

City of Plainwell



Rick Brooks, Mayor
Lori Steele, Mayor Pro-Tem
Brad Keeler, Council Member
Todd Overhuel, Council Member
Stephen Bennett, Council Member

“The Island City”

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

Agenda Planning Commission December 5, 2018 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 11/07/18 Planning Meeting
5. Chairman’s Report
6. New Business:
 - A. Rezoning Request, 712 N. Main St. is zoned R1-B and C 1. The City would like to rezone the property to just R1-B.
 - B. Community Engagement Strategy review. This document outlines how the City interacts and communicates to and with the public for input on projects, plans and issues or concerns. This piece is a requirement for the Redevelopment Readiness Certification and will need final approval by City Council.
7. Old Business: None
8. Public Comment
9. Reports and Communications:
 - A. 10/24/18 and 11/12/18 Council Minutes
10. Staff Comments
 - A. City Updates –
 - 3 building permits issued for November
 - All State Insurance has its Grand Opening on Sat. Dec. 8 at 10 a.m.
11. Commissioners Comments
12. Adjournment

The City of Plainwell is an equal opportunity provider and employer

**CITY OF PLAINWELL
MINUTES
Planning Commission
November 07, 2018**

1. Call to Order at 7:01 p. m. by Lubic
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Jay Lawson, Rachel Colingsworth, Jim Higgs, Lori Steele, Diana Lubic
Excused: Gary Sausaman
4. Approval of Minutes – 10/17/18
Higgs motioned to approve minutes, as received seconded by Steele. Minutes approved on an all in favor voice vote.
5. Chairperson’s Report: - None
6. New Business:
 - A. Rezoning 712 N. Main from an R1-B/C1 to all R1-B. **Steele motioned and Higgs seconded motion to recommend the rezoning move forward to Council.**
 - B. Site Plan Review – HyTech Springs, 950 Lincoln Parkway, submitted site plans for bin shelter at the rear (south side) of HyTech Springs property.
Higgs motioned, Colignsworth seconded the motion to recommend the site plans to move forward to Council for final approval.
7. Old Business: None
8. Public Comments – None
9. Reports and Communications:
 - A. 10/08/18 Council Minutes
10. Staff Comments:

Siegel reported out that in the month of October 6 building permits were issued
Four Site Plans were issued for 2018 as of October 31, 2018.
12. Commissioner Comments:

Commissioners all agreed on a resolution honoring Chris Haas for her years of service on the Planning Commission.
13. Adjournment:

Lubic adjourned the meeting at 7:30 p.m.

Minutes submitted by Denise Siegel, Community Development Manager



RE-ZONING APPLICATION

Permit No.#
Parcel # 03-55-020-101-00
Fee: \$200.00

1. Owner/Applicant: Name: Pell Amy D
(Last) (First) (M.I.)
Address: 712 N. main Plainwell MI 49080
(Street & No.) (City) (State-Zip)
Phone: (249) 806 2463
(Home) (Work)

2. Describe Request: requesting the 40' of commercial frontage be changed to residential please.

3. Legal Description of Property: property # 03-55-020-010-00
Com at SW Sec 20 TH N on Sec LIN 157ft
TH E on LIN PPL with S. Sec LIN 330ft TH
S 157ft to S LIN of SD Sec TH W to P0B Sec 20 TH
4. Address of Property: 712 N. main Plainwell MI 49080 (68)

5. Attach an accurate Drawing of the Site Showing:
a) Property Boundaries
b) Existing and proposed buildings
c) The distance from the lot line of each existing or proposed building.
d) Unusual physical features of the site.
e) Abutting streets

6. Names and Addresses of all other persons, firms or corporations having a legal interest in the property:
Ø

"I understand that if the zoning change is granted, I am in no way relieved from all other applicable requirements of the City of Plainwell Zoning Ordinance."

Applicant/Owner Signature: Date: 10/31/18

N. Main Street

Driveway

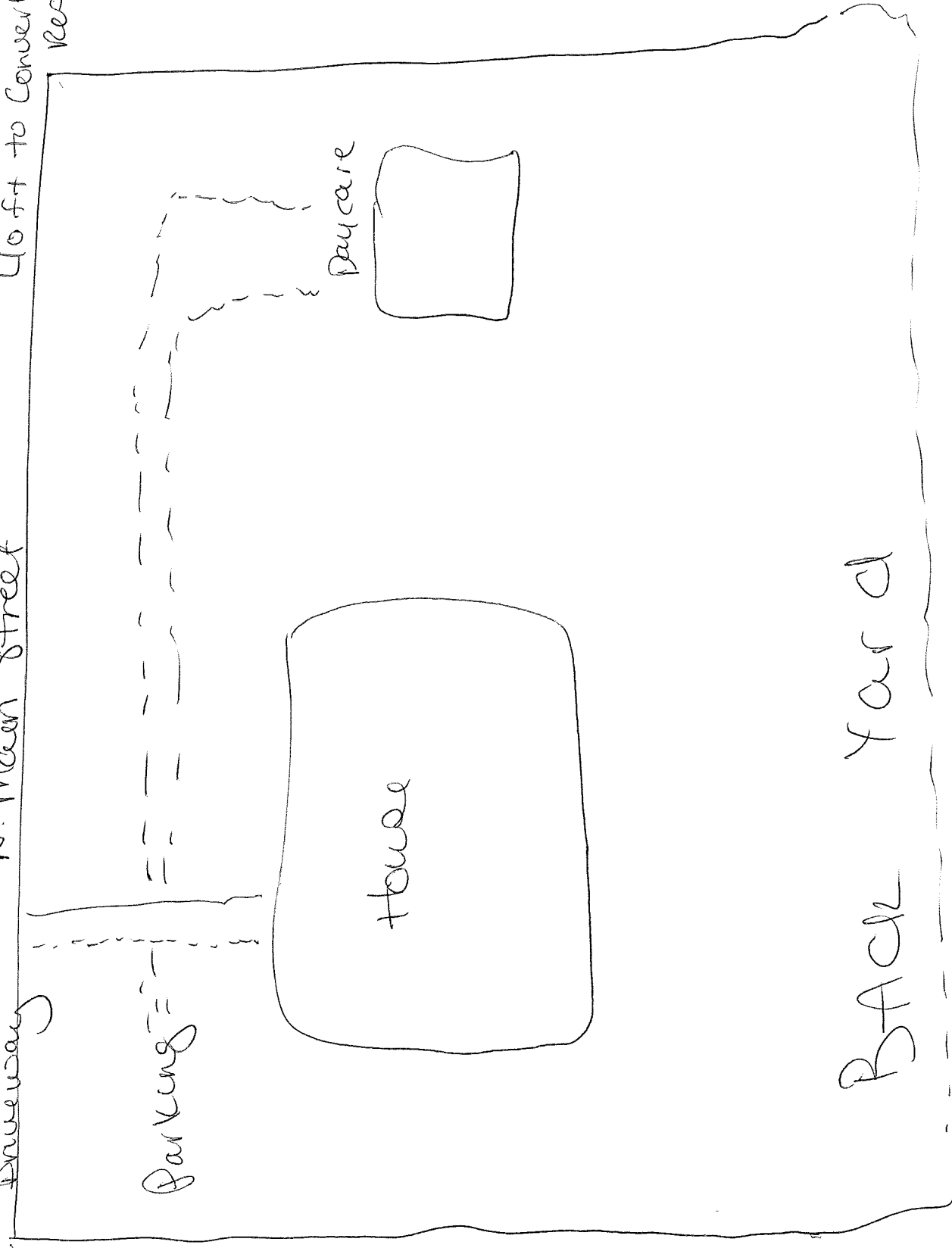
40 ft to Convert to Res.

Parking

Daycare

House

Back Yard





2019

Community Engagement Statement



City of Plainwell

211 N. Main St. Plainwell, MI 49080

1/1/2019

Introduction:

The City of Plainwell will continue to involve the community as “Key Stakeholders” in the future development of our City.

Objectives:

- The City of Plainwell evaluates each project on an individual bases to determine project scope, stakeholders, project limitations, approving body, points of community impact during the decision making process, internal and external resources, and level of appropriate community involvement.
- The City of Plainwell makes information available in a timely manner to enable interested parties to be involved in decisions at various stages of the review and approval process.
- The City of Plainwell engages citizens in a transparent manner, making information easy to access for all interested members of the community.
- The City of Plainwell seeks public participation for matters involving future development of the City, such as the Master Plan, Parks and Recreation Master Plan and Zoning Ordinances updates process.
- The City of Plainwell seeks creative ways to involve a diverse set of community stakeholders in planning, land use and development decisions.
- The City of Plainwell uses comments and information received from interested members of the community to make decisions regarding planning, land use, and future development.
- The City of Plainwell tracks and analyzes the results of all public participation to the extent feasible and provides summaries back to the public.

State & Local Regulations

- Plainwell City Code of Ordinances
- Michigan Open Meetings Act (PA 267 of 1976)
- Michigan Planning Enabling Act (PA 33 of 2008)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)
- Downtown Development Authority Act (PA 197 of 1975)
- Personal Property Exemption Act (PA 328 of 1998)
- Corridor Improvement Act (PA 280 of 2005)
- Other applicable local, state and federal regulations

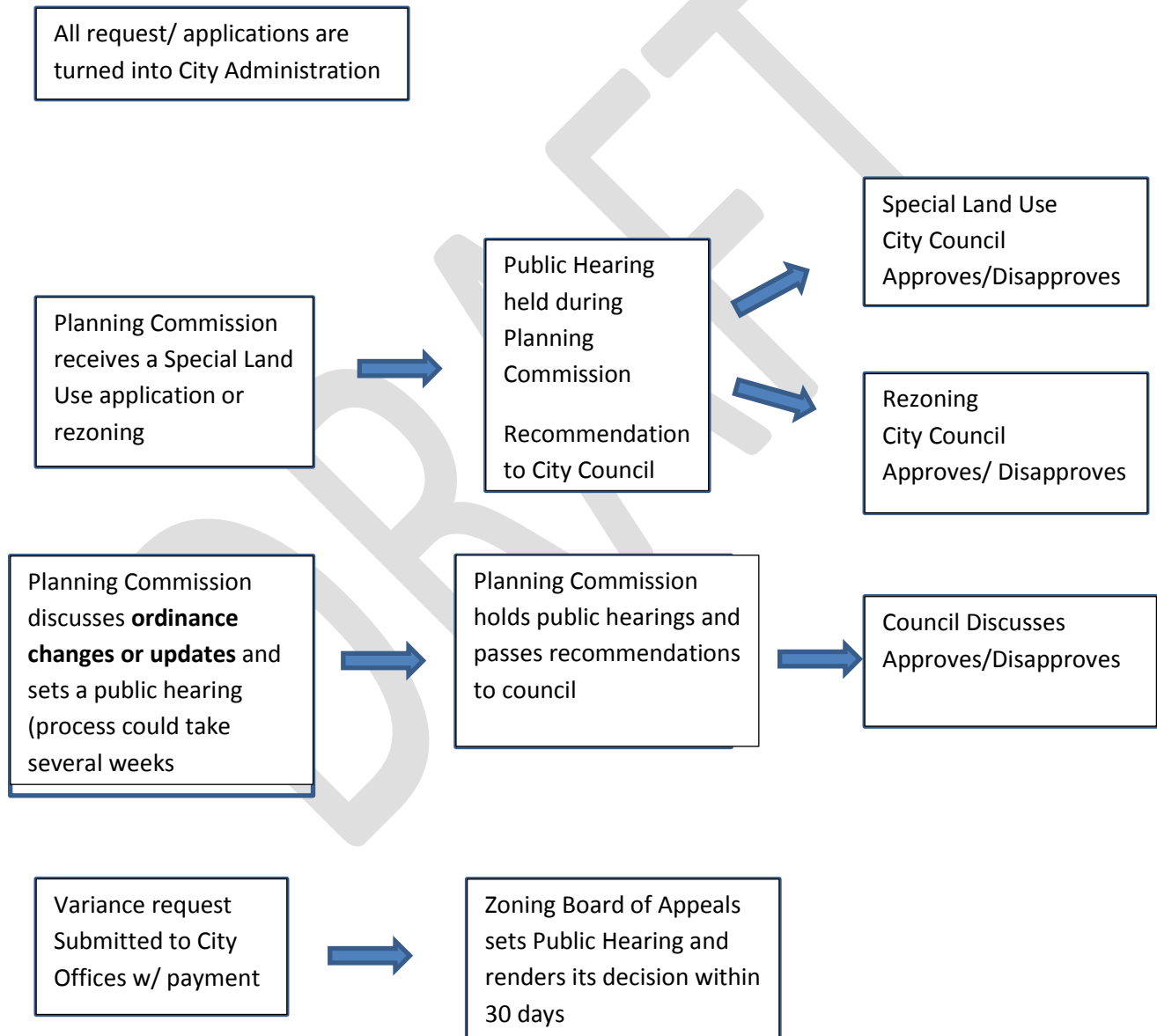
Key Stakeholders in the City of Plainwell

In the City of Plainwell, each project will be evaluated on an individual basis to ensure inclusion for all stakeholders in the community. Each will vary according to the project being reviewed. Possible key stakeholders include but are not limited to

- Local residents
- Michigan Department of Transportation
- Municipal Employees
- Emergency Response Personnel
- Commercial/Retail Business owners and their employees
- Borgess Pipp Hospital
- Industrial Businesses in the City limits
- Neighborhood groups
- Real Estate Professionals
- City boards and commissions
- Churches
- Schools
- Senior Groups
- Community visitors and Tourist
- Utility Providers

Process for Development

There are various times in the planning process when the City Council, the Planning Commission, and/or the Zoning Board of Appeals request public input. These processes include public hearings or rezoning of land use, development of the Zoning or Sign Ordinance, the Master Plan, requested variances and Special permit / Land Uses. The flow chart outlines the time limits for these processes:



Development Review Bodies

The City of Plainwell encourages citizen's participation in local government planning and policy decisions. All residents are invited to apply for appointments to City Council, Boards and Commissions. Vacant positions are advertised on the City website: www.plainwell.org

City Council

The City Council consists of five council members elected at large on a non-partisan basis. Mayor and Mayor Pro-Tem are elected by Council. All City Council members are voted in by the residents of Plainwell. The City Council meets every 2nd and 4th Monday of the month at 7:00pm in the City Hall Council Chambers.

Planning Commission

The City Planning consists of seven members appointed to three-year terms by the City Council. The Planning Commission meets every 1st and 3rd Wednesday at 7:00pm in the City Hall. Planning Commissioners deal with development issues in the City such as zoning, special land use, site plan reviews and rezoning issues.

Zoning Board of Appeals

The Zoning Board of Appeals consists of three members along with the City Assessor. Each member is appointed by the Mayor for a three year term. ZBA meets 1st Tuesday after 1st Monday in March Public meetings commence on the 2nd Monday in March lasting not less than two (2) days.

There are many other boards and committee's throughout the City. Agenda's, minutes, dates and times of meetings are posted on our website at www.plainwell.org

Open Meetings

All meetings of the City Council, and its boards and commissions, shall be open to the public in accordance with the “Open Meetings Act,” PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public Notices for these meetings are printed in the paper, hung at City Hall and posted on the City website, www.plainwell.org the following processes require that neighbors within 300 feet of a property are personally notified:

- Rezoning of property
- Special Land Use
- Variance requests

Statutes require these processes be noticed in a newspaper of general distribution in the City as well as mailed to neighbors within 300 feet at least 15 days prior to the meeting. All meetings are held in a facility accessible to persons with disabilities requiring reasonable accommodations or services should contact the City Administration Office.

Interested persons are encouraged to contact the City Administration office or check the City’s Website, www.plainwell.org in order to be kept informed of any meeting schedule, agendas, variations, or location changes. Meeting agendas and packets are available on the website in advance of the meeting.

Methods of Community Participation

Each project's initial evaluation will determine the necessary level of involvement for the project. The following are methods that may be used to reach appropriate level of public participation when talking action on land use or development applications. The City of Plainwell will always attempt to use more than one tool or method, depending on the specific project and target audience. This list is flexible and can change based on each projects needs and circumstance.

Inform - provide information and assist public understanding

- **Website** – www.plainwell.org announces meetings, posts packets and agendas, minutes, public notices/hearings and sometime will contain pages or links for topics of major interest.
- **Newspaper** – The Shoppers Guide is the City of Plainwell's newspaper for public notices/hearings
- **Printed Postings** – Available for viewing at City Hall and on the Kiosk at the drop box.
- **Announcements** – During City Commission meetings, Planning Meetings and other boards and committee meetings.
- **Press Release/Articles** – At various times, the City will issue a press release and information for articles to various newspapers, TV stations and radio stations.
- **Email or postal mail** – Interested parties may request to City Administration they be notified personally of meetings/topics for discussion and postal mailings to neighbors within 300 feet according to statute.

Consult – obtain public feedback

- **Social Media:** The City currently uses Facebook to announce upcoming events, community happenings, press releases, etc.
- **Surveys:** Utilizing online and paper surveys allows for the collection of large amounts of data and opinions from the public
- **Public Hearings:** Public attendance at meetings is strongly supported and allows for an appropriate venue for public input.

Involve – work directly with public throughout the process

- **Open Houses:** In order to create two-way communication, the City will hold open house events for projects and initiatives as needed.

- **Community Workshops:** Issues that require community feedback can benefit from a noticed workshop.
- **Charrettes:** Multiple day designs charrettes and information gathering sessions allow a large group of people to participate in the community engagement activity.
- **Developers:** Work with developers to encourage feedback from the community by providing them with mailing labels, space for public meetings, sharing information on social media re: updates, public meetings etc.

Communicating the Results

- **Advisory Committees:** The City uses advisory committees for specialized aspects of our community to enhance collaboration between city staff and public.
- **Focus Groups:** Bringing together stakeholders to discuss and brainstorm decisions making options.
- **Meeting Minutes:** All meeting minutes are posted on our website at Plainwell.org
- **Incorporate Public Outreach:** The City will always incorporate public outreach into adopted plans.

Updating the Community Engagement Plan

Like all documents, the City of Plainwell understands that the Community Engagement Plan will need to be reviewed and updated on a routine basis. This plan will be updated as needed, at a minimum of every five years, in conjunction with the City's Master Plan. Updates to this plan will be drafted by staff, reviewed and recommended by the Planning Commission, and approved through the City Council. At least one public hearing will be held during the process to gather community input and to generate new ideas.

MINUTES
Plainwell City Council
October 24, 2018

1. Mayor Brooks called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Scott Fenner from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilman Keeler, Councilman Overhuel, and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 10/08/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. General Public Comments: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
Mayor Brooks noted tonight's meeting was another opportunity for candidates for Council to attend and be heard.
10. Recommendations and Reports:
 - A. Superintendent Nieuwenhuis negotiated a three-year contract with Honeytree Nursery to continue the Emerald Ash Borer Treatment Program at the same cost as in previous years.
A motion by Steele, seconded by Overhuel, to approve the three-year contract with Honeytree Nursery for Emerald Ash Borer treatments at an annual cost of \$3,600.00. On a roll-call vote, all in favor. Motion passed.
 - B. Superintendent Nieuwenhuis solicited quotes from providers of street sweeping services. Only one firm bid and maintained pricing similar to the previous provider, which did not offer a bid.
A motion by Overhuel, seconded by Keeler, to approve a contract for street sweeping with Walters Sweeping for an annual cost not to exceed \$18,300.00, with an option to extend the contract. On a roll-call vote, all in favor. Motion passed.
 - C. Superintendent Nieuwenhuis recommends continuing to make purchases through the Mi-Deal Purchasing Program for winter maintenance salt purchases.
A motion by Keeler, seconded by Keeney, to confirm road salt purchases through the MiDeal Purchasing Program. On a voice vote, all in favor. Motion passed.
11. Communications:
 - A. **A motion by Steele, seconded by Overhuel, to accept and place on file the September 2018 Water Renewal Report, the Planning Commission DRAFT 10/17/2018 Meeting Minutes and the M-40/M-89 Corridor Committee Draft 07/31/2018 Meeting Minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$112,595.26 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments None

14. Staff Comments

Personnel Manager reported having re-certified her credentials for a three-year period.

Superintendent Nieuwenhuis reported having started the leaf pickup program and that the SAW Grant was underway cleaning storm drains, which is part of the grant process.

Community Development Manager Siegel reported voted being tallied for the Scarecrow Contest to determine three (3) winners. She reported the Arts & Eats Event this past weekend had about 200 people through, and that the Pumpkins In the Park Event was a big success with about 300 people braving the weather. She noted about 800 shoppers at the Outdoor Farmers Market this season and that about 15 vendors are set for the Indoor Farmers Market starting November 3.

Superintendent Pond gave a progress report on the replacement of pumps at the water renewal facility.

Director Bomar reported having sold the 1978 Fire Truck at auction for about \$3,200 and the wheels and tires for about \$1,200. He reported a successful Active Assailant Drive at Plainwell Schools on October 17 and thanked the Otsego Police and Fire Departments, the Allegan County and Kalamazoo County Sheriff's Departments, the Michigan State Police, the FBI, and the Fire Departments from Martin, Hopkins, Cooper and Gun Plain Townships for their participation in the event. Finally he noted that Fire Prevention Month continues for the rest of this month.

Clerk/Treasurer Kelley reminded everyone that the Election Day is November 6, 2018 and that polls will be open 7am until 8pm. He noted that the auditors are tentatively rescheduled for next week to finalize the year-end audit. He reported the near completion of the chart of accounts and beginning the budget process. He also remarked that the Zoning Board of Appeals would hear a zoning variance on November 12.

City Manager Wilson reported the last Chlorinated Organic Compounds testing was completed with the same results at the County's testing – no major findings. He also reported continued negotiations for the School Resource Officer.

15. Council Comments:

Councilman Keeney congratulated Plainwell High School Football for its win over Otsego.

16. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:19 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES
Plainwell City Council
November 12, 2018

1. Mayor Brooks called the regular meeting to order at 7:06 PM in City Hall Council Chambers.
2. Scott Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilman Keeler, Councilman Overhuel, and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 10/22/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. General Public Comments: None.
7. County Commissioner Report:
Don Black congratulated Rick Cain on his election to the County Commissioner seat.
8. Presentations: 2018 Scarecrow Contest
Community Development Manager reported the winners of the 2018 Scarecrow Contest as “Michael Jackson” by Envy (Most Creative), “Pez Dispenser” by Old Mill (Best in Show) and gave the People’s Choice Award and plaque to Home Depot for their elaborate creation.
9. Agenda Amendments:
A motion by Steele, seconded by Keeler, to amend the Agenda to include Item F: Amendment to 401(a) Plan Document. On a voice vote, all in favor. Motion passed.
10. Mayor’s Report: None.
11. Recommendations and Reports:
 - A. A motion by Steele, seconded by Overhuel to open a Public Hearing at 7:14pm. All in favor, Motion Carried.**

Treasurer Kelley presented the application for Industrial Facilities Tax (IFT) Abatement for a new building for Rizzo Packaging. The building was recently reviewed and recommended by the Planning Commission and the site plan was approved by Council. The estimated value of the building, per the application is \$743,636.

No public comment.

A motion by Keeney, seconded by Keeler, to close the Public Hearing at 7:16pm. All in favor, Motion Carried.

A motion by Steele, seconded by Keeler, to adopt Resolution 18-25 to approve the IFT Tax Abatement Application for Rizzo Packaging Inc. On a voice vote, all in favor. Motion passed.
 - B. Community Development Manager Siegel presented a site plan for a bin shelter addition for HyTech Springs at 950 Lincoln Parkway. The plans have been reviewed by the Planning Commission, which**

recommends approval.

A motion by Keeney, seconded by Keeler, to approve the site plans for a bin shelter addition for HyTech Springs at 950 Lincoln Parkway. On a voice vote, all in favor. Motion passed.

- C. Superintendent Nieuwenhuis reported dangerous drainage backups in roof sections of the mill that required emergency repairs by Carlyle Roofing at an estimated cost of \$4,985.00.
A motion by Keeler, seconded by Overhuel, to confirm the emergency roof repairs in the old engineering room of the Mill with Carlyle Roofing for \$4,985.00. On a voice vote, all in favor. Motion passed.
- D. Superintendents Pond and Nieuwenhuis reported accumulated debris in the back lot of the Public Works facility that needs to be removed to avoid contamination issues. The debris consists of storm basin collections, street sweepings and bio-bed media. A suitable contractor is still being sought and the estimated cost is \$7,000.00.
A motion by Keeler, seconded by Keeney, to approve a project to remove storm basin debris, street sweepings and bio-bed mulch at an estimated cost not to exceed \$7,000.00. On a voice vote, all in favor. Motion passed.
- E. Superintendent Pond requests the annual calcium nitrate (bioxide) chemical purchase be renewed. A portion of the cost is recovered from the Village of Martin for shared services.
A motion by Keeney, seconded by Keeler, to approve a contract with Evoqua Water Technologies for water renewal chemical purchases at an estimated cost of \$26,100.00. On a voice vote, all in favor. Motion passed.
- F. Personnel Manager Lamorandier introduced an amendment to the Plan Document for the city's 401(a) defined contribution pension plan to include legal changes to the section regarding Hardship Distributions.
A motion by Steele, seconded by Overhuel, to approve the amendment to the city's 401(a) Plan Document for Hardship Distributions. On a voice call, all in favor. Motion passed.

12. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the September 2018 Public Safety Report, the October 2018 Investment and Fund Balance Reports and the Planning Commission Draft 11/07/2018 Meeting Minutes. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$312,950.18 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments

Don Black congratulated Community Development Manager Siegel for a great Scarecrow Contest.

15. Staff Comments

Superintendent Nieuwenhuis reminded everyone that loose leaves will be collected until November 19, at which time street sweepers will follow city staff for the final cleanup until the 21st, then leaves will only be collected in bags.

Community Development Manager Siegel reported an upcoming Ladies Night on Friday November 16, great turnout for the indoor farmers market with around 120 visitors each week, the Shop Small Saturday event on November 24, and the Tree Lighting Ceremony on November 30. She also reported on 2018 city permit activity..

Superintendent Pond gave a progress report on the replacement of pumps at the water renewal facility.

Public Safety Officer Jeff Welcher reporting having shared fire prevention techniques with over 1,000 youth during October's Fire Prevention Month.

Clerk/Treasurer Kelley thanked the Election Inspectors for excellent work during the recently election and reported that Council Members Brooks and Keeler have been re-elected to new four (4) year terms. The vote for the 3rd seat resulted in a tie that will be resolved by County officials hopefully later this week. The audit should be completed by Thanksgiving and work on the budget and the chart of accounts continues.

16. Council Comments:

Council Member Keeney thanked the community for their support.

17. Adjournment:

A motion by Steele, seconded by Keeney, to adjourn the meeting at 7:35 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer