

# City of Plainwell



“The Island City”

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Lori Steele, Mayor Pro Tem  
Todd Overhuel, Council Member  
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## Agenda

### Planning Commission City Hall Council Chambers October 5, 2022 6:30 PM Workshop #2 Master Plan

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 09/07/2022 Planning Meeting
5. Chairman’s Report
6. Public Comment
7. New Business:
  - a. Workshop #2 Master Plan
  - b. Discussion re: Ordinance change to C2 zoning districts along 131
8. Old Business:
  - a. Final Review of Sign Ordinance Amendments
9. Reports and Communications:
  - a. Council minutes: 8/22/22
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  
Wednesday, September 7, 2022**

1. Call to Order at 7:02 pm by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Colingsworth, Jay Lawson, Lori Steele, Stephen Bennett, Dale Burnham  
Excused: Jim Higgs, Gary Sausaman
4. Approval of Minutes – 08/17/2022  
**motion to approve minutes was made by Steele and seconded Lawson. All in favor to approve minutes and place them on file.**
5. Chairperson’s Report: - Colingsworth provided an update on Walnut Woods repaving project.
6. Public Comments- none
7. New Business: Sidewalk Signs Ordinance updates  
Changes were discussed re: height of the sidewalk signs, materials, and that a permit will be required with a drawing or picture of the sign for approval but no fee will be charged for the permit. **A motion was made by Steele to allow the Community Development Manager to make final changes. It was seconded by Lawson with final ordinance presented to Planning for approval. All in favor vote motion passed.**
9. Old Business – Discussion regarding moving the meeting time to 6:30 pm. **A motion was made by Steele and seconded by Lawson to request to City Council that the meeting time be changed to 6:30 pm beginning in January of 2023. A roll call vote was taken:  
4 – yes and 1 – no. Request is moving forward for final approval by City Council**
10. Reports and Communications: 08/08/2022 were reviewed and placed on file.
11. Public Comments – None
12. Staff Comments: - Update on downtown businesses and rental rehab grant.
13. Commissioner Comments:  
Bennett – signed up for the virtual RRC Board Trainings that begin Sept. 14  
Steele – Inquired about updates on the Warnament Building.  
Burnham – Resigned from the Planning Commission effective immediately
14. Adjournment: Colingsworth adjourned the meeting at 7:54 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

**P**lainwell's future will in large part depend on its ability to build on the character of its downtown and unique and charming neighborhoods, its setting as the Island City, and its attractive waterfront. To be successful, it will be important for Plainwell to maximize its assets and distinguish itself from many other communities in the Kalamazoo and Grand Rapids metropolitan region.

## Future Land Use and Character

Map 3 shows how land uses in Plainwell should develop and evolve and highlights specific elements and subareas that are detailed in this chapter. It is important to note that while density will continue to play a role in land use designations the character of uses and their ability to fit the context of their surroundings will be almost equally, if not more important. Therefore, the future land use designations reflect a nexus between various character areas of the City and planned land use. Any new development and redevelopment should refer to both the desired uses in each district as well as the character of the area into which it is going.

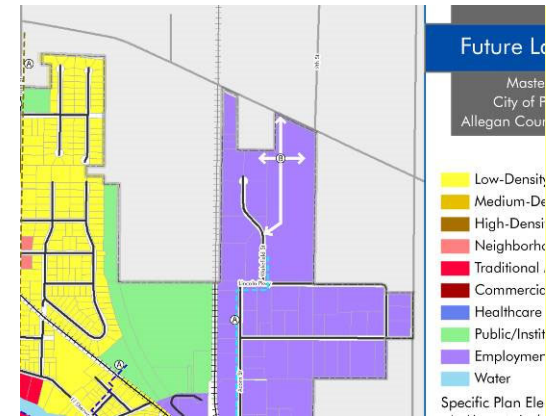
These character areas are also the foundation for future zoning and development reg-

ulations that could be implemented for specific areas in Plainwell. These could include older residential neighborhoods, mixed use areas, and the downtown. Development regulations, such as form-based codes, that are based on the character or form of a particular neighborhood can direct and control future land uses so they are much more responsive, the results more predictable, and the fit with the context actually works.

### Residential

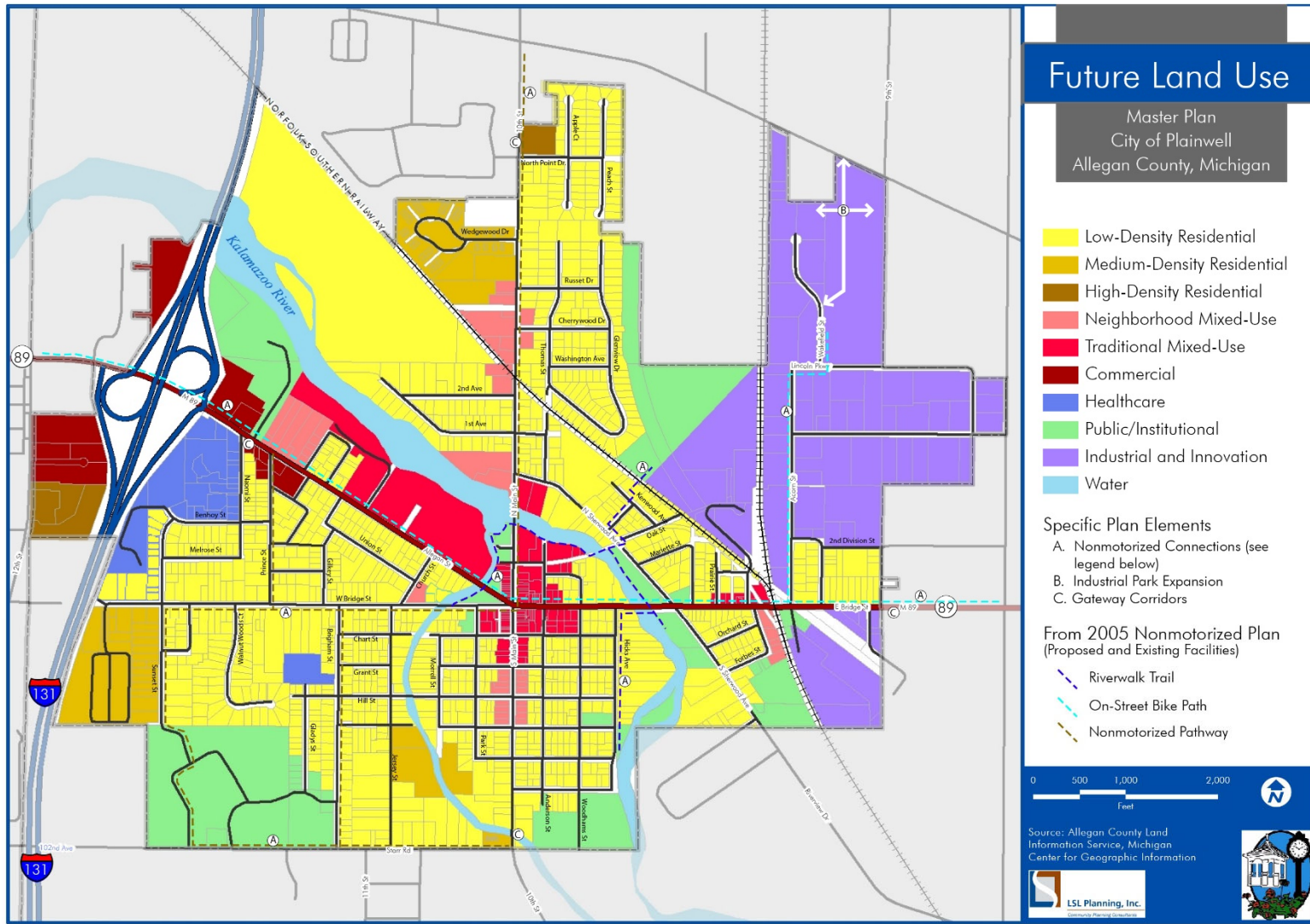
There are three categories of residential land uses:

- Low-Density Residential, with single-family homes on moderately sized lots;
- Medium-Density Residential, that may include a mix of single-family, two-family and limited scale multiple-family units on smaller lots; and
- High Density Residential, characterized by multiple-family residential uses (apartments, senior facilities, etc.) on modestly sized lots.



## Chapter 4: Plainwell Tomorrow

**Map 3: Future Land Use**



### Low-Density Residential

Low-Density Residential areas primarily reflect existing residential neighborhood patterns with the exception of a large parcel north of Second Avenue between the Kalamazoo River and the Norfolk-Southern railway corridor. While currently undeveloped, the property provides future opportunities for a low-density, traditionally designed neighborhood with small blocks defined by interconnected streets and sidewalks, garages that do not dominate the streetscape and a focus on creating a quality environment that encourages walking and includes small parks and linked open spaces. Densities in this category range from 2.5 to 4 units per acre and new development should consider the densities of neighboring properties and the average density of the character area in which the development is located.

### Medium-Density Residential

Medium-Density Residential is planned in two locations; 1) the Pinecrest Mobile Village near Pinecrest Drive and neighboring properties, and 2) the Wedgewood Condominium development on the west side of North Main Street and adjacent properties. Medium-Density Residential development provides another housing option for seniors and young families and more affordable housing for middle-income families. The Future Land Use map identifies expansion areas for this use beyond existing Medium-

Density Residential areas.

Future development, at densities of 4 to 6 units per acre, should be appropriate to the style and existing development patterns within each respective Residential Character Area. Uses include small lot single-family development, single-family detached and attached homes, and two family dwellings. Multiple-family developments should incorporate innovative site planning techniques such as clustering, interconnected open space, and pedestrian linkages. Development design and pattern should closely resemble that of Plainwell's single-family neighborhoods. Consistent front setbacks, rear or side yard garages, building orientation to the street, and a grid street pattern are elements that should be reflected in future development. Development that is consistent and aligns with the previously described Character Areas will help maintain the City's sense of community, quality of life, and strong neighborhoods.

### High-Density Residential

Areas west of US-131, near 12<sup>th</sup> Street, are planned for High-Density Residential and currently contain several multiple-family apartment buildings. The proximity of this area to shopping, employment, and transportation is an important consideration and, therefore, suggests future development at a density of 6 to 12 units per acre.

Uses could include multiple-family apart-



*Medium-Density Residential examples.*

ments or condominiums, two-family attached housing, or townhouses. Similar to Medium-Density Residential, the pattern of High-Density Residential development and design should align with the Character Areas described previously and compliment Plainwell's single-family neighborhoods in regards to site design and architectural character.

### ***Commercial and Mixed Use***

Development within each of the following categories should reflect not only the planned land use in each category but the character of the area (described previously) in which the development is located.

#### *Neighborhood Mixed-Use*

Neighborhood Mixed-Use is planned for four areas; 1) North Main Street between Second Avenue and Russet Drive, 2) along the North and South Main Street and East and West Bridge Street corridors adjacent to downtown, 3) along M-89 between Fairlane and Michigan Avenue, and 4) between Roberts Street and the railroad tracks south of M-89.

Neighborhood Mixed-Use accommodates a range of compatible residential and business



*Neighborhood Mixed-Use example.*

uses in support of strong pedestrian-oriented neighborhoods. Examples of appropriate non-residential uses include personal services, small convenience or grocery stores, small take-out restaurants or diners, and small-scale offices with less than five employees. To preserve the integrity of Plainwell's character the focus should be on reusing and redeveloping existing structures whenever possible. Any new development should be compatible with the surrounding character and scale, and be in harmony and integrate with surrounding properties. The Neighborhood Mixed-Use designation differs from other mixed-use areas in that the intent is to provide small-scale commercial uses that support healthy neighborhoods. Neighborhood Mixed-Use areas are small pockets within existing residential areas and the character and feel of any commercial or retail development should complement these neighborhoods. This designation allows a comprehensive approach to development and encourages mixed land uses, shared vehicular access and parking, and pedestrian amenities such as enhanced streetscapes and other public spaces. Architecture should reflect traditional forms and character focus on making public spaces memorable, and should orient to the street, much like in the downtown.

#### *Traditional Mixed-Use*

Downtown Plainwell and the former Plainwell Paper Mill site are included in the Tra-

ditional Mixed-Use area. Because Downtown, including Main and Bridge Streets and the surrounding business area, are so different from other commercial districts in the City they require special consideration. Subarea Plans for both the Mill Site and Downtown are discussed later.

Traditional Mixed-Use is also planned for a small area north of M-89 between Prairie Street and the railroad tracks on the east side of the Plainwell. Over time, this area has developed as a small niche mixed-use



*Examples of enhanced pedestrian crossings.*

area including retail, residential, and office uses. Mixed-use is encouraged given the area's unique character, its location on a major thoroughfare, and the special land uses. However, it is planned for smaller-scale commercial establishments that would not compete with, but compliment downtown Plainwell.

While Neighborhood Mixed-Use (described previously) is focused on integrating small-scale commercial establishments with existing high quality residential neighborhoods, Traditional Mixed-Use areas are focused on mixing residential uses in traditionally commercially-oriented areas. Examples of residential uses include loft style apartments or condominiums above downtown businesses and townhouses. Residential development should integrate with the more urban development pattern found in downtown Plainwell. A wide range of commercial uses are planned for areas designated as Traditional Mixed-Use. Examples of uses include retail, restaurants, offices, personal and professional services, and government and civic uses, among others.

#### Commercial

The businesses currently located on both sides of the M-89/US-131 interchange are designed to serve highway travelers. They include restaurants, a hotel, gas stations, car dealerships, and convenience stores along with other highway-oriented commercial establishments. Unfortunately, the

resulting image is the opposite of what Plainwell is and can be in the future.

Because downtown should remain as the community's business, commercial, and retail heart, areas planned for future commercial or continued highway-oriented commercial should be limited in scope. Any potential expansion should be carefully analyzed based on a more than adequate area-wide supply of commercial land and weighed against potential economic impacts.

Because the interchange area is such an important "gateway" and community entrance, the visitor's realm should be a welcoming place that clearly expresses Plainwell's positive values and pulls people into the community. Unfortunately, its current character fails to do that.

Therefore, Plainwell should adopt site and building design standards as part of the zoning ordinance to help ensure future development and redevelopment in this quadrant reflects a positive community image. Residents and visitors should feel that they have entered a special place, rather than a typical highway interchange. By embellishing the gateway with high quality design features, such as enhanced landscaping, public art, a well-designed highway bridge that fits its context, and "welcome" and wayfinding signs, Plainwell's image can be substantially upgraded. A subarea plan for the M-89 corridor between US-131 and Downtown



*Commercial example.*

is discussed later in more detail.

#### Healthcare

The area currently anchored by the Borgess-Pipp Hospital is envisioned as a healthcare cluster that includes multiple medical, health, and related housing land uses. Development opportunities should be explored for medical office, research and testing, expanded hospital facilities and services, medical education, and supporting land uses that include residential and retire-

ment housing. Due to the interrelated nature of these uses safe and connected sidewalks and paths, and clearly defined streets, drives and landscaped parking lots should be part of any plans for redevelopment.

#### Public/Institutional

Included are institutional uses such as public schools, government buildings, and public parks. Because of their nature, these areas are not expected to change over time. Public and institutional uses should be identified and the site planning and design of surrounding development or redevelopment should consider these areas.

#### Industrial Park Expansion

Expanding the employment area into Kenyon Park would permit a street extension that could enhance truck and commercial access to Miller Road. An improved connection would help provide an alternate link to US-131 and may relieve some downtown and M-89 traffic.

Currently, exit 50, the US-131/106<sup>th</sup> Avenue interchange, is incomplete and does not permit southbound access to and northbound access from US-131. A full interchange would provide a better link with US-131 and may reduce some of the traffic pressure on M-89. No matter what, a better connection to Miller Road would encourage northbound trucks to avoid downtown and nearby residential areas.

#### Gateway Corridors

Plainwell has four key gateways; 1) M-89 at US-131, 2) M-89 at Florence Street, 3) North Main Street at North Point Drive, and 4) South Main Street at the Mill Race. These gateways and associated street corridors should reflect Plainwell's unique character. They should have a common theme that provides a unified look and feel and that visitors and residents can positively associate with Plainwell. Improvements should support the community as a special place and include enhanced and uniform signs that are free of clutter and that are at an appropriate scale based on location and traffic speeds, quality night-lighting, directional and way-finding signs, and street trees, and landscaping with a splash of color. Because some gateways are constrained due to limited space, easements or land acquisition may be necessary and should be explored.

#### Industrial and Innovation

The businesses in Plainwell's thriving industrial park, located on the City's east side, provide many employment opportunities for local and area residents. While the industrial park is near capacity, future expansion includes growth into Kenyon Park and redeveloping the area south of M-89 between the railroad tracks and City limits to the east.

Because of the changing nature of employment-based land uses, future growth should

accommodate a wide variety of potential activities such as office, research and development, laboratories, light industrial and manufacturing, and service commercial to offer well-paying jobs.

The key will be to retain current businesses and to expand opportunities to attract new users. A growing trend in business park design is to better integrate employment areas with the rest of the community. To do that, certain enhancements should be explored, such as making sure property maintenance is addressed in a timely way; providing inter-connecting sidewalks and trails that link nearby places to eat and businesses; improving streetscapes; inter-connecting key roads; and exploring changes to development regulations to provide a certain degree of flexibility for such things as lot sizes and uses. Finally, supporting green efforts such as allowing for on-site alternative energy generation, coordinated recycling, innovative stormwater management practices, and incentives for LEED building certification and construction practices could attract new users to the industrial park.

#### ***Non-Motorized Connections***

A non-motorized plan was prepared in 2005 that identified existing and proposed bicycle routes, extensions to the Riverwalk Trail, and non-motorized pathways. Existing connections include an on-street bicycle lane along Prince Street between M-89 and



West Bridge Street, and the Riverwalk Trail following the Mill Race north from West Bridge Street to the south bank of the Kalamazoo River and then across the river to North Sherman Avenue. Bike lanes were ~~recently~~ added to North and South Main Street following the reconstruction of M-89 in 2013. From Starr Road to Grant Street and Bannister Street to First Avenue, the roadway contains standard, four-foot wide bike lanes. First Avenue to Wedgewood Drive contains buffered bike lanes, and Grant Street to Bannister Street contains sharrows.

Several non-motorized links are also proposed that expand current trail connections to parks and recreational areas, schools, downtown Plainwell, and the M-89 corridor. To help encourage residents and visitors alike to venture into and explore Plainwell and beyond, additional inter-connected bicycle lanes, trails, and pathways throughout the broader community should be explored. Plainwell should work with surrounding municipalities to interconnect regional non-motorized trails that provide opportunities for a wide variety of recreational and transportation options.

Special attention should be paid to pedestrian access and links to the Plainwell Community Schools complex. The City should work with Gunplain Township to provide a more pedestrian friendly environment and safer crossings near the intersection of 12<sup>th</sup> Street and 102<sup>nd</sup> Avenue providing students

with safer routes to and from schools.

Additionally, the City should consider preferred routing and alternative connections to the planned River to River Trail along the historic interurban rail route between Kalamazoo and Grand Rapids. Connecting businesses, neighborhoods, downtown, and other destinations to the trail will encourage community-wide biking and leverage the planned route as an economic development tool.

## M-89 Corridor Plan

Map 4 highlights specific recommendations for the M-89 corridor between US-131 and downtown Plainwell.

### Non-Motorized

Pedestrian walkways support alternate ways of getting around Plainwell as well as providing recreational opportunities and public access to the City's natural resources. They also contribute to the community's quality of life.

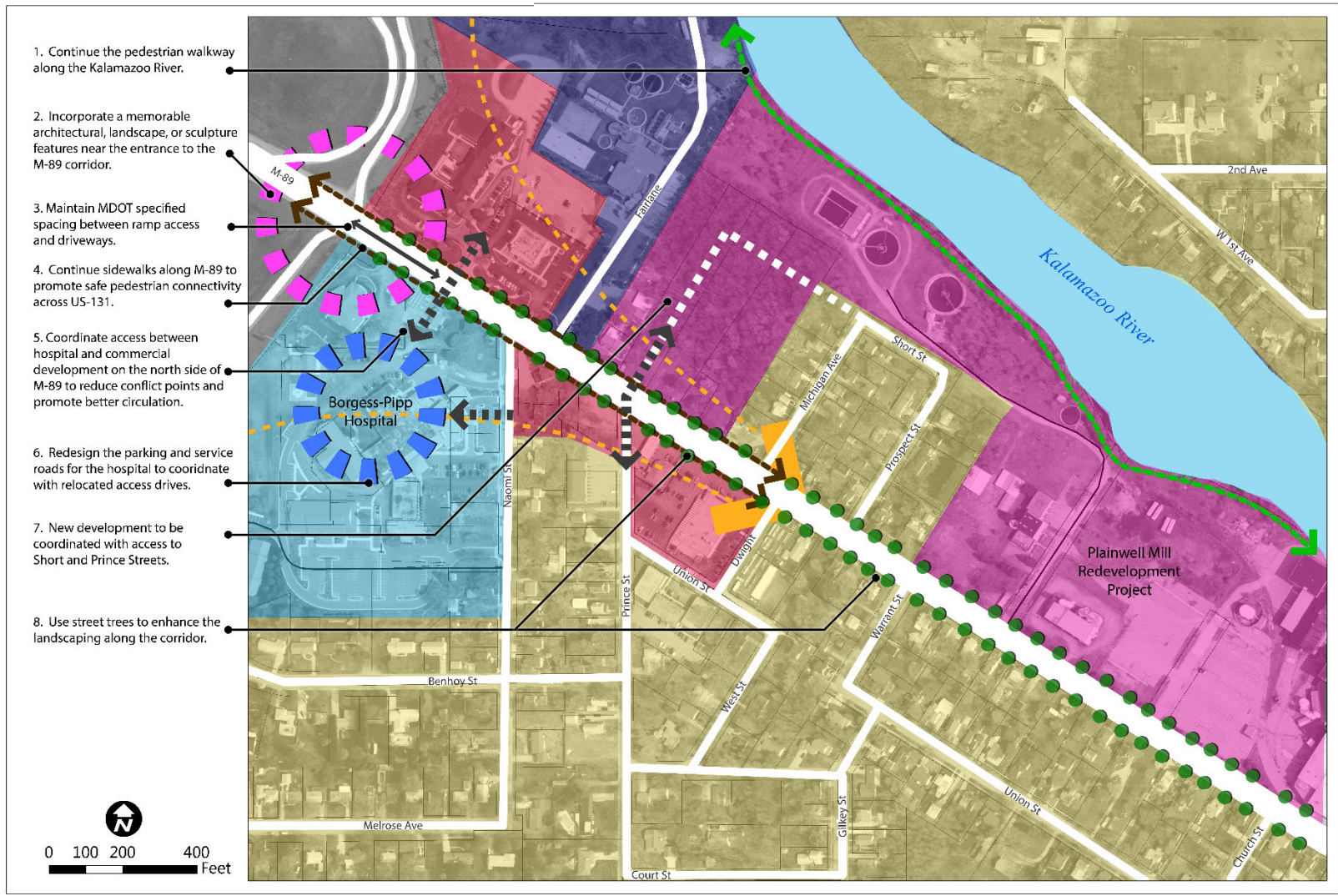
In particular, the Kalamazoo River and Mill Race add to Plainwell's unique character, and while a river walk is already established along the Kalamazoo River near downtown, it should be expanded and continued along both banks and extend further south toward Bridge St.

Sidewalks along M-89 stretching from downtown to the US-131 interchange were

included in ~~the~~ recent road reconstruction of M-89 in 2014. The recent inclusion of these pedestrian facilities helps provide increased accessibility to the former mill site slated for mixed-use redevelopment (discussed in further detail later in this chapter). Providing comfortable, safe connections to and from the former Paper Mill redevelopment site will enhance quality of life for future residents living within the development as well as residents living within close proximity. Planned commercial and residential uses located on the former Paper Mill site fronting M-89 would benefit the greatest from non-motorized connections allowing enhanced accessibility to these future destinations.

The installation of sidewalks along M-89 helps to complete a major gap in Plainwell's sidewalk and non-motorized transportation system. This more complete network now allows accessibility to business and residences along M-89 and ultimately downtown Plainwell help further facilitate redevelopment of key sites in the downtown.

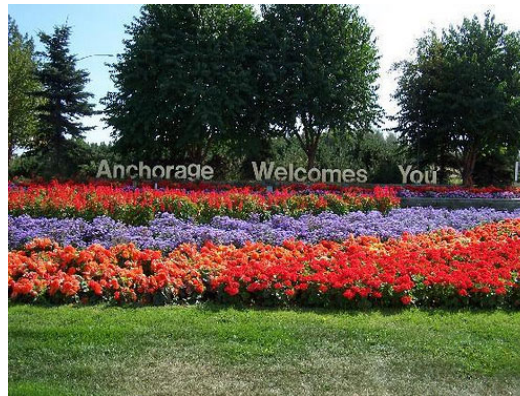
### Map 4: M-89 Corridor Subarea Plan



### US-131/M-89 Gateway

Currently, the entrance into Plainwell from US-131 is not a welcoming experience for visitors or residents. This gateway should announce an arrival that reflects the City's unique character.

The aim should be to develop distinctive and memorable architecture, landscapes, and public art. In addition, a unified streetscape and development pattern along the corridor will help tie things together. While more detailed design is required, guidelines should be prepared that describe the desired development pattern – addressing site and building layout and design, site access, architectural character, building facades, materials, as well as a unified landscape theme. Streetscape elements include consistent light fixtures and poles, signs (such as street, way-finding and banners), landscape treatments at intersections, street furniture in appropriate locations, and street trees. In order to continue the sense of entry the entire length of the M-89 corridor should be made greener. Alternate ideas have been developed that include a boulevard to help slow traffic and the other is to expand tree planting within the existing parkway along the corridor, providing a more pedestrian friendly environment while giving visitors a sense of entry into a special place. Consistency coupled with high quality, high value development will enhance not only the gateway into Plainwell but the broader community as well.



*Community gateway examples.*

## Access Management

Control of the location and spacing of driveways or access points along M-89 will improve safety and help preserve the roadway's ability to carry traffic. Access management guidelines have two functions: to protect the public investment in the roadway by minimizing congestion and crash potential, and to allow property owners reasonable access to their properties. The goal of access management is to facilitate traffic operations and improve public safety along major roads. Access management looks at the following factors:

- **Number of Access Points:** Because the number of driveways allowed along major roads will affect traffic flow, ease of driving and crash potential, the number of driveways should be limited. Alternative access should be provided from side streets or driveway connections wherever possible.
- **Sight Distance:** Proper sight distance needs to be maintained at driveways and intersections to ensure vehicles can safely enter or exit the traffic stream.
- **Driveway Spacing:** Driveways need to be adequately spaced from intersections and other driveways to help reduce conflicting turning movements.
- **Interconnection:** Whenever possible, drives between adjacent uses should be interconnected so that travel from one

site to an adjacent or nearby site does not require re-entering the main traffic stream.

Access management concerns on M-89 include:

- Spacing between the US-131 ramp access and driveways on M-89; and
- Cross-street access between Borgess-Pipp Hospital and commercial development on the north side of M-89.
- Curb cut spacing on M-89 east of Nami.



*Examples of poor access management. From top: driveway spacing, parking up to pavement, poor driveway definition.*

## Downtown Plainwell Plan

Like so many other towns, downtown is Plainwell's heart and soul and maintaining it as a thriving and vibrant place is a critical part of maintaining a healthy community.

### Use and Development

Downtown should continue as one of Plainwell's two major commercial nodes (the other being near the M-89/US-131 interchange) and the focus of economic development and business attraction efforts should be to retain and enhance downtown and its businesses. Rather than expanding its geography, attention should instead focus on continued infill development, redevelopment (e.g., *Harding's Market*), and revitalization projects, streetscape and landscaping enhancements, and continued support for building façade improvements.

Downtown activities should include a mix of retail, residential, public, and entertainment land uses. In key downtown settings, such as a main shopping street, priority should be given to retail sales and services on the ground floor because they generate foot traffic and turnover; a key aspect of maintaining a healthy retail environment. This is especially important near the juncture of Bridge/Main and Allegan Streets where the goal should be a critical mass of retail businesses that make downtown Plainwell an even more vibrant destination.

While offices and residential uses should be

located on the upper floors of downtown multi-story buildings, much will depend on the market and the ability for Plainwell to absorb expanded retailing opportunities. Nevertheless, first floor office uses should be avoided on Main Street, Bridge Street and Allegan Street, whenever possible. Due consideration should also be given to second story and loft apartments that can help accommodate a higher residential population in and adjacent to the downtown. While Plainwell has significant residential neighborhoods within walking distance of the downtown, more can be done to encourage new housing options.

Because parking will undoubtedly remain located behind many downtown buildings, rear store entrances will have to be handled carefully. Many will require enhancements to allow pleasing, safe, and efficient access to and from parked cars. However, they must not be allowed to overwhelm or dominate the true front door, which must orient to and remain located along the street and public sidewalks.



*Downtown development character. From top; mixed-use residential and retail, pedestrian friendly streetscape, infill development.*

**Map 5: Downtown Subarea Plan**

1. Continue the pedestrian walkway along the Kalamazoo River and Mill Race.

2. Continue the pattern of traditional downtown development north to the Kalamazoo River

3. Create a sense of entry to the downtown by creating a boulevard with green median.

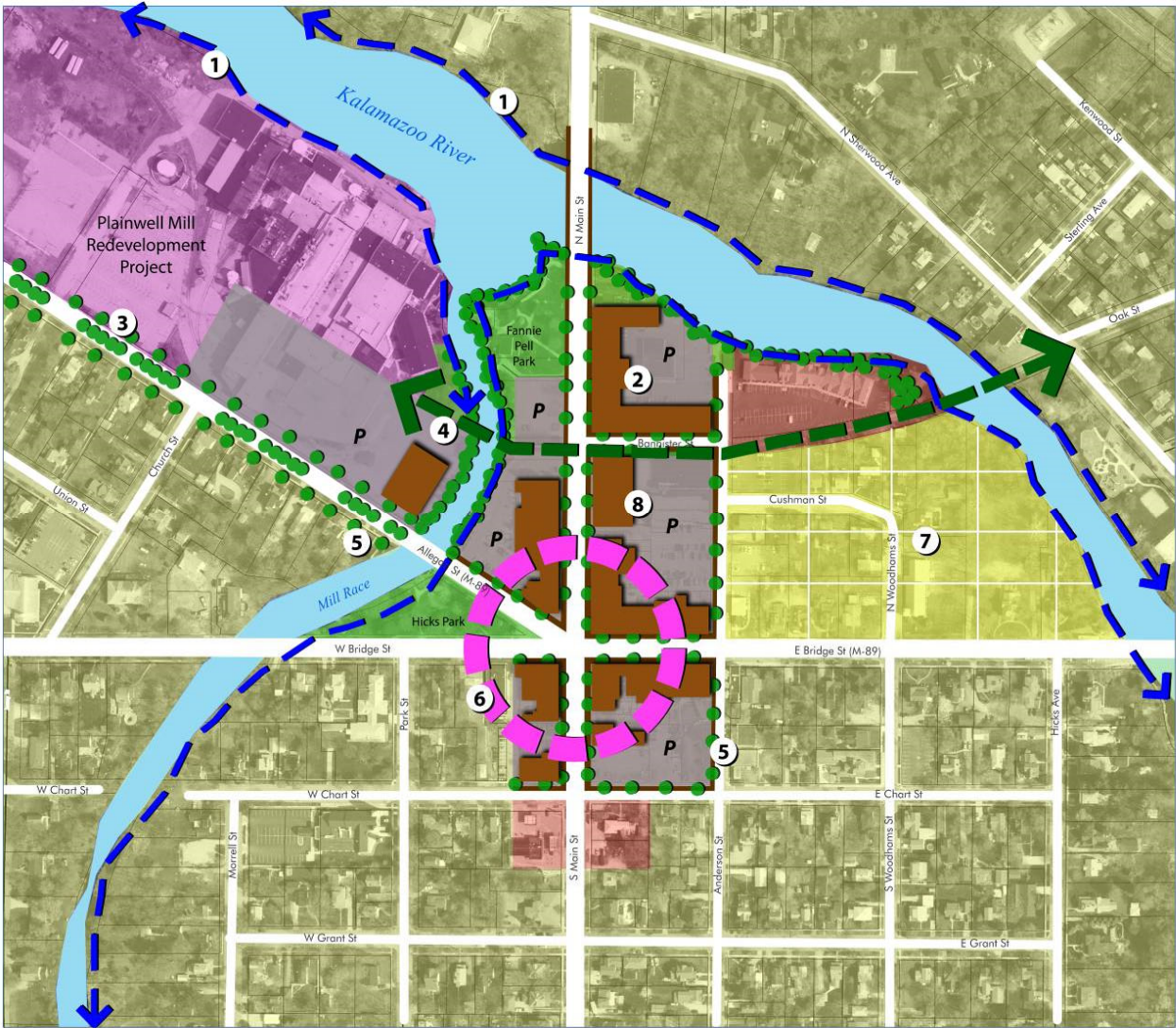
4. Reinforce the pedestrian walkway through downtown linking the Mill Project with the east side of the Kalamazoo River.

5. Utilize street trees to enhance the landscaping of downtown and through streets.

6. Implement the design changes proposed for the intersection of M-89, Main, and Bridge Street.

7. Reinforce the single-family residential neighborhood between downtown and the Kalamazoo River.

8. Commercial/retail infill/redevelopment potential incorporating enhanced access to Main Street utilizing streetscaping and open space design principles.



Government and civic land uses, such as City hall and a post office can also help support downtown, since they attract people running errands and carrying out personal business. Currently, among the key downtown civic destinations are Plainwell's three parks: Hicks Park, Fannie Pell Park, and Riverwalk Park. Therefore, the recommendations and improvements in the ~~2016-2021~~ Community Recreation Plan should be implemented to strengthen these parks and the recreational opportunities they provide in and around the downtown for City residents and visitors alike.



View of east side of N. Main Street looking south

Development Character

When new development, infill development, or redevelopment occurs, it should complement existing development patterns. Building façades should be located near the sidewalk at the front of a lot to maintain a consistent urban edge. Buildings on corner lots are among the most important in a



M-89/Main Street Intersection after Bridge Street cut off, looking west

downtown because they help define the intersection of two streets and, therefore, must attractively define both edges. Parking lots should be located to the side or rear of a building, behind a line that extends across the façade, and not interfere with the natural flow of pedestrian traffic. When new buildings are to be wider than existing ones, generally 50 feet or more, façades should be divided into smaller bays to maintain a rhythm and scale of storefront patterns. Buildings should also have a consistent height, generally two to three stories. However, single story buildings must also be tall enough to help enclose the public realm that contains streets and sidewalks. This can be accomplished by establishing minimum floor to ceiling heights (fourteen to sixteen feet) at the ground level and requiring a rooftop parapet for buildings with flat roofs to enclose mechanical equipment and to add height. Generally, single story

buildings should be at least eighteen to twenty-four feet tall. In all cases, the goal for new construction must be to maintain downtown's traditional main street feel.

~~The former Harding's Market is a wonderful downtown opportunity waiting to happen. The former food store site is a prime location for infill redevelopment that continues a traditional pattern of downtown buildings, similar to those along North Main Street. While the parking lot and the orientation of the building may currently be out of character with the rest of downtown it is nevertheless an important site that should be explored in greater detail. Whatever the ultimate solution may be, the orientation must be outward to greet and better connect with its surroundings. The large parking lot, centered on the block, is also a key downtown parking reservoir and offers opportunities for shared use. When consider-~~

~~ing redevelopment, uses that serve to attract people downtown must be emphasized. Options include continued retailing, public uses such as relocating the library to the heart of Plainwell and recreation/community activities such as a community center or a sports and exercise facility, like a YMCA.~~

The area just east of downtown, between East Bridge Street and the Kalamazoo River and east of North Anderson Street (including Cushman Street and North Woodhams Street), has evolved over the years into a mix of residential, commercial, and office uses but without a clearly defined direction for the future. Given the potential for infill along Main Street and the redevelopment of the former paper mill, the continued encroachment of commercial uses into residential neighborhoods should be avoided. This accomplishes nothing but to dilute downtown, weakens attempts to redevelop buildings and sites and limits opportunities for planned infill. In addition, it has the potential to harm the very residential neighborhoods that are viewed important to Plainwell's long-term health. Therefore, this neighborhood should transition back to residential uses, similar to the neighborhoods currently surrounding downtown. Traditional residential development in this area will help strengthen existing, established neighborhoods and will afford an opportunity to increase near-downtown resi-

dents. Such a change will also help concentrate commercial and retail development to the downtown and prevent scattered commercial along M-89.

#### Walkability and Connectivity

While the majority of downtown buildings are structurally sound and their arrangement promotes good downtown walking patterns, more can be done to improve the environment. Opportunities for community development projects include enhancements to public parking and signage, downtown streetscapes and landscaping, and expanding the system of riverfront walkways and open space. The focus of these should be on place-making, or the creation of attractive, exciting and memorable public spaces. These should be designed to encourage public gatherings, events and celebrations without overlooking individual comforts such as well-maintained walking surfaces, benches that do not interfere with foot traffic and facilitate people sitting and enjoying their stay in the downtown, lighting that enhances safety yet does not overpower the setting and event spaces that interconnect visually and physically with the rest of the community. Encouraging social interaction in public places can be not only a tool for building social capital but also enhances the main street feel of the downtown.

#### Form Based Code

A form-based code is a land development



regulation that fosters predictable built results and a high-quality public realm by using physical form (rather than separation of uses) as the organizing principle for the code and could best implement the recommendations of this plan. A form-based district could be created in the downtown that allows for an appropriate mix of uses (business, office and residential), defines the desired character to create a cohesive and unified image, determines the desired location and boundaries, and incorporates a variety of incentives to entice developers to contribute to the realization of that vision.

A new form-based zoning district could



help to ensure future development within these areas is more traditional in design to meet the intent of the master plan. The existing “preferred” character of commercial buildings and dwellings can be incorporated into the code or new building typologies can be developed. Zoning requirements could include:

- Drawing commercial buildings to right-of-way (ROW).
- Requiring buildings to have a minimum frontage width along the front building line.
- Prohibiting parking in front of principal buildings.
- Requiring a minimum percentage of windows and doors on facades to require traditional “storefronts.”
- Requiring minimum and maximum building heights (two to three stories).
- Providing a vertical mix of uses with ground-floor retail, or service uses and upper-floor service, or residential uses.

## Redevelopment

### Former Plainwell Paper Mill Site

In 2006, the City acquired the 36-acres that was formerly home to the Plainwell Paper Mill and has held several town meetings to develop a community vision and plan for the site. Map 6 shows the concept plan for the site that includes the following.

- The plan preserves and adaptively re-uses the historically significant original mill buildings. These structures have been deemed important to the cultural heritage and unique character of the community. A mixed-use approach including residential, commercial, office, and special event space, as well as a re-located City hall is planned for these structures
- The Riverwalk Trail is proposed to continue along the portions of the site bordering the Kalamazoo River and Mill Race.
- Public access to the Kalamazoo River is enhanced by developing four new parks/facilities:
  - Boat Launch Point Park (at the terminus of an extended North Prince Street);
  - Waterfront Plaza (located near the middle of the development);
  - Central Park (located among the reused historic buildings on the east end of the development); and
  - Mill Race Point Park (located adjacent to the former railroad bridge crossing the Mill Race from the Mill Site to Downtown).
- New residential includes attached, owner-occupied housing that enhances and supports Plainwell’s current pattern of strong neighborhoods.

Major redevelopment sites: former Plainwell Paper (west) and Harding’s Market (east)

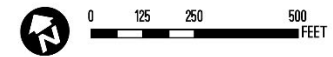
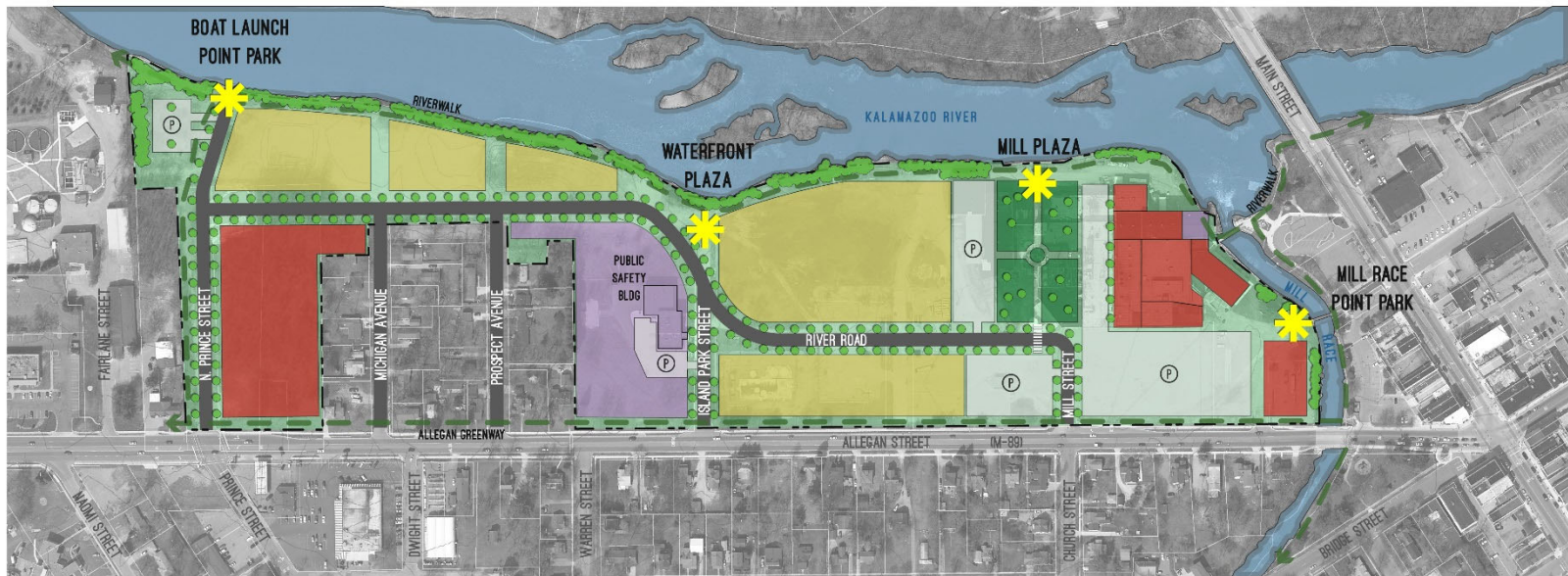


- Retail and commercial that serves adjacent neighborhoods, the community and visitors and is complementary to and supports more intense commercial development in the downtown and near the US-131 interchange.
- Street trees, street furniture, pedestrian-scale lighting, and other amenities along all newly constructed streets, as well as those bordering the site, in order to create a pedestrian-friendly environment and sense of place.

#### ***Former Harding's Market Site***

~~The former Harding's Market site, which sits at the southwest corner of Bannister St. and Anderson St., is currently being marketed by the City for redevelopment. A preferred redevelopment scenario would include retail and provide jobs for the local employment base.~~

**Map 6: Former Plainwell Paper Mill Site Subarea Plan**



**LEGEND**

- COMMERCIAL
- RESIDENTIAL
- GOVERNMENT/INSTITUTIONAL
- OPEN SPACE
- P PARKING

# FORMER PLAINWELL PAPER MILL REDEVELOPMENT CONCEPT PLAN



2016 PLAINWELL MASTER PLAN  
FEBRUARY 2016

## Riverfront Planning, Access and Ecotourism

One of Plainwell's greatest assets is its linear waterfrontage along the millrace and Kalamazoo River. These riverfronts provide scenic views, recreational opportunities and improve property values. The City should explore increasing access to the river and millrace through boat and kayak launches, parks and passive recreational space such as platforms for fishing. Moreover, there is an opportunity for the City to improve its protection from potential floods by creating natural flood protection through green infrastructure such as terraced flood walls and vegetated berms which integrate recreation facilities, enhance flood protection and improve ecology. Plainwell may also maximize upon its riverfront assets by further integrating its successful Riverwalk and outdoor event space with retail development.

## Capital Improvements

City officials and departments must embrace the plan, applying its recommendations to help shape annual budgets and the design of capital improvements. For example, the City's department of public works can support implementation through infrastructure improvements, streets, and storm systems designed consistent with plan policies and recommendations, or the planning



Diagram of “missing middle” housing types

and building department through site plan review. The capital improvement plan (CIP) must interrelate and generally be consistent with the goals and objectives of the master plan. The list of planned projects in the capital improvement plan should be compared against the general project discussion and goals of the existing master plan.

## Housing

Like many other communities, Plainwell is growing older and its demography is transforming due in part to changing family size and makeup. Nuclear families are no longer the norm; therefore, housing options must accommodate a variety of family types, income levels and lifestyles.

The housing needs of special groups, like the elderly, must also be an important part of Plainwell's commitment to provide appropriate housing choices for all of its resi-

dents. Viable senior housing options that include remaining at home as long as possible, to special facilities, such as senior independent living, are especially important to residents who want to stay in the neighborhoods they are most familiar with and be near family and friends. Plainwell also affords a high-quality, walkable environment ideal for those who can no longer drive or simply no longer wish to do so.

Rental housing for lower income residents or supportive housing must be integrated with support services, and its design and construction should consider both long-term durability and security. Options for the younger sector of the population are just as important. Smaller families and couples may desire alternatives to single-family detached, owner-occupied housing, such as townhomes, flats, and apartments above storefronts.

This concept of providing housing for a variety of family types, income levels, ages,

ability levels, and lifestyles is colloquially referred to as “missing middle housing.” The ‘missing middle’ in this instance are housing types which fall between the low density of detached single-family residential homes and higher-density, mid-rise apartment complexes. Duplexes, courtyard apartments, bungalow courts, townhomes, and multi-plex structures provide a more rich housing choice for people of all backgrounds and future residents of Plainwell.

## **Low Impact Development**

LID is considered by many to be an effective tool that can be incorporated into local zoning and development regulations that may minimize the impact of stormwater runoff. According to the Southeast Michigan Council of Governments, LID is:

[T]he cornerstone of stormwater management with the goal of mimicking a site’s pre-settlement hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to its source.

Stormwater runoff is a major source of pollution and results in the degradation to water resources, increase in the magnitude and frequency of floods, reductions in fish and other aquatic species diversity, increased streambank erosion, and decreases in infiltration into the groundwater. The review of the zoning ordinance indicates that there are no stormwater regula-

tions or standards for design. In the absence of a stormwater ordinance, a “greening” the zoning ordinance with Low Impact Development (“LID”) practices is recommended. Solutions to ameliorate deleterious effects of unmanaged stormwater should be explored.

In an effort to strive toward LID, consideration of a number of “non-structural” best management practices (BMPs) which require developers to make reasonable efforts to design with sensitivity to the environment is recommended. Nonstructural BMPs are “stormwater runoff treatment techniques that use natural measures to reduce pollution levels that do not involve the construction or installation of devices (e.g., management actions).” They are less technical in nature and can be reviewed by the Planning Commission and staff, as opposed to structural design for storage and treatment of stormwater runoff.

## **Regulatory Environment and Training**

To ensure the greater predictability of new development accomplishing the goals and recommendations of the Master Plan, a throughout technical review of the City’s zoning codes should be conducted to determine if the current development regulations in place today match those goals and recommendations. Additionally, an ongoing

training program for city and planning commissions. Ongoing training is essential due to turnover on boards and commissions, as well as new elected officials. There should be a budget, tracking system, internal and external opportunity notices and community involvement.



city of  
**PLAINWELL**  
michigan

# Master Plan Engagement Report

CITY OF PLAINWELL PLANNING COMMISSION  
WILLIAMS & WORKS

# Master Plan Engagement Report

## Introduction

The existing City of Plainwell Master Plan was adopted in 2016 and was written to guide the future growth and development of the City. In 2022, the City of Plainwell Planning Commission began the process of updating the existing Master Plan to ensure that the Plan was still accurate and relevant. As part of the update, the City of Plainwell utilized an open house to engage with community members and gain input regarding land use and infrastructure concerns. The open house was utilized for both the Master Plan and the Parks and Recreation Plan update. This report presents the findings of this outreach effort. It includes a summary of findings and a discussion of the methods used to solicit feedback.

## Public Open House

The public open house was held on Thursday, April 14, 2022, at the Plainwell City Hall from 6 pm to 8 pm. The open house featured several interactive stations designed to solicit input from the community through engaging activities. The general purpose of each activity was to prompt the public with questions relevant to the Master Plan. The public was tasked with providing feedback regarding characteristics of the City that are important to them and ideas they may have to address issues or concerns. Attendees were given the opportunity to engage in any of the activities as they pleased and further discuss specific items of personal importance with city officials and planning consultants.

The open house received around 30-40 attendees. The event was publicized through online methods such as emails and social media announcements. Other forms of advertising were also used. Results from each of the activities are presented on the following pages, along with conclusions and next steps.

## Welcome Board

An informative welcome board was present at the planning event that provided context about the Plan and encouraged participants to take part in the available activities. The board included educational text regarding three questions: (1) What is a Master Plan? (2) Why is long-range planning important? and (3) Why are we here today?

## Station 1. Community Values

### What Makes Plainwell so Great?

Participants were asked to write down reasons why they think the City of Plainwell is great on a sticky note and place their responses on the designated board. This activity was important because it highlights what is working in the community and what could be built upon in the future.

Figure 1 below is a word cloud of common terminology used in the responses to this question. The larger the word, the more commonly it was used in the responses. The word cloud generator used removes numbers, special characters, and stop words (e.g., the, is, are, etc.) from the transcribed comments.

Topics commonly expressed include parks and the riverwalk, appreciation of community events, and the enjoyment of local shops and eateries. A full list of comments can be found in Appendix A.

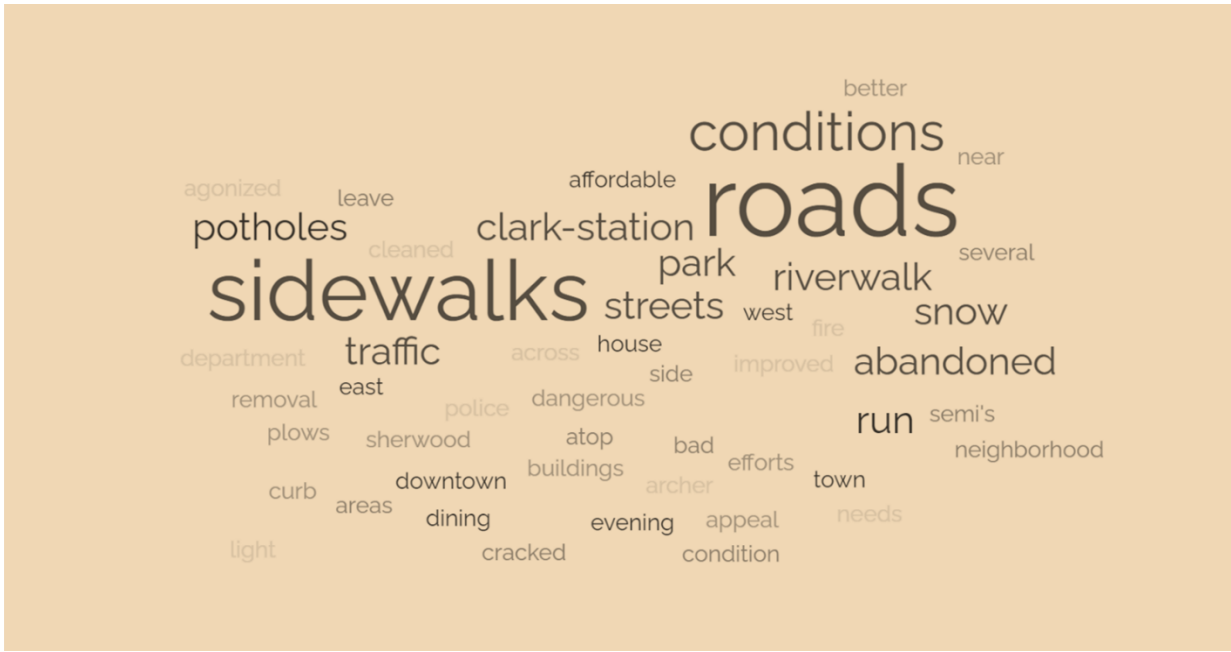


**Figure 1. What makes Plainwell so great?**

### What is Detracting or a Threat to Plainwell?

Participants were also asked to write down what they perceive as a threat against the City of Plainwell on a sticky note and place their responses on the designated board. This activity was important because it outlines problems or what isn't working in the community. Figure 2 below is a word cloud of common terminology used in the responses to this question.





**Figure 2. What is detracting or a threat to Plainwell?**

Table 1 lists the major topics that were provided by the public and the number of times these topics were mentioned on the sticky notes.

What makes Plainwell so great?		What is detracting or a threat to Plainwell?	
Shops and Restaurants	7	Sidewalks and Road Conditions	10
Parks	5	River Pollution	3
Riverwalk	4	Abandoned Clark Station	2
People	3	Donnie’s Auto	1
Community events	1	Sidewalk Snow Removal	1
City workers	1	East/west traffic	1
Safe	1		

**Table 1. Community Values**

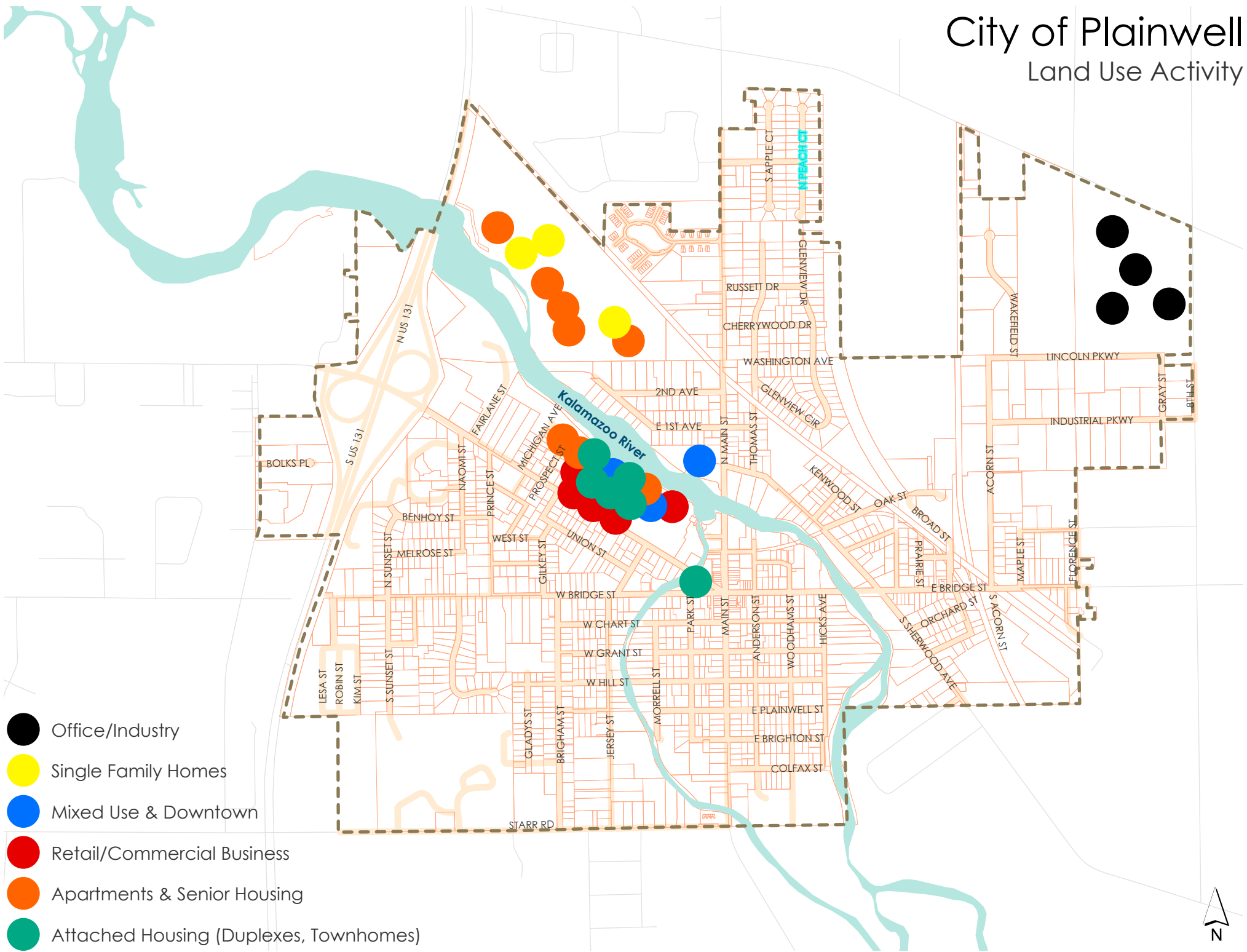
## Station 2. Future Land Use Activity

To glean insights into the future land use and development, participants were asked to use the different color stickers to mark where the differing uses of land should be encouraged. The respondent's feedback was transcribed onto a map and is illustrated on the land use activity map on the following page. Single-family homes were denoted by yellow stickers and were largely placed in the existing agricultural properties west of the railroad and north of the Kalamazoo River. Apartments and Senior Housing are denoted in orange and can also be seen in the same area and along the riverfront properties north of Allegan Road near City Hall. Stickers in green represent attached housing (duplexes, townhomes) and commercial use (in red) were also placed along the river and north of Allegan Road. Suggestions for office and industry uses were concentrated in the northeastern portion of the City.



# City of Plainwell

## Land Use Activity



### Station 3. Mobility Activity

Participants were asked to place pins on the map that corresponded to various transportation and mobility improvement categories. Blue pins denoted improvements regarding crosswalks, sidewalk/trail improvements were indicated in red, and wayfinding improvements were represented by green pins. A majority of the pins placed on the maps were red, regarding sidewalk and trail improvements, and only one green pin was placed indicating wayfinding improvements. No blue pins were placed on the mobility activity map. The category pins and their relative locations are represented on the map on the next page.

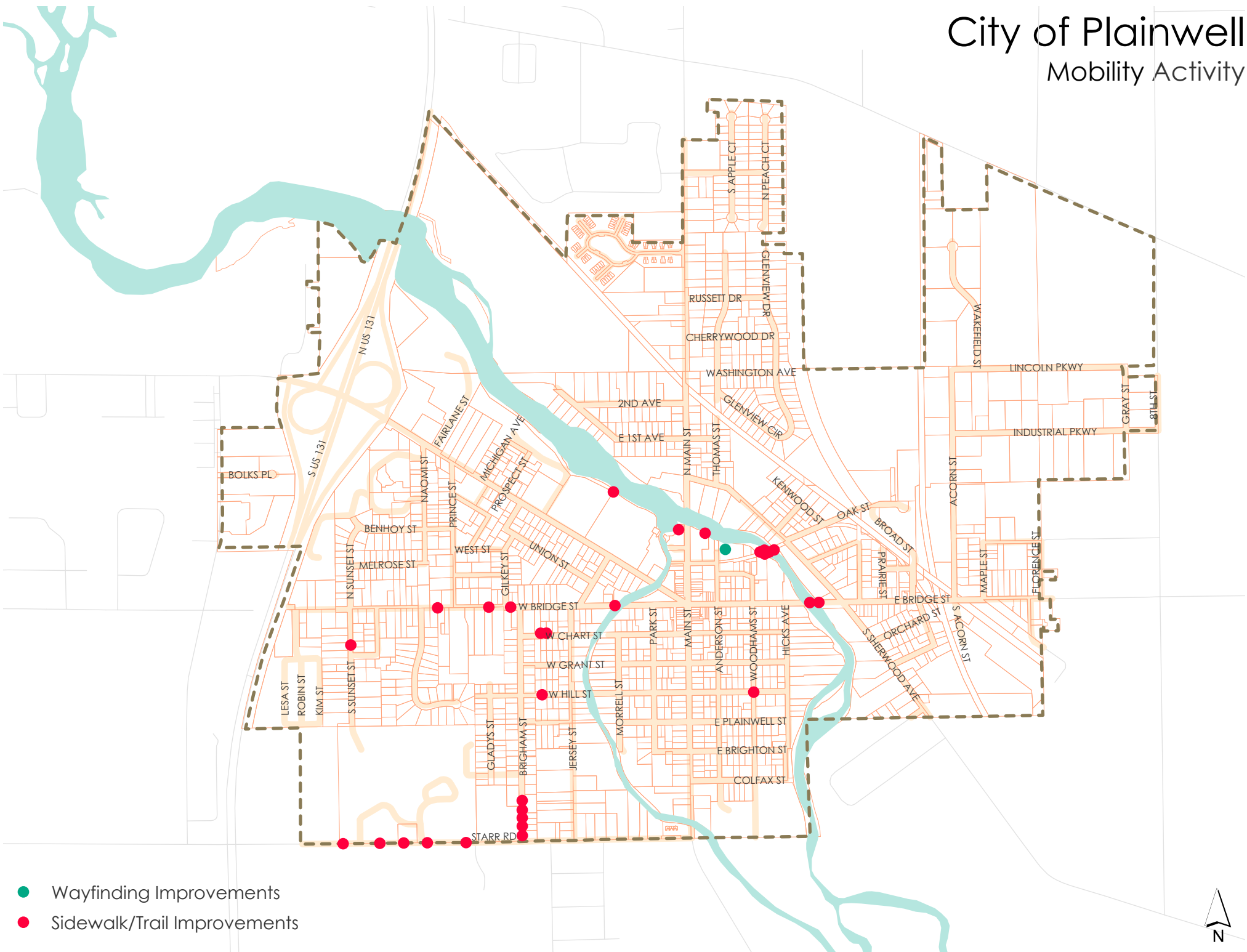
As shown on the map, pins for sidewalk improvements were seen in clusters south of the Kalamazoo River. Streets on which the pins were placed were:

- Starr Rd. (west of Brigham St.)
- Brigham St. (near Plainwell Middle School)
- Plainwell Riverwalk (including the bridge)
- W Chart St.
- W Bridge St.
- E Bridge St. (near Sherwood Park)
- S Woodhams St. & E Hill St.
- W Hill St.
- S Sunset St

Additionally, participants repeatedly expressed the need for improved pedestrian connections to the school, an improved deck surface on the pedestrian bridge, and city-wide sidewalk maintenance.

# City of Plainwell

## Mobility Activity



## Station 4. Comment Cards

Comment cards were available during the event to gather open-ended feedback from the participants. The cards asked for the participant's additional thoughts or ideas regarding the City of Plainwell's Master Plan update. Additionally, Station 4 shared copies of a recently completed Redevelopment Ready Site Request for Qualifications (RFQ) for the Paper Mill Site located at 200 W Allegan Street. Therefore, many of the comments were related to the overall site design vision illustrated in this RFQ. A total of seven comment cards were completed and their content has been transcribed below.

- Lots of good ideas however, if we can't maintain what we already have, we can't expand. Neighborhood roads are horrible especially bad in the orchards, patching is long past being effective.
- Use existing buildings, no big city look. Current buildings mixed-use areas- develop into upstairs lofts and retail on the main level. Develop 1-story condos for those who want to stay in the town to retire, but don't want to keep their bigger 2-story homes. 1200-1800 sq ft type of housing. Small office spaces for rent- 100-200 sq ft. More green and family-use areas, splash pad, skate parks, farm markets own space, all close in town!
- Really like the paper mill properties site map. As an individual thinking of living downtown in the future, is there/will there be an opportunity to get on a housing waiting list and/or invest ahead of time toward a home?
- The mill redevelopment plan is great! Looking forward to townhomes and multipurpose uses
- Enjoyed seeing how Plainwell is becoming more attractive, especially with the old mill development
- Don't like the road next to the riverwalk- keep it open for walking, biking. Etc. Don't like the single-family homes on the north side of Allegan St. Maybe parking for commercial space.
- The amount of apartment housing vs the amount of green space in the current plan is very disappointing. It does not become a destination for residents to visit or non-residents to make a point to travel to. The mill area is already the most traffic-congested area in Plainwell, the housing structure would only compound this. As the population of Plainwell continues to increase and young families buy homes, we are all looking for centrally located kids-focused playground parks, a splash pad, and a peaceful space along the river. This model of stacked housing devalues the downtown district for its current residents. Please use this opportunity to make downtown Plainwell a destination for residents and non-residents to make a point to visit, not just a source of income at the cost of a cultural improvement opportunity- particularly at a site that has been a cultural stalwart in the City for a long time. To put it simply, this plan bums me the hell out.

## Growth Opportunity Board

This board provided information from the Paper Mill Properties Redevelopment Ready Site RFQ. The City of Plainwell has been collaboratively developing a vision for future development on the Paper

Mill site since 2006. A concept map was included that displayed the future of this site. The goals of the concept included creating new residential options through attached housing formats, providing a central gathering place internal to the site with waterfront views, ensuring accessibility to the Kalamazoo River, etc. The participants also provided feedback regarding this redevelopment concept which can be seen in the comment card section transcribed on the previous page.

## Conclusions

Based on the results of the Public Open House, the City of Plainwell Planning Commission may wish to consider the following as it updates the goals, objectives, and action items contained in the Master Plan:

### Recommendations

- Parks, shops, restaurants, and the riverwalk were identified as defining features of Plainwell. Encouraging the use of these features and creating more green spaces like parks, trails, etc. with proper amenities can be of great importance to residents and should be considered throughout the Master Plan update.
- Participants displayed a strong concern regarding the conditions of roads and sidewalks in and around the City. Improving these issues should be highlighted when reviewing the Master Plan goals and objectives. The mobility activity section can be utilized to prioritize areas in the City that need sidewalk and road improvements.
- In the land-use activity, participants expressed an overall interest in seeing apartment/senior housing and attached housing (duplexes and townhomes) more than single-family homes. The Planning Commission may consider this interest while developing future land use.

## Next Steps

The City of Plainwell Planning Commission should review and discuss the open house results contained in this report at their next meeting and future meetings, if necessary.

## Appendix A

What makes Plainwell so Great?	What is detracting or a threat to Plainwell?
The flowers and flags	Donnie's auto
Location on the river, some nice shops/stores; hart's dean's Plainwell ice cream, kayak co.	What is getting dumped into the river upstream from us?
Shops and restaurants	East/west traffic through town
Parks	Affordable evening dining downtown
People	House on M-89 across from the police/fire department needs to be cleaned up
Riverwalk awesome	Streets and sidewalks
Riverwalk	Agonized archer at the traffic light. Improved "curb appeal" to some buildings.
The parks and community events	The abandoned Clark station :
The people	Abandoned Clark station
The businesses that have invested in our downtown area (Perfect Image, Passiflora, Dog and the Bank etc.) are truly appreciated. More of this please!	I would like to see better snow removal efforts near riverwalk park and Sherwood Park. It is very dangerous as plows leave snow atop the sidewalks in several areas
Safe	Sidewalks
Commitment from those working for the City	Sidewalks and road conditions semis on side streets
Parks and people	Potholes and cracked sidewalks
Plainwell ice cream	Condition of neighborhood roads
City events and festivals	Bad roads, difficult to run/walk
Food	Sidewalk conditions and road potholes
Local dining establishments	Run down riverwalk
Shops and restaurants	Bridge street historic district road conditions and all adjoining roads. Walnut woods especially.
City workers do an awesome job	What is getting dumped in the river?
Family; friendly parks and play areas	What is getting dumped in the river?
Donnie's auto	
Pedestrian friendly spaces	

**Table 2. Transcribed Community Values**



## Zoning Analysis

The land use categories described in Chapter 4 and on Map 3: Future Land Use relate closely to Plainwell's zoning districts. The following table describes the relationship between future land use and zoning districts.

Future Land Use Plan Designation	Corresponding Zoning Districts
Low-Density Residential	<p><u>R-1A and R-1B Single Family Residence District and R-1C Single and Two Family Residence District</u>, with minimum lot areas of 12,000 sq. ft., 9,800 sq. ft., and 7,200 sq. ft. respectively. The intent of these districts is to encourage the construction of and the continued use of land for single-family dwellings and to prohibit other uses that would substantially interfere with the development or continuation of single family dwellings, and in the R-1C District, of two-family dwellings. However, Plainwell should consider implementing new regulations for certain neighborhoods that can better protect and enhance existing and desired neighborhood character; defining such things as architectural form, building and garage placement and maximum home, lot and block sizes.</p>
Medium-Density Residential	<p><u>R-1A Single Family Residence District</u> and <u>RMH Residential Mobile Home District</u>. The latter is designed for those who prefer mobile home living. This is a future land use density designation that corresponds to existing land uses in these two districts.</p>
High-Density Residential	<p><u>R-2 Multiple-Family Residence District</u> is designed primarily for duplexes, multiple-family dwellings including two or three-story apartments, townhouses, row houses, and dwelling groups. This designation applies to existing high density residential development to the west of US-131.</p>

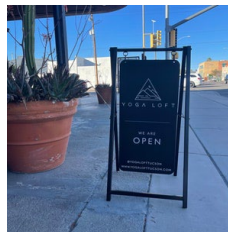
Future Land Use Plan Designation	Corresponding Zoning Districts
Neighborhood Mixed Use	While there is no directly corresponding district this land use designation does encompass portions of the <u>SB Service Business</u> and the <u>CS Community Service Districts</u> . Both of these are envisioned as transitional districts that have little potential negative impacts on surrounding neighborhoods. A new form-based district may best implement this designation.
Commercial	The <u>C-2 General Commercial District</u> best corresponds to this category and is intended to provide businesses and services usually found in major shopping centers and business areas at the juncture of major streets. Because of their prominent locations, more detailed design standards should be developed for these areas that include both building and site design requirements. A new form-based district may best implement this designation.
Healthcare	There is no category that directly corresponds to this designation. Rather it is envisioned as an expansion of <u>CS Community Service District</u> which allows most, if not all of the uses envisioned for this land use designation.
Public Institutional	There is no category that corresponds to this designation.
Employment	<del><u>I, Industrial District best corresponds to this category and is intended to provide a location for industry and employment centers that, due to their more intense nature, make them incompatible with traditional business or residential areas. M-1 Restricted Manufacturing District and M-2 General Manufacturing District. Due to the changing nature of employment land uses it may be advisable to evaluate the need for two different classifications. Consolidating all employment areas into a single district, with some desirable, but generally “heavier” uses listed as special land uses. Such an approach would be more efficient and could better implement the recommendations of this Plan.</u></del>

## Chapter 52 – Signs

### Section C

**7. Sidewalk signs.** Sidewalk signs are portable signs of A-frame or swinging style construction used during hours a business is open and stored inside when not in use. Signs shall be limited to one (1) per store front and 1 at the rear entrance if used for entry, and shall pertain only to businesses within the Plainwell CBD subject to the following:

- a. The area of the signboard shall not exceed eight (8) square feet per side with no dimension greater than four (4) feet.
- b. Sign shall not exceed 4ft in height including handles and frame.
- c. Sidewalk signs shall be maintained in good repair and sound structural conditions at all times. constructed of weather-proof, durable material and shall be sturdy & able enough to withstand typical winds without flipping over or sliding
- d. Within the specified maximum dimensions, creative shapes that reflect the theme of the business are encouraged (i.e., ice cream shops may display a sign in the shape of an ice cream cone)
- e. The sign shall be located in such a manner that a pedestrian travel area width of five (5) feet is maintained. The sign shall not unreasonably interfere with the view, access to, or use of adjacent property or with pedestrian or vehicular circulation.
- f. The sign shall be portable and shall be removed at the end of each business day.
- g. No device, object or material such as, but not limited to, lights, balloons, streamers, or flags, shall be attached to the sign
- h. A sign permit is required for each side walk display sign. The permit shall be valid for as long as the existing sign is in place.



MINUTES  
Plainwell City Council  
August 22, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Ken Fritz of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney, and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 08/08/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report: Mayor Keeler reported that Vivian Warnement's funeral would be held Friday at 11am at St. Margaret's, with a 10am visitation.  
Director Callahan provided an update on Public Safety Officer Jeff Welcher's son.  
Mayor Keeler asked everyone to keep the Warnement family and the Welcher family in their prayers.
10. Recommendations and Reports:
  - A. Superintendent Nieuwenhuis reported that the salt truck was currently functional but would likely need repairs soon. The truck uses a conveyor belt system that has been adjusted as much as possible, and without repair or replacement, the system may fail during the winter.  
**A motion by Overhuel, seconded by Keeney, to approve a contract with Truck and Trailer Specialties in the amount of \$10,596.00. On a roll call vote, all voted in favor. Motion passed.**
  - B. Community Development Manager Siegel reported that the Michigan Economic Development Corporation required certain policies to be in place for any community using Community Development Block Grant funds. This policy addresses requirements for contracts covered by Section 3 of the Housing and Urban Development Act of 1968.  
**A motion by Steele, seconded by Wisnaski, to approve the Economic Opportunities Policy for Section 3 Covered Contracts. On a roll call vote, all voted in favor. Motion passed.**
  - C. Clerk Fenger reported that the proposed Purchasing Policy had not changed substantially from the draft presented during the first read. Staff has reviewed the proposed policy after the first read and had no further changes to recommend.

The City of Plainwell is an equal opportunity employer and provider

**A motion by Keeney, seconded by Wisnaski, to approve the amended Purchasing Policy as presented. On a roll call vote, all voted in favor. Motion passed.**

D. Clerk Fenger reported on the changes made to the Council Chambers Rental Policy made after the first read to address questions and concerns brought up by various Councilmembers. The policy addresses rental requests outside of business hours, along with providing access to the building and the expectations for behavior before, during, and after the rental.

**A motion by Steele, seconded by Overhuel, to approve the Council Chambers Rental Policy. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

**A motion by Steele, seconded by Overhuel, to accept and place on file the July 2022 DPS Report, the July 2022 WR Report, the draft 8/9/2022 DDA/BRA/TIFA minutes and the draft 8/11/2022 Parks & Trees minutes. On a voice vote, all voted in favor. Motion passed.**

12. Accounts Payable:

**A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$645,085.36 for payment of same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: None.

14. Staff Comments:

Treasurer Kelley reported that he was wrapping up summer tax collection and preparing for winter tax collection, as well as preparing for the annual audit and working with Personnel Manager Lamorandier on training.

Superintendent Nieuwenhuis reported the Walnut Woods paving project was going well, and provided an expected timeline of the project. He noted that the crew performing the water service material inspection had completed the easy locations and moved on to the locations in concrete or asphalt.

Personnel Manager Lamorandier reported continued work on cleaning, moving, and training.

Community Development Manager Siegel reported there was a meeting scheduled for the following week between City personnel and the owners of the Warnement building to further discuss plans for the building. She also noted that the Master Plan community workshop went well.

Director Callahan reported the director's car was listed for sale, and sealed bids were being accepted at the Department of Public Safety until September 2<sup>nd</sup>. The sealed bids will be opened at 4:45pm on September 2<sup>nd</sup>. He also noted a new on-call fire fighter had been hired, and would be meeting the Council as soon as his schedule would allow. He noted that the first round of training with the active violence incident shields had been completed, and a second round was scheduled. He also reported that the SRT grant for body cameras was in the final stages, and once the paperwork was completed, he would be ordering the cameras.

Clerk Fenger reported that the County had released the notes from the August 2, 2022 Primary Election, and had remarked "Good Job" with no other issues for both the City's precinct and absent voter counting board. She thanked all the election workers for their help with running an outstanding election.

Manager Wilson reported that the LARA representative had confirmed there was still gas in the tanks at the Clark Station. He noted that he was working with Ridderman Oil to remove the gas, and would be sending a courtesy letter to the station owners alerting them of the City's plans. Manager Wilson reported potentially good news on the ARPA funding for the Old Orchard project, with more information coming soon, and that the Walnut Woods project was going well. He noted that the storm drain was being upgraded during the paving project, and that Superintendent Nieuwenhuis was doing a great job managing the project.

Judy Shoemaker, city resident, noted that there would be a memorial for Jerry Shoemaker on August 5<sup>th</sup> and invited everyone to attend. She also told a story about Jerry and his friend, Paul Warnement, shooting rats along the river when they were young, until one day Jerry fell in. He and Paul made a pact not to tell Jerry's mother, and thought they had gotten away with it, until Mrs. Warnement, Paul's mother, stopped Jerry's mother and asked how Paul was doing after his fall into the river.

15. Council Comments:

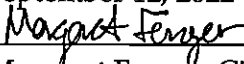
Councilmember Steele offered prayers to the Welcher family and stated that she was sorry to hear about Vivian's passing. She reminded everyone that music in the band shell was happening tonight and encouraged everyone to attend.

Director Callahan reminded everyone that the County would be starting to mill and fill on 102<sup>nd</sup> Ave from 11<sup>th</sup> to 16<sup>th</sup> Street and 102<sup>nd</sup> Ave would be down to 1 lane starting Wednesday.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:45 PM. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Margaret Fenger  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
September 12, 2022  
  
\_\_\_\_\_  
Margaret Fenger, City Clerk