

**SPRING LAKE TOWNSHIP
PLANNING COMMISSION MINUTES
FEBRUARY 17, 2016 – REGULAR MEETING**

PRESENT: Jack Ketchum, Ron Lindquist, Dennis Masson, Crystal Morgan
ABSENT: Greg Latsch, David Rumpel, Russ Tiles
PARTICIPANTS: Lukas Hill, Township Community Development Director

A. Call to Order

Masson called the meeting to order at 7:00pm.

B. Approval of Agenda

Lindquist made a motion, support by Morgan, to approve the agenda as presented. The motion passed unanimously.

C. Approval of Minutes

Lindquist made a motion, support by Morgan, to adopt the January 20, 2016 Planning Commission meeting minutes as presented. The motion passed unanimously.

D. Public Comments

A time for public comment was provided. No comments were offered.

E. Raha Builders – Site Plan Review for 17222 Hickory St.

Eric Raha presented his request for a warehouse and office space on approximately two acres. He plans to use the west side of the building for his business, and lease the east side of the building. The building will consist of an office space and a warehouse space on each side.

Morgan asked about the number of parking spaces, and if they were for both halves of the building. Raha stated that his crew will park in the back on gravel hardpack. The paved spaces will be for office workers and customers. They will be sufficient for both offices.

Ketchum asked about whether landscaping should be illustrated on a plan. Hill stated that some canopy trees will need to be installed along Hickory according to Section 605. The approval of the landscaping can be handled administratively.

Lindquist asked about the height of the building. Raha stated it is 22 feet 4 inches high.

DRAFT

Ketchum asked about access to the leased space, and the number of parking spaces needed. Raha stated the main entrance to the building is in the center of the front, and will be the access for both offices. Crews for the leased space could park in back and enter through the warehouse.

Ketchum asked if hardpack concrete is sufficient for large trucks. Raha stated that the tenant for the leased space is not final, but that the space isn't large enough for anyone with large shipping needs.

Ketchum asked if there would be one or two bathrooms. Raha stated that there would be one for now, but there would be a rough-in for a bathroom for the tenant. Both bathrooms will be ADA compliant.

Ketchum asked if dumpster screening would be required, as the site is not visible from any residences. Hill stated that it was not required. Lindquist asked if hardpack concrete is sufficient for dumpster emptying. Raha stated that they use smaller dumpsters, not roll off boxes, so it will be sufficient.

Lindquist asked if the parking was sufficient, given that there is uncertainty about the tenant. Hill stated that the ordinance requires three spaces plus one for each employee. Raha stated that his employees are not usually on site, and will park near the warehouse when they are at the building. The paved parking is intended for visitors and office staff. Ketchum asked if additional spaces would be needed if the tenant has many employees. Hill stated there is a significant amount of overflow parking available. Also, there is direction in the ordinance to minimize impervious surfaces.

Lindquist asked about the loading area indicated on the plans. Raha stated that would be a place for a truck to stop to be unloaded.

Lindquist asked if there were any wetlands on the property. Raha stated that he had not had a delineation done, but the whole property is above the high water mark. The intent is to raise the elevation of the building up to the level of the road. Drainage should be toward the back of the property.

Hill stated that there were no concerns from the Fire Chief. Hill stated that water and sewer are available, and there are no concerns from the DPW. Kevin Kieft, Township Engineer, has some concerns about stormwater handling, and the applicant will need an Ottawa County stormwater permit. Raha stated he has been discussing the stormwater issue with the County.

The Commissioners reviewed the staff comments and accepted them without further discussion.

Motion by Ketchum, support by Lindquist, to approve the Raha Builders site plan dated 1-20-16 for an office, warehouse, and parking lot as it is compliant with Section 1003, Site Plan Review Criteria, and Section 326 of the Zoning Ordinance with the following conditions:

DRAFT

1. The applicant obtains a storm water permit from the Ottawa County Water Resources Commissioner and complete a storm water maintenance agreement;
2. The site remains otherwise compliant with all federal, state and local laws; and
3. The applicant complies with all written and verbal representations.
4. A landscape plan and canopy trees on the north end of the lot per Section 605 will be illustrated on a plan for staff followup.

With a roll call vote, the motion passed unanimously.

F. Capital Improvements Plan Review

Township Manager Gordon Gallagher presented the Township's 2016 goals. He invited the Planning Commissioners to a joint meeting with the Township Board, Planning Commission and Zoning Board of Appeals on Monday, February 29, 2016. He also presented the Township 5-year capital purchase plan.

Motion by Masson, support by Ketchum, to accept the Spring Lake Township 5-year capital improvement plan. The motion passed unanimously.

G. Accessory Building Discussion

Hill presented issues regarding accessory buildings that may require an ordinance update.

Accessory buildings that are temporarily without a principle building during a teardown/rebuild scenario are currently handled administratively. An escrow deposit is held by the Township until the new house is finished, and then the deposit is returned. Larry Mierle, ZBA member, stated that this policy should be in writing so it is enforceable. Ketchum asked whether a time limit is needed. Mierle stated that perhaps a year would be sufficient to get the house closed in.

Accessory buildings on double frontage lots would require an appeal to the ZBA. Currently accessory buildings are only allowed in rear yards, and double frontage lots have only front and side yards. Therefore, it is unclear how this issue should be addressed. Morgan stated that other municipalities have ordinances that address this issue with average setbacks, and that reviewing those ordinances could be helpful.

Commissioners directed Hill to continue to investigate the best way to handle these situations.

H. Commissioner Comments

1. Township Board: The budget discussion is progressing. The budget public hearing will be held on March 14 at Fire Station #2. The Annual Meeting will be on March 29 at Barber School. The fire station construction is going well.
2. Zoning Board of Appeals: No report.

DRAFT

3. Community Development Director: No report.

I. Adjournment

Ketchum moved to adjourn the meeting at 8:42pm. Lindquist seconded the motion, which passed unanimously.

Respectfully submitted,

Jack Ketchum, Secretary
Planning Commission