

VILLAGE OF SCHOOLCRAFT  
PLANNING COMMISSION  
SPECIAL MEETING  
MARCH 29, 2021

The Special Meeting of the Planning Commission held via Zoom was called to order by Chairperson Pfost at 6:00 p.m.

**ROLL CALL:**

Present: Pfost, Doorn, Brohl, Gunnett, Rozeboom (6:07 p.m.), Smith (6:20 p.m.),  
Bingaman (7:00 p.m.).

Absent: None.

Also Present: Village Manager Cheri Lutz, Julie Johnston, Kirk Bergland.

**APPROVAL OF AGENDA:**

Motion by Gunnett, seconded by Doorn, to approve the agenda as presented. All aye.

**APPROVAL OF MINUTES:**

None.

**PUBLIC HEARINGS:**

None.

**CITIZEN'S ON NON-AGENDA ITEMS:**

None.

**UNFINISHED BUSINESS:**

Discussion took place regarding proposed Zoning Ordinance changes as follows:

Village Planner Julie Johnston appeared before the Planning Commission to review and discuss proposed changes to zoning ordinance changes as follows:

a) **Article IV General Regulations**

This section has minor changes regarding signage, usage in various districts, and structures.

b) **Article XI B-1 Local Business**

This section has minor changes including additions to permitted uses, and deletion of various Special Uses.

c) **Article XII B-2 General Business District.**

This section has minor changes including addition and deletions of permitted uses deletion of various Special Uses.

d) **Article XIII Parking District,**

This section has been removed (deleted).

Motion by Gunnett, seconded by Rozeboom, to approve the changes as presented, and accept the above sections as accurate and complete. All aye.

e) **Article IV General Regulations:**

This section deals with Definitions. Changes were made to update various definitions.

Commissioner Doorn expressed concern regarding murals stating that most cities do not allow advertisement of their business as part of the mural but stated that murals that could be allowed to have an historical aspect theme. As part of that theme, she questioned whether a mural would be allowed that might include wording specific to an existing business such as “groceries, restaurant, etc.”

Planner Julie Johnston stated that if a mural were to have some significance to the existing business, it would be considered a “sign.”

Motion by Gunnett, seconded by Rozeboom, to approve the changes as presented, and accept the above section as accurate and complete. All aye.

f) **Article IV General Regulations.**

This section deals with General Regulations such as site plan submission, review, and approval. Changes were made to applicability, application procedure, process, complete site plan review requirements, application review, conformity to approve site plan, and amendment to site plan.

Motion by Gunnett, seconded by Brohl, to approve the changes as presented, and accept the above changes as accurate and complete. All aye.

g) **Article IV – General Regulations.**

This section deals with General Lighting, Screening, and Fences.

One change was made to this section to eliminate the term “required front yard”, as it pertains to fencing and setbacks.

Motion by Rozeboom, seconded by Gunnett, to approve the change as presented, and accept the above change as accurate and complete. All aye.

h) **Article X CBD**

This section deals with Permitted Uses, Special Use Permits, Development Standards, and Purpose and Goals.

Motion by Gunnett, seconded by Rozeboom, to approve minor changes, and accept the changes as accurate and complete. All aye.

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i) **Article IV. Section 62-74 c:4**

This section deals with accessory buildings and definitions.

Motion by Gunnett, seconded by Doorn, to table discussion of this section to the Regular Meeting of April 12, 2021. All aye.

j) **Article IV. General Regulations Section 64-74 e.**

This section deals with Off Street Parking Regulations. It was determined that Village Planner Julie Johnston and Commissioner Rozeboom will work together on this section, and it will be presented at the April 12, 2021 meeting.

Motion by Gunnett, seconded by Doorn, to table discussion of this section to the Regular Meeting of April 12, 2012. All aye.

k) **Article XII General Regulations.**

This section deals with Premises Identification has been removed and relocated.

l) **Article XVI.**

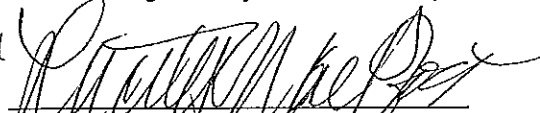
This is a new section. Added to this section, is that all site plans shall show placement of address.

Motion by Gunnett, seconded by Brohl, to approve as presented, with the condition that placement of address be included, and that the changes are accurate and complete. All aye.

m) Discission took place regarding allowing chickens within the village limits. The Planning Commission will review a new ordinance to allow chickens within the Village limits.

**ADJOURNMENT:**

The meeting was adjourned at 8:28 p.m.

  
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Mae Pfost, Chairperson

  
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Cheri M. Lutz, Recording Secretary

VILLAGE OF SCHOOLCRAFT  
PLANNING COMMISSION  
FEBRUARY 8, 2021

The Regular Meeting of the Planning Commission held via Zoom was called to order by Commissioner Rozeboom at 7:02 p.m.

**ROLL CALL:**

Present: Gunnett, Rozeboom, Doorn, Brohl, Smith, and Bingaman

Absent: Pfof

Also Present: Wes Schmitt, John Stodola, Michael Rochholz, Jamie Clark, Larry Piper, David Casterline, Curt Penny, Sean Pavlowski, Julie Johnston (joined at 7:30).

**APPROVAL OF AGENDA:**

Motion by Gunnett, seconded by Brohl, to approve the agenda as amended. All aye.

**APPROVAL OF MINUTES:**

Motion by Gunnett, seconded by Brohl, to approve the minutes of the Regular Meeting of January 11, 2021. All aye.

**PUBLIC HEARINGS:**

None.

**CITIZEN'S ON NON-AGENDA ITEMS:**

None.

**UNFINISHED BUSINESS:**

Ms. Julie Johnston appeared before the Planning Commission to discuss proposed zoning ordinance changes.

Review comments from Commissioner Rozeboom were discussed. Minor editorial comments will be addressed. Ms. Johnston will review the sandwich board sign location language and provide revisions for planning commission review with consideration of sidewalk width, to be coordinated with the Village, and MDOT requirements.

The proposed changes to the parking and accessory building zoning requirements were briefly discussed. Ms. Johnston will review and provide comments and recommendations.

A final draft will be presented at a future meeting.

**NEW BUSINESS:**

- a) Mr. Jamie Clark, Mr. Larry Piper, Mr. David Casterline, and Mr. Curt Penny appeared before the planning commission to present preliminary plans and to discuss a PUD agreement for Clark Logic's development at 300 East Cass Street. Potential building tenants include Lamp Home School Group, Link Learning, and Next Level Fitness. Proposed uses requested for the PUD include charter school, virtual learning, recreational center, and potential future retail. Clark Logic will coordinate PUD and site plan requirements/submittal further with the Village Manager and AGS. Clark Logic would like to have the space ready for tenant use by June, 2021.

- b) Mr. Jamie Clark, Mr. Larry Piper, Mr. David Casterline, Mr. Curt Penny, and Mr. Sean Pavlowski appeared before the planning commission to present preliminary plans and to discuss a PUD agreement for Clark Logic's development at 321 Duncan Street. Proposed uses requested for the PUD include office, 24-hour health club/fitness, and warehouse. Clark Logic will coordinate PUD and site plan requirements/submittal further with the Village Manager and AGS.
- c) Election of Officers
  - a. Motion by Gunnett, seconded by Doorn to elect Pfost to the office of Chairperson. All Aye
  - b. Motion by Gunnett, seconded by Brohl to elect Rozeboom to the office of Vice Chairperson. All Aye with Rozeboom Abstaining
  - c. Motion by Gunnett, seconded by Smith to elect Brohl to the office of Secretary. All Aye with Brohl Abstaining

**ADJOURNMENT:**

Motion by Brohl, seconded by Gunnett to adjourn the meeting. The meeting was adjourned at 8:22 p.m.

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Joshua Rozeboom, Planning Commissioner

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Jennifer Doorn, Recording Secretary

VILLAGE OF SCHOOLCRAFT  
PLANNING COMMISSION  
JANUARY 11, 2021

The Regular Meeting of the Planning Commission held via Zoom was called to order by Chairperson Pfost at 7:00 p.m.

**ROLL CALL:**

Present: Chairperson Pfost, Gunnett, Doorn, Rozeboom, Brohl, and Smith.  
Absent: None.  
Also Present: Village Manager Cheri Lutz, Terry Blodgett, Maria Dobbertein, Michelle Enbright and Robert Bingaman.

**APPROVAL OF AGENDA:**

Motion by Gunnett, seconded by Doorn, to approve the agenda as presented. All aye.

**APPROVAL OF MINUTES:**

Motion by Gunnett, seconded by Rozeboom, to approve the minutes of the October 12, 2020, Planning Commission Meeting as presented. All aye.

**PUBLIC HEARINGS:**

Motion by Brohl, seconded by Gunnett, to open the Public Hearing at 7:17 p.m. All aye.

The purpose of the Public Hearing was to allow 403 N. Grand Street, tax parcel 14-18-350-070 a Special Use Permit for the purpose of opening a medical center at 403 N. Grand Street in the B-1 Zoning District;

and, to allow 413 N. Grand Street, tax parcel #14-18-360-060 a Special Use Permit for the purpose of opening a medical center in the B-1 Zoning District.

Motion by Gunnett, seconded by Doorn, to close the Public Hearing at 7:20 p.m., and reconvene into regular session. All aye.

Motion by Rozeboom, seconded by Gunnett, to recommend approval of the Special Use Permit to the Village Council. All aye.

**CITIZEN'S ON NON-AGENDA ITEMS:**

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

a) Mr. Terry Blodgett appeared before the Planning Commission to request site plan approval for a medical center located at 403 N. Grand Street, and a medical center located at 413 N. Grand Street.

Commissioner Gunnett had the following comments:

- He stated that the site plan that was submitted for review was dated 3/5/99, and that there were a number of site plan requirements that were not depicted on the site plan.
- He stated that Mr. Blodgett needs to provide an updated site plan to the Planning Commission that complies with all of the provisions and conditions required for site plan review.
- He stated he was hesitant to approve a site plan from 1993.

By general consensus, the Planning Commission agreed with Commissioner Gunnett however, they stated that they did not wish to hold up two businesses being opened due to the incomplete site plan.

Motion by Smith, seconded by Gunnett, to approve the site plan contingent on receipt of a revised site plan to be received within the next 30 days (February 11, 2021), and approval from the Village Council for the Special Use Permit, and approval from the Zoning Board of Appeals for a variance request. All aye.

- b) Mr. Robert Bingaman appeared before the Planning Commission as a candidate for appointment to the Planning Commission.

Motion by Doorn, seconded by Gunnett, to recommend the appointment of Mr. Robert Bingaman to the Village Council for a three year term to expire in January 2024. All aye.

- c) The 2021 Planning Commission Meeting Schedule was presented to the Planning Commission for approval.

Motion by Gunnett, seconded by Brohl, to approve the 2021 Planning Commission Meeting Schedule as presented. All aye.

- d) The memorandum from Village Manager Cheri Lutz regarding re-appointments to the Planning Commission was discussed.

Motion by Commissioner Rozeboom, seconded by Commissioner Smith to approve the re-appointment of Commissioner Gunnett to a two year term to expire in November, 2022. All aye.

Motion by Gunnett, seconded by Smith, to approve the re-appointment of Jennifer Doorn for a three year term to expire in January, 2024. All aye.

- e) Discussion took place regarding setting a Public Hearing for Zoning Ordinance Amendments. It was determined that several items have been left out of the proposed Zoning Ordinance Amendments therefore, the Planning Commission will not set a Public Hearing at this time.

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UNFINISHED BUSINESS:

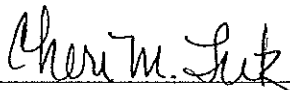
None.

ADJOURNMENT:

Motion by Rozeboom, seconded by Doorn, to adjourn the meeting was adjourned at 8:25 p.m.

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Mae Pfof, Planning Commission Chairperson

  
Cheri M. Lutz, Recording Secretary