

Village of Howard City  
Planning Commission Minutes  
July 15, 2011

Chairman Thomas called the meeting to order at 6:33 p.m. Present: Bennett, Culver, Thomas, VanWagner, Williams. Absent: Marek, Stevens.

Maria and Abby were present from Latitudes to revisit the original conditions of their deck approval from 2004.

Motion by Williams seconded by VanWagner to recommend to the Village Council that acoustic (non-amplified) music be allowed on Latitudes' deck until 12:00 a.m. (midnight) except for Sundays when it will end at 9:00 p.m. The months and days music will be played is left to Latitudes discretion. The north wall of the deck may be lowered to acceptable building department codes. Motion CARRIED. (4-1, Culver dissenting)

Motion by Culver seconded by VanWagner to adjourn at 6:55 p.m. Motion CARRIED. (5-0)

Kim Alexander  
Clerk

Village of Howard City  
Planning Commission Minutes  
August 31, 2011

Vice Chairman VanWagner called the meeting to order at 6:30 p.m. Present: Bennett, Culver, VanWagner, Williams. Absent: Marek, Stevens, Thomas.

Motion by Culver seconded by Bennett to approve the minutes of the July 15, 2011 meeting as presented. Motion CARRIED. (4-0)

Tammy Werner of DTW Transportation presented her site plan for the Planning Commission's review.

Motion by Culver seconded by Bennett to approve the DTW Transportation site plan with the installation of a back flow preventer and oil reclaim unit. Motion CARRIED. (4-0)

Motion by Culver seconded by Bennett to adjourn at 7:15 p.m. Motion CARRIED. (4-0)

Kim Alexander  
Clerk

Village of Howard City  
Planning Commission  
November 2, 2011

Chairman Thomas called the meeting to order at 6:32 p.m. Present: Bennett, Culver, Marek, Thomas, VanWagner, Williams. Absent: Stevens.

Motion by Williams seconded by VanWagner to approve the August 31, 2011 minutes as presented. Motion CARRIED. (6-0)

Chairman Thomas opened the Public Hearing for the Special Use Permit at 417 Emory.

Alecia Dahl gave a presentation about the group daycare home she is proposing to open at 417 Emory Street. Concerns were mentioned about the size of the turn-around in the front yard for her customers and its safety. This turn around is necessary to meet the zoning ordinance.

Kirk Wyman and Cheryl Smith were present to support the request. Ms. Smith was concerned about the turn around and whether or not people would be driving across the sidewalk. No one will be driving over the sidewalk.

Motion by Bennett seconded by Williams to close the public hearing at 6:52 p.m. Motion CARRIED. (6-0)

President Scott presented the board with an example off-road vehicle ordinance that will be presented to the council at their next meeting. If there are any comments or questions they were urged to contact a member of the council.

President Scott presented an ordinance amendment that would allow for larger accessory buildings if a special use permit is obtained. After discussion it was decided that more information is necessary. More detailed information will be presented at the next meeting.

Motion by Thomas seconded by Marek to adjourn at 7:34 p.m. Motion CARRIED. (6-0)

Kim Alexander, Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
September 18, 2012

Chairperson Thomas called the meeting to order at 6:32 p.m. Present: Bennett, Culver, Marek, Thomas, VanWagner, Williams. Absent: Stevens.

Motion by Williams seconded by Bennett to approve the minutes of the November 2, 2011 minutes as presented. Motion CARRIED. (6-0)

Site plan review was held for the building addition at 635 S. Ensley Street. Kandy Harrington presented the site plan for consideration.

Motion by VanWagner seconded by Bennett to approve the site plan for the addition to the current building at 635 S. Ensley Street as presented. Motion CARRIED. (6-0)

President Scott distributed copies of the proposed Master Plan and explained the process that must be followed to adopt it. Commissioners are encouraged to comment on the contents before the public hearing that will be held on October 29, 2012.

President Scott will present ordinance amendment information for accessory buildings at the next meeting.

Motion by VanWagner seconded by Culver to adjourn at 7:00 p.m. Motion CARRIED. (6-0)

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Kim Alexander, Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
October 29, 2012

Chairperson Thomas called the meeting to order at 6:47 p.m. Present: VanWagner, Culver, Thomas, Marek. Absent: Stevens, Williams, Bennett.

Motion by VanWagner seconded by Thomas to approve the September 18, 2012 meeting minutes as presented. Motion CARRIED. (4-0)

Dave Bee from the West Michigan Regional Planning Commission was present to discuss the proposed joint Master Plan. The Commission will hold a public hearing in November to hear public comment on the proposed plan.

Examples of campground ordinances were handed out for review at the next meeting.

Commissioner VanWagner suggested an amendment to the zoning ordinance allowing larger accessory buildings as a special use that would be approved by the Planning Commission. He also proposed that regulations are needed to govern the set-up and use of canvas temporary buildings. These will be addressed at the meeting in November with a public hearing to change the zoning ordinance.

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Kim Alexander  
Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
March 13, 2013

Chairman Thomas called the meeting to order at 6:30 p.m. Present: Culver, Marek, Thomas, VanWagner. Absent: Bennett, Stevens, Williams.

Motion by VanWagner seconded by Culver to approve the October 29, 2012 Minutes as presented. Motion CARRIED. (4-0)

Chairman Thomas opened the public hearing to discuss the Howard City portion of the 2013 Joint Master Plan. No public comment was heard.

Motion by Culver seconded by Marek to close the public hearing. Motion CARRIED. (4-0)

Motion by VanWagner seconded by Thomas to approve the amended Village of Howard City portion of the 2013 Howard City/Reynolds Township Master Plan and forward it to the Village Council. Motion CARRIED. (4-0)

Motion by Culver seconded by Marek to adjourn. Motion CARRIED. (4-0)

Kim Alexander  
Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
July 17, 2013

Chairman Thomas called the meeting to order at 7:00 p.m. Present: Bennett, Culver, Marek, Thomas, VanWagner, Williams. Absent: Rosenberger.

Motion by VanWagner seconded by Marek to approve the March 13, 2013 Minutes as presented. Motion CARRIED. (7-0)

Motion by Bennett seconded by Thomas to approve the Site plan for Helping Hands. Motion CARRIED. (7-0)

Motion by VanWagner seconded by Culver to recommend to the Village Council an Ordinance to amend Chapter 154, Subsection 154.005(C) of the Village of Howard City Code of Ordinances. Motion CARRIED. (7-0)

Motion by Williams seconded by Marek to adjourn at 7:35pm.

Heather Hopkins  
Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
September 3, 2013

Chairman Thomas called the meeting to order at 6:03 pm. Present: Culver, Marek, VanWagner, Williams. Absent: Bennett, Rosenberger.

Motion by Thomas seconded by VanWagner to approve July 17, 2013, minutes as presented. Motion CARRIED (5-0)

Motion by Marek seconded by Thomas to grant special use permit to Doug Ladanyi for building addition and remove the current temporary building. Motion CARRIED (5-0)

Motion by Thomas seconded by Marek to adjourn at 6:11 pm.

Melissa Stebbins  
Deputy Clerk



Village of Howard City  
Planning Commission Meeting Minutes  
February 19, 2015

Chairman Thomas called the meeting to order at 7:00 pm. Present: Bennett, Culver, Hacko, Marek, VanWagner. Absent: Rosenberger, Williams.

Motion by Culver seconded by Bennett to approve September 3, 2013 minutes as presented. Motion CARRIED (5-0)

The Planning Commission discussed the Village of Howard City's Sign Ordinance. The Commission felt it appropriate to view a policy from another community and revise it to fit the Village of Howard City. The revisions that were made will be sent to the Village Attorney, Jeff Sluggett, for review. The Commission will then discuss the actions to take pertaining to the Sign Ordinance at the following meeting.

The Planning Commission discussed the option of adopting a Pool Ordinance for the Village of Howard City. The Commission decided to table this discussion until the following meeting, so that the Commission can discuss the policy with the Building Department.

The Planning Commission set the next meeting for Thursday, March 19, 2015 at 7:00pm.

Motion by Bennett seconded by VanWagner to adjourn at 7:59 pm.

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Heather Hammond  
Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
March 19, 2015

Chairman Thomas called the meeting to order at 7:30 pm. Present: Culver, Hacko, Marek, VanWagner. Absent: Bennett, Rosenberger, Williams.

Motion by VanWagner seconded by Culver to approve February 19, 2015 minutes as presented. Motion CARRIED (5-0)

President Heckman read the sign ordinance aloud to the Planning Commission while Mr. Prindle, spokesperson for Praise Sign Company, spoke about their company and the different types of LED signs available. Motion by Hacko seconded by Culver to approve setting the sign size to no greater than 24ft<sup>2</sup> with a display set at a minimum of 10 seconds per slide. Motion CARRIED (5-0).

President Heckman discussed with the Planning Commission what Scott Minard had conveyed pertaining to the Montcalm County Pool Ordinance. Motion by VanWagner seconded by Hacko to approve the Montcalm County Pool Ordinance. Motion CARRIED (5-0).

Motion by VanWagner seconded by Marek to adjourn at 8:45pm.

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Heather Hammond  
Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
February 29, 2016

Chairman Thomas called the meeting to order at 7:00 p.m. Present: Marek, MacTavish, Hacko, VanWagner.  
Absent: Culver

Pledge of Allegiance was given.

Motion by Marek seconded by VanWagner to accept the agenda as presented. Motion CARRIED (6-0)

Chairman Thomas opened the Public Hearing at 7:03 pm to discuss the 335 Ensley Site Plan Variance.

Public Comment:

Jim Woudenberg, Kendaville Rd, Howard City, expressed his concern that as a Village it behooves us to do what is in the best interest of everyone in regard to the presented site plan. He thought Mr. Smith should be given the opportunity to correct any deficiencies in his plan to make it what the Planning Commission wants.

Candi Garland, 308 Cedar, Howard City, asked if the plan is approved, why would it be a problem with Mr. Smith doing business and why does the Village not want Mr. Smith to do business? She stated that the Village could have approached Mr. Smith to let him know what he needs.

Jeanine Richardson, Maple Hill Rd., Howard City, stated it would be nice to have more business in town.

Sally Molker, W. County Line, Howard City, stated Mr. Smith fixed her snow blower and it was nice to be able to support a local business.

Gary Fewless, Reynolds Township, stated Mr. Smith's business is needed in this area. He stated that everyone should follow all the rules – be fair by enforcing all or none of the rules.

President Heckman stated Mr. Smith provided his site plan and business improvement time frame and stated the committee members need to look it over and express any questions or concerns they may have.

Public Hearing was closed at 7:09 pm.

The Committee members asked Mr. Smith various questions regarding his site plan and improvement plan. The main concern was the timeframe for completing the proposed fence. After much discussion, it was agreed between Mr. Smith and the Planning Commission committee that the timeframe for his fence completion would be as follows: Mr. Smith is to have a six foot wooden privacy fence with a gate, painted brown, on the West side to the corner and office and to the Southwest corner to the woodpile completed by May 30. Mr. Smith is to have a six foot metal fence, brown to match the wooden fence, on the Northern and Eastern lines to be completed by July 31. Mr. Smith is to have a six foot metal fence, brown to match the wooden fence and other metal fence, on the Southeast corner to be completed by September 15.

President Heckman recommended that the Planning Commission table the motion to accept Mr. Smith's plans so the Village has time to get the information to the lawyer so she can draw up a resolution stating everything that has been agreed upon from both parties. He also wanted the Planning Commission to meet again on March 14, 2016, to talk about and approve the documents from the lawyer. Once this is done, the recommendation needs to be brought before the Village Council at the regular meeting scheduled for March 21 at which time the Council will look at the plan and vote on accepting it or not.

Motion by Thomas seconded by Hacko to table the acceptance of 335 Ensley Site Plan Variance for the issue to go to the lawyer and have the Planning Commission reconvene on March 14. Motion CARRIED (6-0)

Meeting adjourned at 8:40 pm.

Melissa Kuzmik  
Treasurer/Deputy Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
March 14, 2016

Chairman Thomas called the meeting to order at 7:00 p.m. Present: Marek, Culver, MacTavish, Hacko, VanWagner, Thomas. Absent: None.

The Pledge of Allegiance was given.

Chairman Thomas asked the committee to look over the Resolution recommending conditional special land use and site plan approval for the property located at 335 S. Ensley Street.

Motion by Thomas seconded by Culver to approve erecting a 6 foot wooden fence to be completed by the September 15, 2016, deadline with the limitation of no stacking or storing anything above 6 foot high. Roll call vote: Culver-Aye; Hacko-Aye; MacTavish-Aye; Marek -Aye; Thomas-Aye; VanWagner-Nay. Motion CARRIED (5-1)

Motion by Thomas seconded by Hacko to accept the Resolution with the amended changes of erecting a 6 foot wooden fence to be completed by the September 15, 2016, deadline with the limitation of no stacking or storing anything above 6 foot high. Motion CARRIED (5-1)

Motion by MacTavish seconded by Thomas to adjourn the meeting at 7:58. Motion CARRIED (6-0)

Melissa Kuzmik  
Treasurer/Deputy Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
May 25, 2016

Chairman Thomas called the meeting to order at 7:00 p.m. Present: MacTavish, Hacko, VanWagner, Thomas. Absent: Marek and Culver.

The Pledge of Allegiance was given.

David Bluhm from Fleis and Vandenbrink discussed the background of the Capital Improvement Plan from 2016-2021 and explained that this plan is needed to help attain the MEDC grant for water main improvements. He also went over all the improvements that the Village would like to complete over the next 5 years and how the grant money would help achieve those improvements.

Chairman Thomas called the public hearing to order at 7:11 pm.

Public Comment: None

Chairman Thomas closed the public hearing at 7:12 pm.

Motion by Thomas seconded by Vanwagner to adopt the Resolution for 2016-2021 Capital Improvement Plan. Motion CARRIED (4-0)

Motion by Thomas seconded by Hacko to adjourn the meeting at 7:24. Motion CARRIED (4-0)

Melissa Kuzmik  
Treasurer/Deputy Clerk

Village of Howard City  
Planning Commission Meeting Minutes  
October 17, 2016

Chairman Thomas called the meeting to order at 6:00 p.m. Present: MacTavish, Marek, VanWagner, Thomas. Absent: Hacko and Culver.

The Pledge of Allegiance was given.

President Heckman approached the Planning Commission regarding resident Mike Smith and his purchase of property located at 327 Ensley. This property had been vacant for some time. When a property is vacant for over a year, according to our ordinance if it was zoned residential in a commercial area, the property reverts back to the commercial zoning. President Heckman received an email from Jeff Sluggett, the Village lawyer, and he stated there was no intent to abandon the property from previous owners, hence the property will still remain residential. Mr. Smith is allowed to live in this property.

President Heckman also discussed Bitler's property located behind ACE. This property is all zoned commercial. The Bitler's were wanted to split the property and keep the house as residential and the property behind the house could remain as commercial. President Heckman said he will look into this more and find out for sure what the Bitlers would like to do.

Motion by Thomas seconded by VanWagner to adjourn the meeting at 6:13. Motion CARRIED (4-0)

Melissa Kuzmik  
Clerk/Treasurer

Village of Howard City  
Planning Commission Meeting Minutes  
March 27, 2017

Chairman Thomas called the meeting to order at 6:00 p.m. Present: Culver, Marek, Thomas, Hacko, VanWagner, and MacTavish. Absent: None

The pledge of allegiance was given

Motion by MacTavish seconded by VanWagner to approve minutes from October 17, 2016.  
Motion CARRIED (6-0)

President Heckman discussed the ICE Grant. The Village is trying to get a grant for \$1.8 million with the Village needing to have a 10% match. The Planning Commission needs to approve the changes to the CIP in order to apply for the grant with the deadline of April 6, 2017. The information for the grant is coming from Fleis and VandenBrink from all their studies. This grant deals with our water and sewer. The breakdown of funds and how they are to be disbursed are included in the packet. Mike VanWagner suggested a change to the sewer replacement of the lift station - new station to include mechanical screen – he suggests it include Scada as it is a better product. He would like to see it in the 2017-18 year and include in the grant. Scada is there to protect entire system.

Motion by Thomas seconded by Culver to add Scada into the grant for 2017-18. Motion CARRIED (5-0) Mike VanWagner abstained from the vote.

Motion by Thomas seconded by MacTavish to adopt the resolution 2017-2023 Capital Improvement Plan by the Planning Commission. Motion CARRIED (6-0)

Motion by Thomas seconded by MacTavish to adjourn at 6:20 p.m. Motion CARRIED (6-0)

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Melissa Kuzmik  
Clerk/Treasurer

Village of Howard City  
Planning Commission Meeting Minutes  
June 19, 2017

Chairman Thomas called the meeting to order at 6:00 p.m. Present: Marek, Thomas, Hacko, VanWagner, and MacTavish. Absent: Culver

The pledge of allegiance was given

Motion by VanWagner seconded by MacTavish to approve minutes from March 27, 2017.  
Motion CARRIED (5-0)

Michael Falcon, Village Manager, was contacted by Kathy Jo VanderLaan from The Right Place about setting up an industrial district so a business would be able to come in and apply for a PA198. Mr. Falcon inquired about setting up an entire area as a commercial/industrial district in order to make it easier for any business to come in and apply for the PA198.

Motion by VanWagner seconded by Thomas to move forward to send the resolution to Council to establish the commercial/industrial district as presented. Motion CARRIED (5-0)

Motion by MacTavish seconded by Hacko to adjourn at 6:15 p.m. Motion CARRIED (5-0)

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Melissa Kuzmik  
Clerk/Treasurer