



CITY OF COOPERSVILLE
REGULAR MEETING OF THE PLANNING COMMISSION
Coopersville City Hall; 289 Danforth Street, Coopersville, Michigan

February 19, 2024

Chairman, Michael Heinz called the meeting to order @ 6:00 P.M.

Commissioners Present:

Daniel Bowman	Sarah Wilson
Anthony Henry	Co-Chairman Ross Conran
Tara Weise	Chairman Michael Heinz

Commissioners Absent: Thomas Heikoop

Motion by Commissioner Conran with second by Commissioner Wilson to excuse the absence of Commissioner Heikoop. Motion carried unanimously.

Approval of Minutes

Motion by Commissioner Conran with second by Commissioner Weise to approve the minutes of the Planning Commission meeting of December 18, 2023. Motion carried unanimously.

Public Hearing/Special Guests

Public Hearing – Amendment to Chapter 1292 to add references to “Land Transfer”

Motion by Commissioner Wilson with second by Commissioner Conran to open the public hearing at 6:02 P.M. Motion carried unanimously.

Planning Director Victor Vuong stated that the proposed amendments will involve the following changes: Change City Clerk to City Council & thirty (30) days to forty-five (45) days. The changes are necessary to align the ordinance with the Land Division Act per MCL 560.109(1)

Commissioner Conran expressed his concerns with the land transfers creating parcels with two (2) different types of zoning. Planning Director Victor Vuong informed Commissioner Conran that this concern is addressed in a different city ordinance.

Being no further comments, a Motion was made by Commissioner Bowman with second by Commissioner Wilson to close the public hearing at 6:09 P.M. Motion carried unanimously.

Citizens Input and Suggestions

Resident/Mayor Duane Young addressed the Commission as a citizen.

Mr. Young stated he wants to make sure that this town remains to keep the small town feel that he has come to know, and the reason that he moved here.

Citizens Input and Suggestions continued:

Mr. Young stated further that the city currently has 671 low-income housing units, which leaves the city with having thirty-nine (39) percent of the residential properties being rental units. With more rental units/apartments being proposed, he is curious as to what we may want our city to like.

Discussion/Action

Amendment to Chapter 1292 to add references to Land Transfer

Motion by Commissioner Conran with second by Commissioner Bowman to recommend the City Council to approve the proposed text amendment to Chapter 1292 as presented. Motion carried unanimously.

Site Plan Review for HOM Flats at 568 West Randall

Motion by Commissioner Conran with second by Commissioner Wilson to approve the Site Plan for HOM Flats, 568 West Randall with the following conditions: Motion carried unanimously.

- *Obtain a Flat Work Permit before beginning construction.*
- *Obtain a Right-of-Way Permit before beginning any work in the right-of-way.*
- *Obtain an SESC Permit from Ottawa County Water Resources Commissioner.*
- *Drainage must be reviewed and approved by Ottawa County Water Resources Commissioner. OCWRC shall review and approve the storm water system proposed that includes a combination of a storm water detention basin and underground storm water storage. Drainage calculations and geotechnical reports shall be provided as part of the construction plan approval of the storm water system.*
- *A Storm Water Drain Maintenance Agreement must be executed with the City.*
- *Approval from the adjacent property owner must be obtained because a section of storm sewer is shown to be constructed offsite. A drain use permit must be obtained as well. Copies of each shall be provided to the City.*
- *Utilities shall be coordinated with the City Engineer and Department of Public Utilities. Construction plans shall be submitted on the storm water, water main and sanitary sewer proposed on the site.*
- *An easement agreement shall be executed for the utility easement.*
- *A Non-Domestic User Survey must be completed and submitted to the Department of Public Utilities Superintendent.*
- *Traffic Study*

Solar Energy Systems Regulations

Motion by Commissioner Wilson with second by Commissioner Bowman to direct staff to make changes to the proposed ordinance, by adding Section 1280.24, as discussed by the Planning Commission, and schedule the public hearing of this amendment to be held at a future meeting. Motion carried unanimously.

Preliminary Site Plan Review for Alliance Analytical Laboratories, 80 N 64th Avenue

Motion by Commissioner Wilson with second by Commissioner Conran to approve the Preliminary Site Plan with the following conditions: Motion carried unanimously.

- *Applicant includes all information required for final site plan review per Section 1284.05, unless specifically waived by the Planning Commission, in whole or in part.*
- *Sidewalks shall be shown on the final site plan with a note that they will be provided in the future when connectivity with neighboring sidewalks become available.*
- *A lighting plan shall be provided.*
- *The dumpster shall be screened.*
- *A 10-foot area shall be provided between the solar panels and its landscape screening to comply with the International Fire Code 2018 Edition.*

Discussion/Action continued

Amendment to Chapter 1292 to add references to “Land Transfer’s.”

Motion by Commissioner Weise with second by Commissioner Wilson to recommend to the City Council to adopt the proposed Ordinance Amendment to Chapter 1292, to allow language in the ordinance to regulate land transfers.

Motion carried unanimously.

2023 Planning Commission Annual Report

Motion by Commissioner Conran with second by Commissioner Weise to Receive and File the 2023 Annual Planning Commission Report as presented. Motion carried unanimously.

Planning Commission Information

The following information was presented to the Planning Commission:

- *December 2023 – City Council Meeting Minutes*
- *December 2023 – Downtown Development Authority Meeting Minutes*
- *December 2023 – Fire Authority Meeting Minutes*
- *December 2023 – Permits*
- *January 2024 – City Council Meeting Minutes*
- *January 2024 – Downtown Development Authority Informational Meeting Minutes*
- *January 2024 – Downtown Development Authority Meeting Minutes*
- *January 2024 – Fire Authority Meeting Minutes*
- *January 2024 – Permits*

Planning Director Comments

Planning Director Victor Vuong informed the Commission that the Westwind Site Plan will be presented to them for review soon.

Planning Commissioner Comments

Commissioner Conran stated that we need to look to the future when planning.

Adjourn

Being no further discussion, Chairman Heinz adjourned the meeting at 7:20 P.M.

Michael Heinz, Chairman

Kimberly Borgman, City Clerk