

# City of Plainwell



“The Island City”

Brad Keeler, Mayor  
Lori Steele, Mayor Pro Tem  
Todd Overhuel, Council Member  
Roger Keeney, Council Member  
Randy Wisnaski, 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](http://www.plainwell.org)

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## Agenda Planning Commission Wednesday, February 17, 2021 7:00 p.m.

### Zoom Virtual Meeting:

<https://us02web.zoom.us/j/81387600164?pwd=dnJURkt4WENpdig0OTJTQjJxelBLQT09>

Meeting ID: 813 8760 0164

Passcode: HV9BTn

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 01/20/21 Planning Meeting
5. Chairman’s Report
  
6. New Business:
  - A. Site Plan Review for 892 Wakefield – DMT
  
7. Old Business:
  - A. None
  
8. Reports and Communications:
  - A. 1/11/21 & 1/25/21 Council Minutes
  
9. Staff Comments
10. Commissioners/Council Comments
11. Adjournment

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**CITY OF PLAINWELL**  
**MINUTES**  
**Planning Commission/ Public Hearing**  
**Via Zoom**  
**January 20, 2021**

1. Call to Order at 7:02 p. m. by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Colingsworth, Stephen Bennett, Jim Higgs  
Jay Lawson, Lori Steele, Gary Sausaman  
All present on the zoom stated they were in the City limits of Plainwell  
Absent: Diana Lubic
4. Approval of Minutes – 12 /16/20  
**Steele motioned to approve minutes Lawson seconded. All in favor to approve minutes and place them on file.**
5. Chairperson’s Report: - None
6. New Business – Site Plan Reviews
  - A. 712 E. Bridge St. – Deep End Brewing site plans were approved. Tim Woodhams and his business partner were present on the zoom call to answer and questions that pertained to the site plans. **Lawsons motioned to approve the Site Plans as presented Steele seconded. All in favor motion passed.**
  - B. 620 Grays St. (address on agenda 963 Industrial Prk. was incorrect) Nobis – They are adding an additional feed holding storage structure. **Steel motioned to accept the Site Plans as presented seconded by Sausaman. All in favor vote motioned passed.** Higgs may not have been on call when vote was taken, he was having technical issues.
7. Old Business
  - A. None
8. Reports and Communications:
  - A. 12/28/2020 Council Minutes reviewed by Commission
9. Public Comments – None
10. Staff Comments:  
Siegel talked about new businesses coming: 200 E. Bridge (Restaurant), 127 E. Bridge (Gaming Café); 119 W. Bridge St. (Distillery / Bakery); 127 S. Main St. (Vegan Restaurant); Aubree’s (Mexican Restaurant)
11. Commissioner Comments:  
No Comments
12. Adjournment: Colingsworth adjourned the meeting at 7:25 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

## SITE PLAN REVIEW

Date: 2/5/2021

Permit #: 21-04

Project Name: DMT

Contact Person: Tom Darby

Site Address: 892 Wakefield

Parcel #: 55-207-038

Telephone number:

Email Address:

Item		Shown	NO – N/A
1.	Provide name, address and phone number of applicant	X	
2.	Provide name, address, phone number and sealed with signatures of Michigan licensed architect, engineer, designer, landscape architect or planner who prepared the plan. Plan should be stamped "Preliminary or titled Preliminary Site Plan"	X	
3.	Has <b>the Zoning Permit</b> has been completed?	X	
4.	Include the north arrow, legend, graphic and written scale on all sheets	X	
5.	Include the land description	X	
6.	Include the zoning of the site and adjacent parcels		X (All I)
7.	Include the gross land area	X	
8.	Include scale	X	
9.	Include Structure location(s) Dimensions of lot and property lines- Location of all structures on subject and abutting properties- Location of each proposed structure, w/use(s), w/number of stories, gross building area Distances between structures and lot lines, setback lines	X	
10.	Include Occupancy type and Fire exits <b>None showing on site plan</b>		
11.	<b>Parking and Paving</b> Proper number of parking spots/handicap? <b>Additional HC spot required</b> Location of loading docks/zone? <b>Over 50 spots requires 3 total</b> Adequate loading space? Asphalt or gravel requirement met?	X	
12.	<b>Landscaping</b> Location and volume meets requirement for zoning district	X	
13.	<b>Lighting</b> Exterior lighting kept substantially on property?		X
14.	<b>Traffic Flow (vehicular and pedestrian)</b> Driveway permit needed? Does traffic circulation provide safe vehicular and pedestrian flow <b>Yes</b> Public safety vehicle access? <b>YES</b> Fire lanes needed? <b>No</b>	X	
15.	<b>Storm Water Retention</b> Location of proposed storm collection area shown? Is it an adequate size?	X	
16.	<b>Dumpster</b> Location and screening met for zoning district		N/A

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Permit #: 21-04

Project Name: DMT

Contact Person: Tom Darby

Site Address: 892 Wakefield

Parcel #: 55-207-038

Telephone number:

Email Address:

Item	Requirement	Shown	No- N/A
17.	<b>Water and Sewer Lines (hookups)</b> Will permits be needed? Size and location of water connections/meter(s)? Is a backflow preventer required? Size and location of sewer connections? Hydrant location? <b>#249 west, #248 south, 253 east.</b>	X	
18.	Noise, Odor, Particulate, Vibration, Combustible or Hazardous Material Concerns		N/A
19	<b>Signage Plan</b> Describe plan and show signage plan		N/A
20	<b>Outside Storage</b> Will outside storage be required? Proper screen age and distances met?		N/A
21.	Is Minimum/Maximum Lot Width Requirement Met	X	
22.	Is Minimum/Maximum Lot Area Requirement Met	X	
23.	Is Minimum/Maximum Height Requirement Met	X	
24	Are the Setback Requirements met for the zoning district Front - 30 Back - 30 Side - 20	X	
25	<b>Is this a phase Construction? If so</b> Description of each phase:		X
26.	<b>Fire Suppression Considerations (if applicable) None shown in site plan</b> Is sprinkler needed or recommended Fire Pump needed (3 stories or more)		
27.	<b>Is this project in a wellhead Protection/Flood Hazard District?</b>		X
28.	<b>Include a brief description of the project</b>		

**SITE PLAN REVIEW**

Date: 2/5/2021  
Project Name: DMT  
Site Address: 892 Wakefield

Permit #: 21-04  
Contact Person: Tom Darby  
Parcel #: 55-207-038

Telephone number:

Email Address:

**Reviewed by: Bill Bomar**

Community Development Manager	<u>DS 2/5/2021</u>
Public Works Superintendent	<u>Robert Nieuwenhuis 2/10/2021</u>
Director of Public Safety	<u>BB 2/8/2021</u>
Waste Water Superintendent	<u>N/A</u>
City Manger	<u>N/A</u>

**Internal Use Only  
Site Plan Checklist**

Date: 2/5/2021  
Project Name: DMT  
Site Address: 892 Wakefield  
Telephone number:

Permit #: 21-04  
Contact Person: Tom Darby  
Parcel #: 55-207-038  
Email Address:

Approval Date: \_\_\_\_\_ Planning Commission  
Approval Date: \_\_\_\_\_ City Commission

1. Minutes sent to applicant
2. Conditions of approval
  - A. Soil Erosion and Sedimentation Control Permit required from Allegan County Water Resources Commissioner
  - B. Take care of any Fire Department Concerns
  - C. Provide a CAD compatible plan
3. Sign Plan Signed by City and Applicant
4. Sealed Site Plans sent to PCI: Date \_\_\_\_\_
5. Site Plan complete: Date \_\_\_\_\_
6. Easements Required Private Public Date to City Commission \_\_\_\_\_

**SITE PLAN REVIEW**

Date: 2/5/2021

Project Name: DMT

Site Address: 892 Wakefield

Permit #: 21-04

Contact Person: Tom Darby

Parcel #: 55-207-038

Telephone number:

Email Address:

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City of Plainwell – Zoning Permit Application Rev: 09/2019

Fee: \$5.00 / Additional review fees may be imposed

Date: 2/5/21 Permit #: 21-05  
Address of Project: 87A WAKEFIELD Parcel ID Number: 95-207-038

Owner: KLD LAND INC. Contractor: Denis Hoyt  
Owner's Address: 3447 West B Ave Contractor Address: PLAINWELL

Owner's Phone Number: 685-3091 Contractor Phone Number: 269-506-2024  
Owner's email address: TDA234@TMDMACH.com

- Work to be done (please check all that apply):**
- New Building Construction
  - Existing Building Addition/Alteration
  - Building Demolition
  - Moving a Building
  - Fence
  - Sign
  - Other (please describe):

**Zoning District of this property (check):**

What is your Zoning District of this property: \_\_\_\_\_

General Description of Project (use back of page if necessary):

Will the work performed in this application change the Use of this property? \_\_\_ Yes  No

Total Cost of Project: \$900,000

After project is complete, the setbacks established will be (if applicable):

Front: 30 ft. Back: 30 ft. Side: 20 ft. Side 20 ft.

Does this project involve a (check one): \_\_\_ Non-conforming use \_\_\_ Non-conforming structure \_\_\_ N/A

Is this a home occupation? \_\_\_ If so what kind \_\_\_\_\_  
Any type of special equipment use? \_\_\_ Electrical \_\_\_ Plumbing

Will this project result in an increase in off-street parking? \_\_\_yes \_\_\_no

I understand that before the issuance of a building permit, I must have an approved Zoning Permit Application. Additionally, the UNDERSIGNED affirms that he/she/they is (are) the owner of subject property authorized to represent the interests of all property owners involved in this application and that the answers and statements herein contained and all maps, plans, and other information herewith submitted and attached are in all respects true to the best of his/her/their knowledge and belief. Additionally, the UNDERSIGNED acknowledges they have received or have been made available all applicable Ordinances relevant to said project, and further, will comply with said Ordinances.

Signature of Applicant(s): \_\_\_\_\_ Date of Signature(s): 2/5/21

Office Use Only

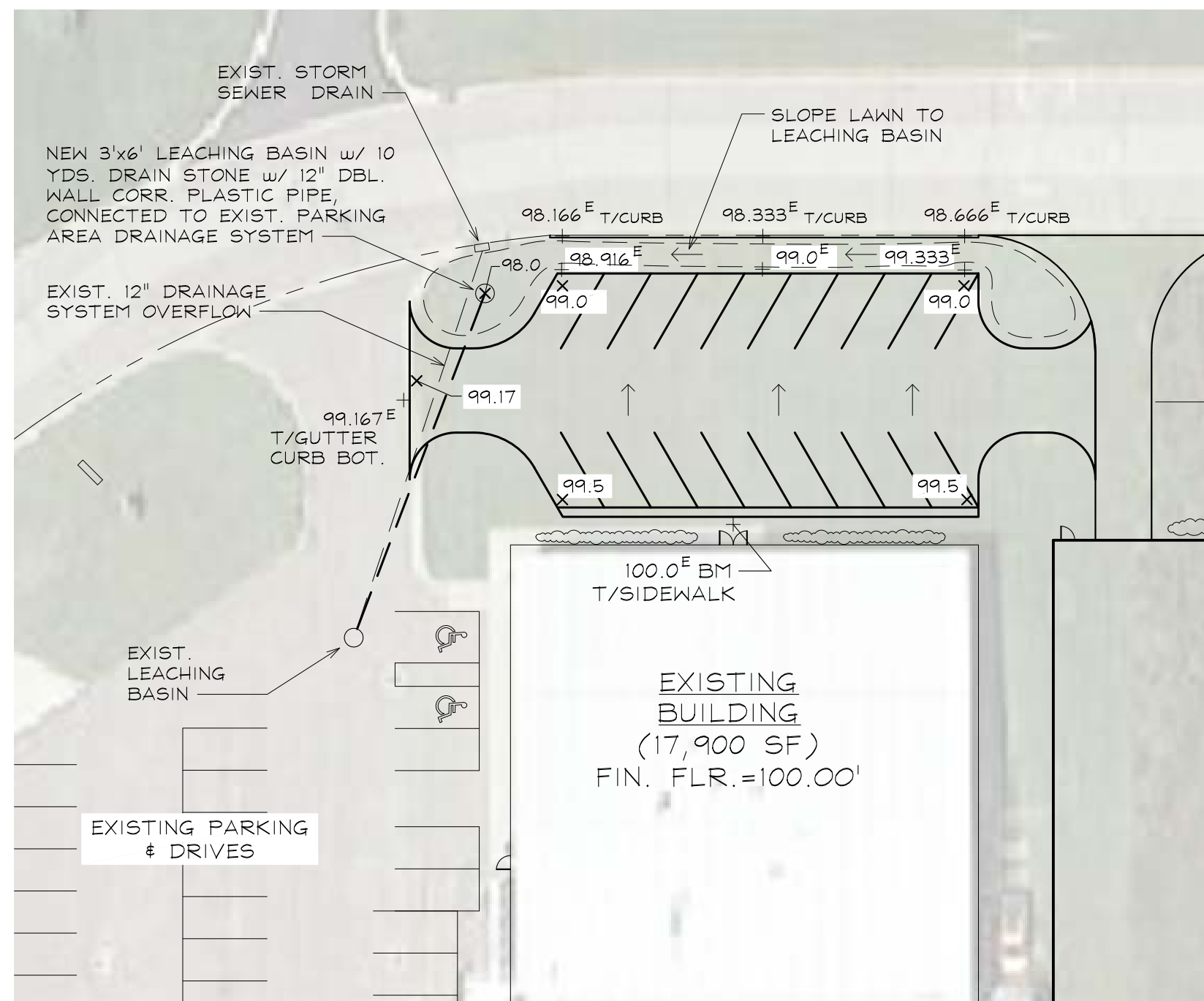
Is this project consistent with the Master Plan \_\_\_ yes \_\_\_ no If no please explain on back.

Approved:  Denied: \_\_\_  
Signature of Zoning Administrator (or designate): \_\_\_\_\_ Date: 2/8/21

Remarks:

PAID  
FEB 5 2021  
Plainwell Treasury Office





### PROPOSED DRAINAGE PLAN AT NEW PARKING LOT

SCALE: 1" = 30'-0"

#### LEGEND

- 99.0<sup>E</sup> + EXISTING SPOT ELEVATION
- 99.25<sup>X</sup> PROPOSED SPOT ELEVATION
- PROPOSED FLOW OF STORM WATER
- EXISTING DRAIN LINE
- PROPOSED DRAIN LINE

### FRONTAGE CALC INCREASE FOR ALLOWABLE AREA

I = IF/P - 0.25 I W / 30  
 I = AREA FACTOR INCREASE DUE TO FRONTAGE  
 F = BUILDING PERIMETER THAT FRONTS ON A PUBLIC WAY OR OPEN SPACE HAVING MINIMUM DISTANCE OF 20 FEET.  
 P = PERIMETER OF ENTIRE BUILDING IN FEET.  
 W = WIDTH OF PUBLIC WAY OR OPEN SPACE (FEET) IN ACCORDANCE WITH SECTION 506.3.2

F = 560  
 P = 740  
 W = 30  
 I = (560/740 - 0.25) 30 / 30  
 I = 0.51  
 23,000 SQ.FT. x 1.51 = 34,730 SQ.FT.  
 CODE WILL ALLOW 34,730 SQ.FT.

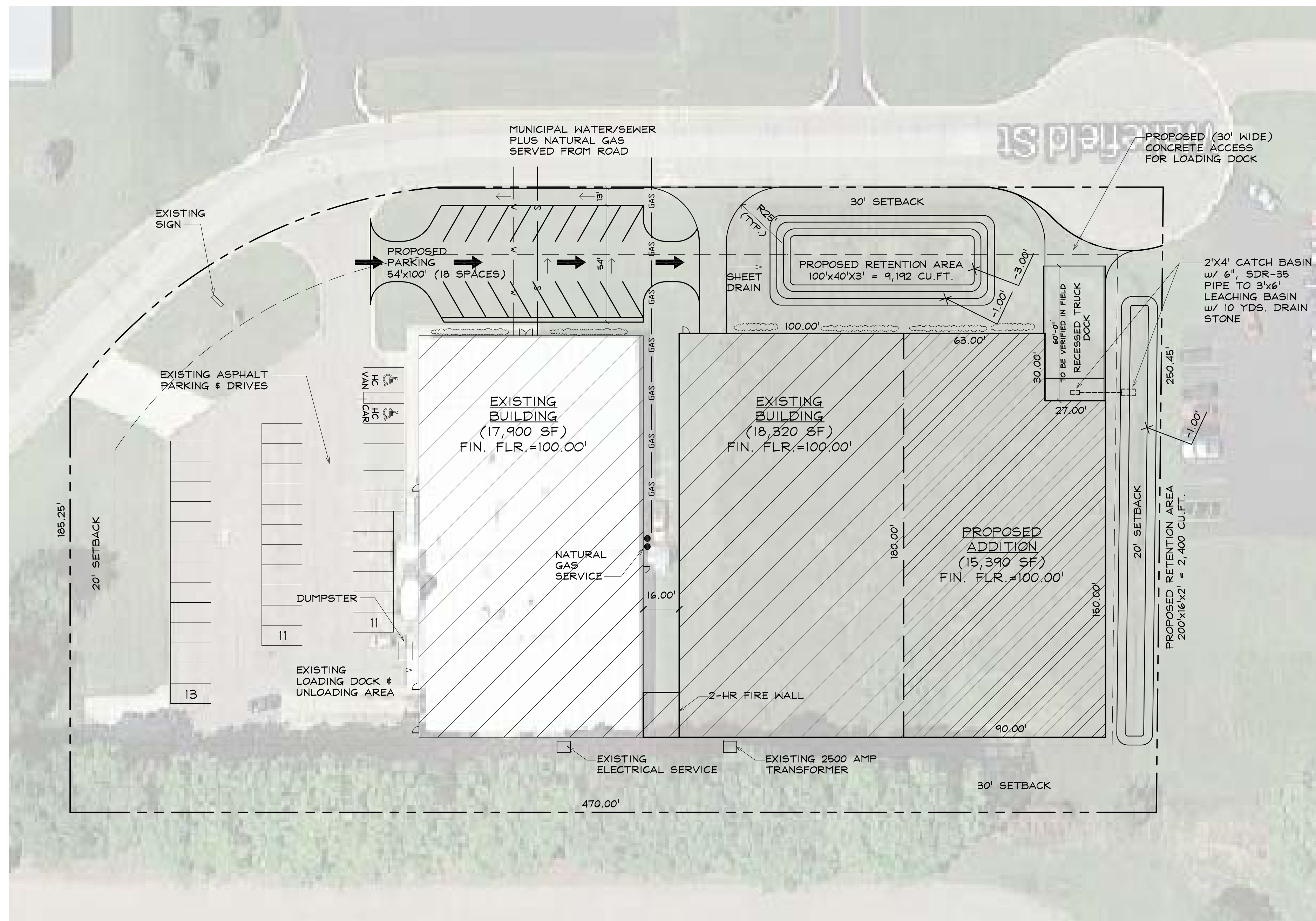
EXISTING BUILDING AND PROPOSED ADDITION = 33,620 SQ.FT.

### CODE DATA

OCCUPANCY USE GROUP: F-2 (LOW-HAZARD FACTORY INDUSTRIAL)  
 CONSTRUCTION TYPE: II B  
 ALLOWABLE AREA: F-2/II B = 15,300 SQ.FT. PROPOSED  
 36,220 SQ.FT. EXISTING  
 51,520 SQ.FT. TOTAL AREA

### PROPERTY

CITY OF PLAINWELL  
 DMT / 892 WAKEFIELD STREET; PLAINWELL, MI 49080  
 LOT NUMBER: 038-00  
 LOT 38 - INDUSTRIAL PARK - PLAT 3



### PROPOSED SITE PLAN

SCALE: 1" = 30'-0"

### STORM WATER DRAINAGE CALCS.

EXISTING ROOF: 18,320 SF X .25 X .95 =	4,351 CU.FT.
EXISTING PAVEMENT: 1,450 SF X .25 X .85 =	308 CU.FT.
	4,659 CU.FT. REQUIRED
PROPOSED ADDITION/ROOF: 15,390 SF x 0.25 x 0.95 =	3,655 CU.FT. REQUIRED
	-----
TOTAL RETENTION REQUIRED =	8,314 CU.FT.
PROPOSED RETENTION AREA (ACTUAL) =	9,192 CU.FT. (WEST)
	2,400 CU.FT. (NORTH)
	-----
TOTAL RETENTION PROVIDED =	11,592 CU.FT. OF RETENTION

architecture  
design

68817 CASS STREET; P.O. BOX 627  
EDWARDSBURG, MICHIGAN 49112  
P: 269.663.5073 F: 269.663.6021

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## DMT

ADDITION

892 WAKEFIELD ST.  
PLAINWELL, MI 49080

PLAINWELL,  
MICHIGAN

NO.	ISSUED	DATE

DATE  
9 FEBRUARY 2021

PROJECT # 2019.010

CAD FILE #

DRAWN BY SHB CHECKED BY TCL

## SITE PLAN

C1.1



MINUTES  
Plainwell City Council  
January 11, 2021

1. Mayor Keeler called the regular meeting to order at 7:01 PM on the Zoom Meeting Application as per Senate Bill 1108.
2. Pledge of Allegiance was recited.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski, all attending virtually from Plainwell, Michigan. Absent: None.
4. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 12/28/2020 regular meeting. On voice vote, all voted in favor. Motion passed.**
5. Public Comment: None.
6. County Commissioner Report: None
7. Agenda Amendments: None
8. Mayor's Report: None
9. Recommendations and Reports:
  - A. City Manager Wilson provided an update on the mill demolition, noting the Building 9 asbestos abatement is complete and that demolition of Building 7 will begin Tuesday January 12. The project is approximately seven (7) weeks behind schedule with a meeting to discuss the project scheduled for January 12. We are waiting on estimates for Building 3 for the new wall to be built, which will come out of the Contingency Fund, which has been tapped for approximately \$115,000 of the available \$500,000. The city's planner is working on a Request For Qualification (RFQ) document to search for a developer for the site upon the project's completion. He also noted that he is working on cost plans to be included in the final EGLE loan request. Councilmember Overhuel asked about the dirt being brought in and Manager Wilson noted that the dirt will be used as fill upon demolition, to be mixed with crushed concrete and graded appropriately.  
**Report for information only. No action needed.**
10. Communications:
  - A. **A motion by Keeney, seconded by Wisnaski, to accept and place on file the November and December 2020 Public Safety Reports and the December 2020 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**
11. Accounts Payable:  
**A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$1,423,791.38 for payment of same. On a roll call vote, all in favor. Motion passed.**
12. Public Comments: None

13. Staff Comments:

Superintendent Nieuwenhuis reported staff is removing the Christmas decorations and preparing for pending snow events.

Superintendent Pond reported the annual removal of biosolids is underway.

Community Development Manager Siegel reported the Champion Law Office building on East Bridge is being sold and a new business will be going in there and she is excited to share the details when she can.

Director Bomar reported having received notification from the Michigan Association of Chiefs of Police that the city has met the requirements to be certified for its Department of Justice Use-of-Force Policy under the Presidential "Executive Order of Sale Policing" from 2020. This certification allows the city to be included in possible law enforcement agency grant funding opportunities.

Clerk/Treasurer Kelley reminded Council the final June 30, 2020 audited financials will be presented at the next Council meeting.

14. Council Comments: None

15. Adjournment:

**A motion by Steele, seconded by Keeney, to adjourn the meeting at 7:22 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL  
January 25, 2021

  
\_\_\_\_\_  
Brian Kelley, City Clerk

**MINUTES**  
**Plainwell City Council**  
**January 25, 2021**

1. Mayor Keeler called the regular meeting to order at 7:01 PM on the Zoom Meeting Application as per Senate Bill 1108.
2. Pledge of Allegiance was recited.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele (arrived at 7:08pm), Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski, all attending virtually from Plainwell, Michigan. Absent: None.
4. Approval of Minutes:  
**A motion by Keeney, seconded by Wisnaski, to accept and place on file the Council Minutes of the 01/11/2021 regular meeting. On voice vote, all voted in favor. Motion passed.**
5. Public Comment: None.
6. County Commissioner Report: None
7. Agenda Amendments: None
8. Mayor's Report: None
9. Recommendations and Reports:
  - A. Mayor Keeler introduced Dan Veldhuizen from Siegfried Crandall PC who presented the audited financial statements as of and for the year ended June 30, 2020. Mr. Veldhuizen presented the city's financial statements received an "unmodified" opinion, meaning no material misstatements were noted, and no audit adjustments were made during the audit. He reported the city's financial position is sound for communities our size and that the audit revealed no deficiencies in internal controls which could be consider a material weakness. He reported that very few of their audit clients have no deficiencies, and that Plainwell is the only municipality that actually prepares their own financials, saving the city about \$5,000 in audit fees. He did note that the Water Fund available "fund balance" was negative and that the city may need to evaluate its rate structure.  
**A motion by Overhuel, seconded by Steele, to accept and place on file the audited financial statements for the City of Plainwell as of and for the year ended June 30, 2020. On a voice vote, all in favor. Motion passed.**
  - B. Director Bomar reported having identified two (2) sets of fire turn-out gear and firefighter boots in need of repair, as identified during the department's annual inspection. The purchase is included in the budget and bids were received from vendors authorized to sell the equipment.  
**A motion by Wisnaski, seconded by Keeney, to approve the purchase of two (2) sets of fire turn-out gear and firefighter boots from West Shore Fire Inc. in the amount of \$6,148.00. On a roll call vote, all in favor. Motion passed.**
  - C. Director Bomar reminded Council that in 2012, the city entered into an agreement with Allegan County Emergency Management to house an alternate emergency operations center (EOC) at our facility. As part  
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of the agreement, County pays for phone lines dedicated to be available to the EOC. The County is asking to continue the agreement, by extension through 2026 under the same terms.

**A motion by Wisnaski, seconded by Keeney, to approve extending an agreement with Allegan County Emergency Manager to use the Plainwell Public Safety Building as an alternate Emergency Operations Center, authorizing the City Manager to execute all documents. On a roll call vote, all in favor. Motion passed.**

- D. Superintendent Pond reported a Variable Frequency Drive (VFD) used in the plant operations failed during a recent power outage and needed emergency replacement to maintain public health. The drive manages a digester mixing pump. Esper Electric was contracted for the job at a total cost of \$4,600.00, needing Council confirmation. Council asked about insurance reimbursements and whether the existing drive could be refurbished as a backup.  
**A motion by Overhuel, seconded by Wisnaski, to confirm the emergency purchase of a Variable Frequency Drive to run the digester mixing pump from Esper Electric at a cost of \$4,600.00. On a roll call vote, all in favor. Motion passed.**
- E. Superintendent Pond reported leaking mechanical seals on the centrifugal pump shaft that required emergency replacement to maintain public health. The seals were leaking oil and sludge. JGM Valve Corporation was contracted for the job at a total cost of \$4,979.11, needing Council confirmation.  
**A motion by Wisnaski, seconded by Overhuel, to confirm the emergency purchase of two mechanical seals for the centrifugal pump shaft from JGM Valve Corporation at a cost of \$4,979.11. On a roll call vote, all in favor. Motion passed.**
- F. Superintendent Nieuwenhuis reporting having researched two companies offering self-watering hanging flower baskets. The existing flower baskets require frequent manual watering during the season with substantial labor and material costs. These new baskets will reduce staff time, staff risk and material costs. The Parks & Trees Commission considered the proposals at its January 14, 2021 meeting and recommends purchasing 35 baskets from EarthPlanter, LLC. There have been already two (2) \$1,000 donations to offset the cost of these baskets.  
**A motion by Overhuel, seconded by Keeney, to approve the purchase of 35 self-watering hanging flower baskets from EarthPlanter LLC for \$4,779.00. On a roll call vote, all in favor. Motion passed.**
- G. City Manager Wilson reported working with the Natural Resource Trust Council (NRTC) regarding restoration efforts on the Mill Race Dam. The NRTC is asking for a "brief project description" to include with its plan and assessment for the funding phase of the project. Council discussed ramifications of removing the dam south of the city, restoration of the hydro spillway and Riverwalk expansion.  
**A motion by Keeney, seconded by Wisnaski, to authorize the City Manager to continue working with the Natural Resource Trust Council to identify opportunities for Riverwalk Extension and Mill Race water flow. On a roll call vote, all in favor. Motion passed.**
- H. City Manager Wilson reminded Council of a possible tract of land for purchase to expend the Industrial District. Negotiations continue for a final purchase recommendation, but the Administration recommends an Option Agreement be executed to formally identify the property and the city's interest in it. The Agreement would remain in effect for 180 days to allow time to negotiate a final purchase recommendation. The City Attorney recommends adopting a resolution authoring the option agreement.  
**A motion by Steele, seconded by Overhuel, to adopt Resolution 2021-06 authorizing an option agreement for real property in Gun Plain Township, valid for 180 days. On a roll call vote, all in favor. Motion passed.**

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10. Communications:

**A. None**

11. Accounts Payable:

**A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$241,856.21 for payment of same. On a roll call vote, all in favor. Motion passed.**

12. Public Comments: None

13. Staff Comments:

Personnel Manager Lamorandier noted completion of year-end reporting and cross training.

Superintendent Nieuwenhuis reported staff is preparing for tomorrow's snow storm.

Community Development Manager Siegel reported Planning Commission approval of site plans for Deep End Brewing and Nobis Agri-Service. She also reported a Mexican restaurant is coming to the Aubree's site.

Superintendent Pond gave a report on carp in Lake Allegan.

Director Bomar reported working on year-end reports and that the second round of staff vaccinations were underway.

Clerk/Treasurer Kelley reported a successful audit, per state procedures, of the November 2020 election ballots was conducted on January 18, 2021. Budget preparations continue.

City Manager Wilson gave a brief report on metal stripping in Building 9, west wall issues in Building 2 and waste profile reporting in Building 7.

14. Council Comments: None

15. Adjournment:

**A motion by Steele, seconded by Keeney, to adjourn the meeting at 8:25 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully

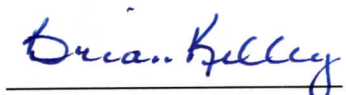
Submitted by,

Brian Kelley

City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

February 8, 2021



Brian Kelley, City Clerk