



**CITY OF BRIDGMAN  
PLANNING COMMISSION AGENDA  
Thursday, January 21, 6:30 P.M.  
Meeting will be held remotely via Zoom.com**

The following link may be used to join the meeting:  
<https://us02web.zoom.us/j/88463545605>

To access by telephone dial (312) 626-6799  
Zoom meeting ID: 884 6354 5605

(access information on [www.bridgman.org](http://www.bridgman.org))

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
- 3a. Reading of Agenda and Meeting Procedure
4. Approve/Amend Agenda for January 21, 2021 (Action)
5. Approval of Minutes of December 17, 2020 (Action)
6. Hearing of Citizens
7. New Business
  - a. Appointment of officers (Action)
8. Unfinished Business
  - a. Recreational marijuana survey – revisit dissemination
  - b. Discuss 2021 Planning Commission activities
    - i. Review Master Plan
    - ii. Review Michigan Planning Enabling Act
9. Staff Update
  - a. Building Official/Zoning Administrator's Annual Report – 2020
10. Adjournment

**CITY OF BRIDGMAN  
PLANNING COMMISSION  
REGULAR MEETING  
December 17, 2020  
6:30 PM**

The regular meeting of the Bridgman City Planning Commission was held December 17, 2020 remotely by means of electronic conferencing and called to order by Chair Parsons at 6:31 p.m.

**MEMBERS PRESENT:** Steve Parsons, Richard Kading, Dorothea Crocker, John Truesdell, Eugene Herrman, Mark Hurray, Tom Woerdehoff

**MEMBERS ABSENT:** None

**STAFF PRESENT:** City Manager Ganum, City Clerk Holm, Building Official Mattner

Pledge of Allegiance was led by the board.

**APPROVE/AMEND AGENDA:**

**Motion** by Member Herrman, seconded by Member Woerdehoff to approve the agenda for December 17, 2020 as presented,

**Roll Call Vote:**

**Yeas:** Hurray, Crocker, Woerdehoff, Kading, Herrman, Truesdell, Parsons

**Nays:** None

**Motion carried.**

**APPROVE MINUTES:**

**Motion** by Member Woerdehoff, seconded by Member Herrman to approve the September 17, 2020 minutes with the following changes on Page 2:

- Time is of the essence as drying ~~seeing~~ **season** is upon them.
- He does not see this falling under the 4 categories that are listed under **Permitted and Special Uses Utilities** in **under** Section 2.10.

**Roll Call Vote:**

**Yeas:** Crocker, Woerdehoff, Kading, Herrman, Truesdell, Parsons, Hurray

**Nays:** None

**Motion carried.**

**Chair** Parsons read aloud the agenda and meeting procedures for those that wish to be heard.

**HEARING OF CITIZENS:**

- No one wished to be heard.

## NEW BUSINESS:

**Consideration of approving a site plan for the construction of a Casey's General Store with fueling station submitted by Jeffery Lonchor (CESO, Inc.) on behalf of Casey's Retail Company. This property is located at 10299 Red Arrow Highway.**

Mr. Lonchor went over the site plan and a run down of the layout. There will be a couple different entrances, one on Red Arrow Highway and one on Rambo Road for truck traffic. There will be 19 parking spaces, 11 in the front of the building, a dumpster on the west side of the building and bicycle parking. There will be a pedestrian crosswalk area with installation of new sidewalks on Red Arrow Highway and Rambo Road. There will be 2 diesel pumps in the rear with 6 dispensers in the front. There will be a monument sign on the NW corner, and he showed images of the proposed sign. The business will usually start up from 5 a.m. – 11 p.m. or midnight and determine from there if they need to be a 24/7 business. He showed the adjoined driveway, and the easement is drawn up as part of the purchasing document. It will have impervious pavement with underground retention system and several drainage systems across the site. The land split and combination was recorded today which will allow the 1.5 acres of land for this site. There would not be a traffic light installed until a traffic count could warrant a light. The city's engineer can do a traffic study and collectively over time it could happen.

The board discussed all the information presented at length and all questions were answered with the above information.

**Motion** by Member Herrman, seconded by Member Woerdehoff to approve the site plan for the construction of a Casey's General Store with fueling station located at 10299 Red Arrow Highway as presented,

**Roll Call:**

**Yeas:** Crocker, Woerdehoff, Kading, Herrman, Truesdell, Parsons, Hurray

**Nays:** None

**Motion carried.**

### **Approval of 2021 Planning Commission schedule**

The board discussed the schedule as presented and moving a couple dates in August and November. Member Crocker was not in favor of this and wanted the schedule as is. The dates can always be moved as needed.

**Motion** by Member Herrman, seconded by Member Woerdehoff to approve the 2021 Planning Commission schedule with two changes in August and November which will now reflect August 12<sup>th</sup> and November 11<sup>th</sup>,

**Roll Call:**

**Yeas:** Woerdehoff, Kading, Herrman, Parsons, Hurray

**Nays:** Truesdell, Crocker

## UNFINISHED BUSINESS:

- The hemp facility that was presented to the board is no longer happening. Another individual from Baroda is purchasing the old Sunset Tool building and Oronoko Ironworks will be going in there. Ganum shared with the board what kind of business it is and the city welcoming the new business in the near future.

- Architects from Dominion are seeking a soil and erosion permit from Berrien County. There are no new site plans yet as they are dealing with storm water issues right now.
- The meat market sold a couple months back and the owners are redoing the upstairs. They are looking at what they want to do with the commercial space downstairs and redoing the storefront possibly next year.
- The old hardware store has an upstairs apartment which the owner lives in and the downstairs is not rented.
- Ganum gave an update on the development townhouse project. The developer and architect gave a presentation to the council and went through a variety of options. The council will continue discussion of the project. On Monday, Brian Disette with Berrien County will address the council and talk about the process. Attorney Senica is looking into the Charter carefully to make sure the correct process is taken. Selling property is not quick or easy and the council will discuss an RFP for this property.
- No updates on the old Chase Bank property.
- The environmental is completed on the Habitat project but the city is still waiting on a survey.

**STAFF UPDATE:**

- This information was shared under Unfinished Business.

**ADJOURNMENT:**

**Motion** by Member Woerdehoff, seconded by Member Truesdell to adjourn the meeting at 7:39 p.m.

**Roll Call:**

**Yeas:** Kading, Herrman ,Truesdell, Parsons, Hurray, Crocker, Woerdehoff

**Nays:** None

**Motion carried.**

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Tom Woerdehoff, Secretary

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Allyson Holm, City Clerk/Recording Secretary



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9765 Maple Street / Bridgman, MI 49106 / Tel: 269•465•5144 / Fax: 269•465•3701

To: Bridgman City Council

From: B. Mattner – Building Official / Zoning Administrator

Re: 2020 Building/Zoning Report

Though we had no idea as to the impact that COVID-19 would have for 2020, we did not lose sight of the future. Planning, preparing, and adapting to change are key factors with respect to continued growth in our community and last year was certainly a challenge in order to continue growing. Teaming up with the Planning Commission, we tackled quite a few Zoning ordinances that were detrimental to commercial growth. In the midst of the pandemic, we pressed forward working remotely on zoning amendments. It was not an easy undertaking, especially working in a relatively new “remote” environment. We virtually paved the way for the new Interstate Gateway District during this unprecedented time. I would like to commend the Planning Commission for working with me for many months on these zoning amendments. Secondly, it would not have been possible without the support of the City Council Members. Working together as a team (QuorumTeam) made the Interstate Gateway District a reality which in turn will undoubtedly help the growth of the City.

Now as for the building department side of 2020, construction was surprisingly strong given all the COVID-19 restrictions. Due to the COVID-19 pandemic, Governor Whitmer issued an Executive Order 2020-21 requiring a shutdown of all “non-essential” construction. Non-essential construction activities were put to a halt throughout the entire State of Michigan for 5 weeks from March 24<sup>th</sup> to May 17<sup>th</sup>. I did issue several roof permits during that time due to leaks which could be detrimental to the health and safety of the residents and to prevent further damage to their homes. I had the residents notify me in writing as to the necessity of the permit to make sure they were valid requests. To this day, I still put a disclaimer on every permit I issue to “Follow Current COVID-19 Guidelines” and a web link to the State of Michigan pertaining to the emergency rules for COVID-19 and construction. The beginning of 2020 was going good construction wise and one notable project that was in full swing was B&L Information System’s 10,000 square foot expansion. Once the 5-week shutdown ended, the construction floodgates opened, and I was swamped with new permits and inspections. With City Hall being closed to the public and following COVID-19 in-person guidelines, I once again had to adapt to the changes. Back to planning and being prepared for changes, I had already been able to work remotely and could issue permits from almost anywhere I had Wi-Fi or Cell Service. I’m able to process permits remotely and email permit invoices and permits via email

to help eliminate in person contact. The technology and BS&A software has proven to be invaluable and is why I'm able to work efficiently, especially during these unprecedented times. The building department issued 109 permits in 2020 which in turn netted \$23,033.63 in permit fees. In total, the valuation for improvements in the City was \$2,753,880.00. I issued 4 fines for working without a permit and gave numerous warnings. The electrical inspector issued 28 permits for the year and netted \$7,862.00 in permit fees. See attached page for detailed breakdown of 2020 Permit Activity.

Considering the COVID-19 pandemic and presidential elections, which typically raise spending uncertainties during election cycles, the outlook for 2021 looks promising. I keep up with other building officials, bankers, and developers/contractors regarding future construction. A majority of the American workforce has been forced from their commercial office spaces and are working from home, which is spiking non-residential construction. Decks/3 season rooms and basement remodeling is another area we are seeing an increase because the demand for more space and limited housing availability. Bank rates are at an all-time low and people are refinancing and getting cash for their home improvements. People are moving from big cities and buying homes in this area and in turn are renovating. Housing is selling like wildfire and we must look at options to increase affordable housing given the limited vacant properties here in the city. With that said, there will be 2 more new homes going in the Hidden Creek subdivision sometime this spring and Casey's General Stores will be breaking ground this spring also. The new Dominion Chevrolet is also in the works, but plans have not been submitted as of yet. New development in the Interstate Gateway District looks promising and I'm excited to see it come to fruition.

Thank you for your continued confidence in allowing me to serve as your Building Official and Zoning Administrator. As always, I am available to discuss present or future projects or to simply answer questions you may have. Please feel free to contact me by phone or email listed below.

Respectfully,

*Brad Mattner*

Brad Mattner  
Building/Zoning  
City of Bridgman  
Cell: (269)208-1663  
Email: [inspector@bridgman.org](mailto:inspector@bridgman.org)

# 2020 Permit Activity

Residential 2020	Permits	Valuation	Permit Fee
New Homes	2	\$ 389,211.00	\$ 1,983.00
Additions/Alterations	20	\$ 808,693.00	\$ 6,657.00
Roofing	19	\$ 125,830.00	\$ 1,925.00
Decks	7	\$ 35,571.00	\$ 848.00
Accessory Structures (Zoning)	2		\$ 50.00
Fences (Zoning)	23		\$ 1,075.00
Demolition	2		\$ 150.00
Misc. (Zoning)	6		\$ 175.00
Solar Systems	2	\$ 79,998.00	\$ 478.00
Pools	1	\$ 50,000.00	\$ 360.00
Residential 2020 Totals	84	\$ 1,489,303.00	\$ 13,701.00

Commercial 2020	Permits	Valuation	Permits Fee
New Structure	1	\$ 1,092,727.00	\$ 5,744.63
Additions/Alterations	13	\$ 119,500.00	\$ 2,738.00
Accessory Structure (Zoning)	1	FD Training	FD Training
Roofing	4	\$ 52,350.00	\$ 600.00
Demolition	1		\$ 75.00
Fence (Zoning)	1		\$ 25.00
Signs (Zoning)	3		\$ 75.00
Outdoor Seating (Zoning)	1		\$ 75.00
Commercial 2020 Totals	25	\$ 1,264,577.00	\$ 9,332.63

<b>Residential &amp; Commercial 2020 Totals</b>	<b>109</b>	<b>\$ 2,753,880.00</b>	<b>\$ 23,033.63</b>
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Past Comparison	Permits	Permit Fees
2020 Totals	109	\$ 23,033.63
2019 Totals	93	\$ 18,784.46
2018 Totals	90	\$ 14,853.00
2017 Totals	92	\$ 10,418.00