could be as early as February 7<sup>th</sup> at the Township.
  - Crozier – talked a lot about this before, if they are checking the boxes, we have done our due diligence.
  - **Resolution details** – Attorney will address the following:
    - Landscape plan has been submitted (subject to review vs. submitted) – won't meet the minimum but could be reviewed by Nathan. Looking for the same requirements as before.
    - Only used as maintenance building
    - Driveway construction same as site plan
    - Elevation – 2 scenarios and are different, based on the Township approval
    - Drainage – appears to still be appropriate. Any conditions of The Village Planner & Engineer would need to comply. And other entities – Attorney, County Drain Commissioner, etc.
    - All appropriate approvals must be submitted – need them before building permit is issued.
    - Access is a private drive & snow plowing – what is the agreement on sidewalk repairs? Village no longer plows where shouldn't be so we will remove that prior condition.
    - Sidewalks – Township will maintain their new sidewalks.
    - Lighting – have submitted details but not the photometric plan – will keep that in.
    - Signage – Must comply with zoning ordinance (will find out but they are not big on signage)
    - Loading Zones – will remove
    - Other conditions – oil will be in the building
      - Motion to adopt the minor site plan resolution for Community Green by Schuler
      - Seconded by Peters
      - Roll Call Schuler, Brennan, Crozier, Peters – Yes; Ott – No
      - Motion Carried
  - **b. Election of Officers**
    - Motion to move to keep everyone in their current seats by Schuler
    - Seconded by Brennan
    - Motioned Carried
  - **c. Annual Report – provided by the Chairman for the Council by their next meeting**
10. **OLD BUSINESS** - What other ordinances should be looked at? New or Old?
- Ordinance – Permits are only good for a year typically, but we don't have expiration dates. We can put together a zoning ordinance that will meet our community's needs. Attorney can help draw something by next meeting. Would need a public hearing. Recommend having that at the February meeting.
11. **OTHER MATTERS** - Calendar has been approved – November & December dates moved up
12. **PUBLIC COMMENT** - none
13. **COMMISSIONER'S COMMENTS** – Ott wants to thank The Village for the plowing; Crozier – Thank you to Alison for coming and answering questions (Alison apologies we just got application)
14. **ADJOURNMENT** – 8:28 pm

Respectfully Submitted,

Kimberly Peters

Planning Commission, Secretary