

**CITY OF FREMONT**  
**MINUTES OF THE REGULAR PLANNING COMMISSION MEETING**

**Tuesday, September 23, 2008**  
**Fremont City Hall**

A regular meeting of the City of Fremont Planning Commission was held in the Council Chambers at the Fremont City Hall on Tuesday, September 23, 2008. The meeting was called to order at 4:04 PM.

**Present:** Vice Chair Jack Butterick and Commissioners Dennis Caplis, Jane Drake, Marcia Eib, Jim Krouse, Jim Sloan and Lon Vredevel

**Members Absent:** Don Henry and Peg May

**City Officials Present:** Michele Ribant, Fremont Zoning Administrator  
Todd Blake, Acting City Manager  
Jim Rynberg, Fremont Mayor  
Keith Schuiteman, Fremont City Attorney

**Approval of the Fremont Planning Commission Minutes**

A motion was made by Lon Vredevel, seconded by Marcia Eib and carried to approve the minutes from the August 26, 2008 Regular Planning Commission meeting.

**Site Plan Review – Fremont Metal and Paper Supply Inc. – (109 W. Elm Street and 127 W. Elm Street)**

Michele Ribant provided the Planning Commission with pictures of the subject site.

Acting Chair Butterick explained that the owner of the Fremont Metal and Supply Inc. is proposing to expand his scrap metal recycling business. Mr. Butterick explained that the owner plans to demolish the existing single family house located at 109 W. Elm Street and then construct a new 8,000 sq. ft. building that will house a baler. He said that the building will also serve as a supply storage space. Mr. Butterick explained that the new building is an expansion of the existing business located at 127 W. Elm Street, the Fremont Metal and Paper Supply Inc. He went on to explain that the owner plans to demolish the other buildings on the subject property and also build a 1,600 sq. ft. storage building to the north on the subject property.

Mr. Butterick said that the owner made application for the site plan review in August 2007 before the new form-based code was adopted; and therefore, the site plan review is being performed based on the regulations in the City zoning ordinance that were in effect at the time of application.

Michele Ribant reviewed the entire staff report and emphasized the following points:

- **Parking Design:** Parking spaces in the paved parking area should be legibly designated on the pavement.
- **Landscape Plan:** The landscape plan needs to satisfy the 5% landscape requirement. The plan needs to depict existing vegetation/trees and outline which trees are to be retained so that it is understood how the proposed new trees will integrate with the existing ones. Also, the spacing of the trees needs to be revised to meet City Code requirements.
- **Loading:** The applicant should explain how the truck parking area on the lot will be used.
- **Traffic Circulation:** To better understand the traffic circulation, it is important that the elevations of the buildings be provided so that it is understood where the points of entry are located. The elevations of both buildings are needed.
- **Vision Corner:** Proposed trees on the SE corner of the site are located in the clear vision triangle, so they must be relocated. Adjustments to the plan must be made accordingly.
- **Screening:** Appropriate screening must be provided and outlined on the plan. Specifications for the materials used for screening must be submitted.
- **Stormwater Management Plan:** A stormwater management plan approved by the Newaygo County Drain Commissioner must be provided to the City before a zoning permit is issued. The stormwater management plan must address the current run-off from the scrap storage yards.
- **Stormwater Discharge Permit:** Proof of a permit needs to be provided to the City.
- **Operations Standards Agreement:** An Operation Standards Agreement must signed and provided to the City of Fremont.

Adam Zuwerink, the owner's attorney, and the owner, Doug Behrens, explained the traffic flow within the site. The owner explained that the unloading and loading of scrap would take place on personal property and not in the right-of-way.

The comment was made that there should be a designated place within the parking area for material/scrap that is being dropped off.

After being asked, the owner said that the employees will park in the four parking spaces on the north side of the property. The six (6) parking spaces in the main parking area will be used for customers.

The comment was made that a concrete pad should be poured at the bottom of the scrap iron pile to protect the soils below, and Adam Zuwerink said that this issue will be addressed through the permitting process.

Mr. Butterick led the Commission in discussions on refuse containers and circulation. The owner explained that the dumpster pad on the north side of the site would be used to house a dumpster for normal refuse and that the containers where scrap metal is stored that are currently located off site will be eliminated. He said that once the expansion is complete, the scrap will be bundled and/or disposed of and the containers will be removed.

There was much discussion about screening. The Planning Commission gave the following input and direction in terms of what is expected in terms of the screening:

- The Planning Commission acknowledged that the crane would extend far above any screening that would be provided.
- The Planning Commission wants all screening to be durable, functional and aesthetically pleasing.
- The Planning Commission wants the screening for the scrap iron yard to match or at least be aesthetically compatible with the screening on Elm Street.
- The Planning Commission wants the screening to be at least ten (10) feet high around the scrap iron metal pile and that some kind of decorative material (decorative concrete) be used. The Planning Commission wants all the old fencing/screening to come down and entirely new screening to be erected.
- The Planning Commission wants to make sure that the gate the owner wants on the west end of the iron scrap metal pile be sturdy and visually pleasing. It was strongly suggested that the gates emulate the doors on the refuse enclosures located in the downtown parking lot where the market pavilion is located.

Michele Ribant then advised the Commission of the following:

**Street Improvements:** The City will make street improvements in the summer of 2009 to Elm Street. The owner of the subject site should provide the City with final plans so that the work in the right-of-way can be coordinated. There is to be no operation of the subject business in the right-of-way adjacent to the subject property. This will be enforced by the City.

The City shall initiate a special assessment so that street improvements along Mechanic Avenue adjacent to the subject site can be implemented.

**Refuse/Scrap Containers:** The off site refuse/scrap containers used by the subject business will not be allowed. This will be enforced by the City.

**Screening:** The screening must be maintained. The screening should adequately conceal the scrap seen from the street. The screening requirements will be outlined specifically in the next report, and those screening requirements are the ones that must be adhered to. The City must enforce the Code and require the applicant to comply.

**Phasing Plan:** The applicant must adhere to the phasing plan or the permit will be revoked.

## **Consideration of Amendments to the City Form-Based Zoning Code**

The Planning Commission reviewed the proposed amendments to the Fremont Form-Based Zoning Code with the outcomes as follows:

**Sections 4.01 and 4.02 – Estate and Neighborhood Districts** – The Planning Commission recommended that monument signs be permitted in the Neighborhood and Estate Districts. It was suggested that these signs not exceed 32 sq. ft. The Planning Commission wanted to allow monuments signs only for institutional uses, such as churches. They did not want residents or commercial entities, such as restaurants to be allowed to have monument signs in these districts.

**Section 4.02 Neighborhood District:** The Planning Commission recommended approval of the following language concerning wall signs in the Neighborhood District:

“Wall signs shall not exceed 1.25 sq. ft. per each lineal foot of building wall length associated with the use to which it refers, with a maximum of 32 sq. ft.”

**Section: 5.04 Industrial District - Uses:** In addition to proposing amendments to include recycling of materials as a use by right and scrap metal recycling as a special land use as outlined in the agenda packet, the Commission also recommends approval of the following change under this section:

### Industrial District - Uses by Right

“Industrial plants manufacturing, compounding, processing, Packaging, treating, or assembling materials or products from ~~previously prepared~~ materials including **but not limited to** textiles, apparel, paper, pharmaceuticals, glass, pottery, fabricated metal products, except heavy machinery.”

**Section 5.05 Waterfront Overlay District:** The Planning Commission recommended approval of new language dealing with keyholing as outlined in the agenda packet.

**Section 6.03 General Provisions – Clear Vision Area:** The Planning Commission recommended approval of the new language outlining that any intersection within the West Main District shall provide a clear vision triangle that is 50 feet along the arterial street and 25 feet along the side street as outlined in the agenda packet.

**Section 6.11 g – General Provisions -Nonconforming Signs:** The Planning Commission recommended that the Nonconforming Sign section of the Code be amended to make it clear that re-facing existing nonconforming signs shall be allowed.

**Section 6.15 General Provisions - Signs:** The Planning Commission recommended approval of the new language to allow automatic teller machines to have a sign that does not exceed two (2) square feet as outlined in the agenda packet. The Commission also recommended that the section on political signs be approved to indicate that political signs should not exceed 6 square feet in area, which is consistent with other District regulations pertaining to political signs.

No official vote was taken on the proposed changes.

### **Fremont Community Joint Planning Commission Update**

It was reported that the September 22, 2008 Fremont Community Joint Planning Commission meeting was cancelled because the final draft of the Joint Comprehensive Plan was not ready for distribution. It was reported that it should be ready for the Joint Planning Commission's review at the October 27, 2008 meeting. It was also reported that it will probably be February 2009 before the Joint Comprehensive Plan is adopted. Michele Ribant indicated that a Joint Planning Work Group met to start identifying issues that will need to be addressed in the new Joint Zoning Ordinance.

### **Next Meeting**

October 28, 2008  
Fremont City Hall  
Council Chambers  
4:00 PM

### **Adjournment**

There being no further business of the Planning Commission, a motion was made by Jane Drake, seconded by Dennis Caplis and carried to adjourn the meeting. The meeting was adjourned at 5:22 PM.