

City of Plainwell



“The Island City”

Rick Brooks, Mayor
Lori Steele, Mayor Pro-Tem
Brad Keeler, Council Member
Roger Keeney, Council Member
Todd Overhuel, Council Member

Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282
Web Page Address: www.plainwell.org

Agenda Planning Commission January 16, 2019 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 12/05/18 Planning Meeting
5. Chairman’s Report
6. New Business:
 - A. Draft language for text amendment to Zoning Ordinance re: maximum height recommendation for mechanical and incidental equipment.
7. Old Business: None
8. Reports and Communications:
 - A. 11/26/18 & 12/10/18 Council minutes
10. Public Comments
11. Staff Comments
12. Commissioners/ Council Comments
13. Adjournment

The City of Plainwell is an equal opportunity provider and employer

**CITY OF PLAINWELL
MINUTES
Planning Commission
December 5, 2018**

1. Call to Order at 7:01 p. m. by Lubic
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Jay Lawson, Rachel Colingsworth, Jim Higgs, Lori Steele, Diana Lubic, Gary Sausaman
4. Approval of Minutes – 11/07/18
Sausaman motioned to approve minutes, as received seconded by Higgs. Minutes approved on an all in favor voice vote.
5. Chairperson’s Report: - None
6. New Business:
Close Regular meeting and Open Public Hearing at 7:10 p.m. Motioned by Sausaman and seconded by Higgs.
 - A. Rezoning 712 N. Main from an R1-B/C1 to all R1-B. Review of the future land use map and location of property. **Steele motioned to move the rezoning to City Council, seconded by Sausaman. Motion carried with an all in favor voice vote.**
Sausaman declared the Public hearing closed at 7:15 p.m. seconded by Higgs. Regular meeting was called back to order by Lubic.
 - B. Community Engagement Strategy Review Commission reviewed the packet and brought edits to the meeting. **Sausaman motioned to approve the document, with the edits and move it forward to City Council for final approval. Seconded by Lawson. Motion carried.**
7. Old Business: None
8. Public Comments – None
9. Reports and Communications:
 - A. 11/12/18 Council Minutes reviewed by Commission
10. Staff Comments:

Siegel reported out that in the month of November 3 building permits were issued and invited the Commission to attend the Ribbon Cutting of All State Insurance, 151 N. Main St. on Saturday, Dec. 8 at 10 a.m.
12. Commissioner Comments: Sausaman mentioned how nice the Tree Lighting and parade turned, despite the rainy weather during the parade.
13. Adjournment:

Lubic adjourned the meeting at 7:31 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

MEMORANDUM

To: City of Plainwell Planning Commission and City Officials
Date: January 9, 2019 (January 16 meeting)
From: Maxwell Dillivan, AICP
RE: **Proposed Zoning Text Amendment: Permitted Height Exceptions**

Overview

Recently, an applicant, Nobis Agri Services, approached the City to construct an elevator tower which significantly exceeds the City’s Industrial District height maximum requirement of 50 feet. The applicant currently operates a similar elevator tower on the site, which stands 90 feet. The proposed second tower structure would extend to a total height of 116 feet. Section 53-96 of the City’s Zoning Ordinance allows for mechanical equipment or incidental structures to exceed the maximum height allowance by up to than 15 feet. Thus, it appears that the existing 90-foot structure is nonconforming, and the proposed tower elevator would not be permitted.

In our experience, it is not uncommon for more intensive uses, as those typically found in the Industrial District, to require large structures that support their operations. In this case, the existing (and proposed) structure would not be permitted unless the City’s Zoning Ordinance is amended to accommodate it.

The purpose of this memo is to present draft language for a text amendment to the zoning ordinance that would provide maximum height exceptions for mechanical and incidental equipment for the Planning Commission’s review and consideration.

Text appearing in black represents existing ordinance text, text appearing in red represents proposed ordinance text, and text in ~~strikethrough~~ represents existing ordinance text proposed to be removed.

ARTICLE XV. AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS

Sec. 53-88. AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS.

Zoning District	Minimum Lot Width (In Feet)	Minimum Lot Area (Square Feet)	Maximum Lot Coverage (Percent)	Maximum Building Height ⁿ		Minimum Requirements				Minimum Floor Area per Dwelling Unit (In Square Feet)
				In Stories	In Feet	Front	Least 1	Total of 2	Rear	

Sec. 53-89. FOOTNOTES TO SCHEDULE OF REGULATIONS.

N. Permitted height exceptions for certain types of buildings and structures are permissible according to Section 53-96 of this Ordinance.

ARTICLE XVI. GENERAL PROVISIONS

Sec. 53-96. PERMITTED HEIGHT.

No building shall be erected, converted, enlarged, reconstructed or structurally altered to exceed the height limit hereinafter established for the district in which the building is located; except that, ~~roof structures for the housing of elevators, stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building and fire or parapet walls, skylights, towers, steeples, stage lofts and screens, flagpoles, chimneys, smokestacks, individual domestic radio and television aerials and wireless masts, water tanks or similar structures may be erected above the height limits herein prescribed.~~ the following buildings and structures shall be exempt from height regulations in all zoning districts: parapet walls not exceeding four (4) feet in height, chimneys, cooling towers, elevator bulkheads, stairways, flag poles, bucket and grain elevators, grain bins and silos, elevated water towers, monuments, cupolas, domes, smokestacks, spires, steeples, penthouses housing necessary mechanical appurtenances, wind-powered electrical generators, wireless communication antennas, and television and radio reception and transmission antennas and towers, or other similar mechanical or ancillary structures as deemed by the Planning Commission during site plan review. Unless otherwise permitted in this ordinance, no structure may be erected to exceed by more than ~~15 feet~~ 75 feet the height limits of the district in which it is located, ~~nor shall the structure have a total area greater than 25% of the roof area of the building,~~ nor shall the structure be used for any residential purpose or any commercial purpose other than a use incidental to the ~~main~~ primary use of the building.

Note: The Planning Commission and City staff should discuss whether it is desirable to allow for height exceptions for these structures in all zoning districts across the City or within specified districts (for example, only in the I, Industrial District). The total height limit of 75 feet is primarily based upon the threshold for wireless communication towers requiring special land use approval. The Planning Commission and staff may wish to deliberate this limit of 75 feet. Further, any additional types of structures or buildings which should be included in this list should be noted. Alternatively, the ordinance may be written to give the Zoning Administrator the ability to determine similar buildings and structures exempt from height requirements.

Next Steps

The Planning Commission and City staff should deliberate the proposed text amendments and determine whether action to amend the City's Zoning Ordinance is warranted. If determined to be warranted and the Commission and staff can reach a consensus as to the amendments needed, a public hearing may be set for the February Planning Commission meeting.

Please do not hesitate to contact me with questions or concerns at 616-988-3526 or by email at dillivan@williams-works.com.

MINUTES
Plainwell City Council
November 26, 2018

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilman Keeler and Councilman Overhuel.
Absent: Councilman Keeney.
4. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 11/12/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
5. Clerk Kelley presented the Allegan County Board of Canvassers Report on the November 2018 election results
A motion by Keeler, seconded by Steele, to accept and place on file the Allegan County Board of Canvassers Report as information only. On a voice vote, all voted in favor. Motion passed.
6. Mayor Brooks adjourned the meeting *sine die* at 7:02pm.
7. City Clerk Kelley administered the Oath of Office to Stephen Bennett, Rick Brooks and Brad Keeler as Councilmembers.
8. Clerk Kelley called Roll Call: Present: Councilman Bennett, Councilman Brooks, Councilman Keeler, Councilman Overhuel and Councilwoman Steele. Absent: None.
9. Clerk Kelley distributed ballots for Office of Mayor. Each Councilmember was listed and the Council was asked to vote for not more than one person. City Council then completed and signed their respective ballot for Mayor. The City Clerk collected and read aloud the results of the selection. Councilmembers Brooks, Keeler, Overhuel and Steele selected Richard Brooks. Councilmember Bennett selected Lori Steele. Councilmember Brooks was selected by a vote of 4-1.
A motion by Steele, seconded by Overhuel, to accept the results of the ballot for Office of Mayor for Richard Brooks with a vote of 4-1. On a voice vote, all voted in favor. Motion passed.
10. Clerk Kelley distributed ballots for Office of Mayor Pro-Tem. Each Councilmember was listed and the Council was asked to vote for not more than one person. City Council then completed and signed their respective ballot for Mayor Pro-Tem. The City Clerk collected and read aloud the results of the selection. Councilmembers Bennett, Brooks, Keeler, Overhuel and Steele selected Lori Steele. Councilmember Steele was selected by a vote of 5-0.
A motion by Keeler, seconded by Overhuel, to accept the results of the ballot for Office of Mayor Pro-Tem for Lori Steele with a vote of 5-0. On a voice vote, all voted in favor. Motion passed.
11. Councilman Bennett noted his campaign started on a wing and a prayer. He reported being grateful for the opportunity and is looking forward to working with all the Council.
12. Clerk Kelley administered the Oath of Office to Mayor Brooks and to Mayor Pro-Tem Steele and turned the meeting back over to Mayor Brooks at 7.12pm.
13. County Commissioner Report: None.
14. Agenda Amendments: None.

15. Mayor's Report: Mayor Brooks welcomed Councilman Bennett.

16. Recommendations and Reports:

A. Community Development Manager Siegel presented the Special Event Permit application for the 2018 Holiday Parade. Because of street closures, the staff reviewed the application thoroughly and recommends approval.

A motion by Overhuel, seconded by Steele, to approve Special Event Permit 2018-10 for the December 1, 2018 Holiday Parade. On a voice vote, all in favor. Motion passed.

17. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the October 2018 Water Renewal Report. On a voice vote, all in favor. Motion passed.

18. Accounts Payable:

A motion by Keeler, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$58,215.76 for payment of same. On a roll call vote, all in favor. Motion passed.

19. Public Comments: None

20. Staff Comments

Personnel Manager Lamorandier reported having received 49 applications for the position of Utility Billing Specialist. The applications are being reviewed and paper questionnaires may be delivered next week after the close of applications.

Superintendent Nieuwenhuis reported being thankful for finishing the loose leaf collection last week prior to the snowstorm. The collection went very well.

Superintendent Pond reported the annual maintenance removal of bio-solids from the facility.

Community Development Manager Siegel listed several past events, including a successful Ladies Night Out and Shop Small Saturday. She reminded Council about the Holiday Walk from 4-7pm on 11/30/2018 and the Holiday Parade on 12/01/2018, as well as the Christmas Festival on 12/08/2018, which should include the grand opening of the Allstate Insurance Office. The Indoor Market continues to have a lot of traffic. Finally, she reported that the city has issued three (3) building permits this month.

Public Safety Director Bomar reported upcoming area-wide training sessions will be hosted by the DPS building on weekends over the next several months. He also noted the "Shop With a Cop/Hero" event coming up December 12 and should include over 100 youth.

Clerk/Treasurer Kelley reported a pending recount of the November 2018 election and continues to wait for a date from the County Clerk. He noted that the audit is near completion. The 2018 winter tax bills will be issued on November 30 and includes the new millage for the library, approved by voters in August 2018. The 2019 calendar will be sent under separate cover this year after December 10.

City Manager Wilson reported ongoing negotiations with the school and the union for a school resource officer. He also noted an upcoming draft lease agreement for rental space on the water tower from a telecommunications company.

21. Council Comments: None

22. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:28 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES
Plainwell City Council
December 10, 2018

1. Mayor Brooks called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Steve Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. City Clerk Kelley presented the updated Allegan County Board of Canvassers Report prepared after the December 5, 2018 recount of the City Council ballots.
A motion by Steele, seconded by Keeler, to accept and place on file the Allegan County Board of Canvassers Report as information only. On a voice vote, all voted in favor. Motion passed.
5. City Clerk Kelley administered the Oath of Office to Councilmember Keeney.
6. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmembers Keeler and Keeney. Absent: Overhuel.
7. **A motion by Keeney, seconded by Keeler, to affirm and ratify the November 26, 2018 election of Rick Brooks as Mayor and Lori Steele as Mayor Pro-Tem. On a voice vote, all voted in favor. Motion passed**
8. Approval of Minutes/Summary:
A motion by Steele, seconded by Keeler, to accept and place on file the Council Minutes and Summary of the 11/26/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor with Keeney abstaining. Motion passed.
9. Public Comment:
Stephen Bennett of 525 Union Street noted the process for recounting the ballots made for a “strange situation”, but offered his support for Councilmember Keeney and wished the Council well in 2019.
10. County Commissioner Report:
Commissioner Black noted that Clerk Bob Genetski is a great asset for the County, making a big difference in the Clerk’s Office. Councilmember Keeney and Mayor Brooks thanked Commissioner Black for his service and for his great communications about the county happenings.
11. Presentation – Volunteer Award
City Manager Wilson reminded Council of the many volunteer opportunities undertaken by Chris Haas, that the city has suffered a great loss and about discussions of honoring her memory. Mayor Brooks read a proclamation honoring Chris with a volunteer of the year award and creating an annual volunteer award in Chris’ name to be given at the first meeting in October each year.
12. Agenda Amendments:
A motion by Steele, seconded by Keeney, to amend the agenda to add Item 13F – Disposal of Airport Courtesy Car. On a voice vote, all in favor. Motion passed.
13. Mayor’s Report: None.
14. Recommendations and Reports:
 - A. Community Development Manager Siegel presented an Ordinance #380 to amend the zoning map for one parcel of land located at 712 N. Main Street. The Planning Commission reviewed the application

by holding a public hearing and recommends approval.

A motion by Steele, seconded by Keeler, to approve for publication Ordinance 380 which amends the Zoning Map to rezone the parcel at 712 North Main Street to R-1B Single Family Residential. On a voice vote, all in favor. Motion passed.

- B.** Community Development Manager Siegel presented Council a draft document entitled ‘2019 Community Engagement Statement.’ This document is a requirement of the Michigan Economic Development Corporation (MEDC) *Redevelopment Ready Communities* program and outlines how Plainwell will continue to involve the community as “key stakeholders” in the development process. The Planning Commission reviewed the document and recommends approval.

A motion by Keeney, seconded by Keeler, to approve the 2019 Community Engagement Statement. On a voice vote, all in favor. Motion passed.

- C.** City Manager Wilson briefed Council on new state laws allow use of recreational marihuana (as spelt in state regulations), and recommends the city “opt-out” of allowing any commercial establishments to allow the city time to review the state laws and develop an ordinance for future business or zoning applications. City Attorney Jeff Sluggett drafted Ordinance 381, which was introduced for first reading.

A motion by Steele, seconded by Keeler, to accept the first reading of Ordinance 381 to prohibit marihuana establishments, and set the second reading and adoption for December 26, 2018. On a voice vote, all in favor. Motion passed.

- D.** DPW Superintendent Nieuwenhuis reported that the city has been awarded the Exemplary Wellhead Protection Program Award from the American Water Works Association. City Manager Wilson presented the related press release, which will be issued after the Council meeting.

Council received the information.

- E.** City Treasurer Kelley introduced auditor Dan Veldhuizen from Siegfried Crandall, who presented the city’s audited financial statements for the year ended June 30, 2018. He noted that the city’s funds are healthy, noting the only curiosity is a higher-than-expected actuarial valuation related to the city’s Other Post Employment Benefit plan. He thanked the city staff for preparing substantially all of the financial statement document, which is unusual for cities our size.

A motion by Keeler, seconded by Steele, to accept and place on file the audited financial statements as of and for the year ended June 30, 2018. On a voice vote, all in favor. Motion passed.

- F.** City Manager Wilson reported that the courtesy car used by the airport for the convenience of the pilots flying in has fallen into disrepair and the most current cost estimate for repair far exceeds the value of the vehicle. Approval is sought for disposing of this vehicle for scrap value. The plan is to replace the courtesy vehicle by repurposing the detective car, which is slated for replacement in the summer of 2019.

A motion by Keeler, seconded by Keeney, to approve the disposal of the 2008 Crown Victoria vehicle used by the airport for scrap value. On a voice vote, all in favor. Motion carried.

15. Communications:

- A.** **A motion by Steele, seconded by Keeler, to accept and place on file the November 2018 Investment and Fund Balance Reports and the Planning Commission Draft 12/05/2018 Meeting Minutes. On a voice vote, all in favor. Motion passed.**

16. Accounts Payable:

A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$125,513.21 for payment of same. On a roll call vote, all in favor. Motion passed.

17. Public Comments: None

18. Staff Comments

Personnel Manager Lamorandier reported over 60 applications for the position of Utility Billing Specialist.

Superintendent Nieuwenhuis reported ongoing maintenance of holiday decorations and preparation for winter maintenance.

Community Development Manager Siegel reported a very successful Christmas Festival this past weekend, with high customer flow, music and fun. She reported 29 vendors and over 800 customers at the Indoor Farmers Market during the season, which concluded this past weekend. Finally, she noted a December 21, 2018, 10am Grand Opening celebration at Barbed Wire Café.

Public Safety Director Bomar reported final plans for the “Shop With a Cop/Hero” event coming up December 12 and should include over 100 youth.

Clerk/Treasurer Kelley thanked Dan Veldhuizen and the city staff for their support during the audit and the election. He reported starting work on the 2019/2010 budget.

City Manager Wilson thanked Community Development Manager Denise Siegel and her husband, Lewis, for the extra efforts related to the Christmas Festival, having given up a portion of their weekend.

19. Council Comments:

Mayor Pro-Tem Steele wished everyone a Merry Christmas.

Councilmember Keeney read a prepared statement thanking all the voters who participated in the election and that he felt it was important to file the petition for recount. He harbors no ill will for any one and appreciated the process for the recount.

20. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:42 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer