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**SPRING LAKE TOWNSHIP
PLANNING COMMISSION MINUTES
July 19, 2017 – REGULAR MEETING**

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

A. Call to Order

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

B. Approval of Agenda

Latsch made a motion, support by Ketchum, to approve the agenda with the addition of Item F Boelema Use Request. The motion passed unanimously.

C. Approval of Minutes

Latsch made a motion, support by Morgan, to adopt the May 17, 2017 Planning Commission minutes as presented. The motion passed unanimously.

D. Public Comments

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

E. Global Technologies, Inc Site Plan Review – 18983 Trimble Court

Kyle Visker, engineer from Land & Resource Engineering presented the site plan changes requested. Global Technologies is requesting two additions to the existing building. One addition is 15,000 square feet for warehousing and manufacturing. The other is 4828 square feet for a new entrance and additional office space. Parking is also being added to the east of the building. This new parking will be improved on an adjacent parcel; however, both parcels are under common ownership. The intent is to shift the property line between the parcels to the other side of the parking lot, so the parking lot is part of the same parcel as the building. The plan includes added storm water retention. An application has been submitted to the Ottawa County Road Commission. Sprinkling will need to be added to the building, which necessitates extending the water main to the north property line. This will be coordinated with the Township Engineer and the DPW to obtain any necessary easements. The

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project will be completed in phases. Parking spaces in Phase 2 would not be paved until they were needed, probably in about a year.

Masson questioned the size of the smaller addition, as the application states it is 5000 square feet, and the drawings show 4828 square feet. Visker clarified that the addition is 4828 square feet.

Ketchum stated he would prefer that the whole parking lot be paved at once. Also, the berm is to be cut in two places for pedestrian access. He would like the parking lot lined for an additional two to three feet beyond the berm to help funnel people in the parking lot.

Ketchum asked if the proposed lights are night sky friendly. Visker stated they are.

Ketchum asked about the purpose of the concrete pad near the existing building. Visker stated that is an existing break area and no substantial changes are proposed.

Ketchum asked about the landscaping plan and whether grass would be installed. Visker stated that the property has dune grass, and any additional areas will be planted with dune grass.

Masson asked Visker if he was agreeing to paint the parking lot as requested by Ketchum. Visker stated he was, and he would need to rework the parking spaces to account for the marking. Visker stated that they are at the minimum number of parking spaces required and do not want to lose a parking space.

Hill stated that article 708 of the Zoning Ordinance allows for deferral of parking spaces. However, if the southern drive is in and paved, a drive aisle will also need to be paved to allow access from Phase 2 to Phase 1.

Motion by Ketchum, support by Latsch, to approve the Global Technologies, Inc, site plan at 18683 Trimble Court dated 7-7-17 for new building additions and parking lot as it is compliant with Section 1005, Site Plan Review Criteria, and Section 326 of the Zoning Ordinance with the following conditions:

1. The applicant obtains an Ottawa County storm water permit and a storm water maintenance agreement will be recorded with the Ottawa County Register of Deed in accordance with the Township Storm Water Ordinance.
2. A land transfer application will to be submitted and approved prior to construction of the proposed parking lot.
3. Any required water and sewer easements will be established per the Township Engineer/DPW, and any other utility requirements be completed per the Township Engineer and Fire Chief.
4. All new proposed lighting be reviewed and approved by Spring Lake Township prior to installation.
5. The site remains otherwise compliant with all federal, state and local laws.
6. The applicant complies with all written representations to the Township, and all verbal representations as reflected in these minutes.
7. Paving of parking spaces may be deferred, at the applicant's option, subject to staff approval. Options available to the applicant are:
 - a. Do not pave the Phase 2 parking spaces and do not construct the southern drive;

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- b. Construct the southern drive and pave a drive aisle from Phase 2 to Phase 1;
 - c. Pave all of Phase 1 and Phase 2 at the same time.
8. Modify the sidewalks through the berm into the parking lot subject to staff approval.

With a roll call vote, the motion passed unanimously.

F. Bayou Ventures Building Use Approval

Tim and Kelly Boelema presented their request for approval to use the building at 17750 N. Fruitport Rd for small events and business meetings. The events anticipated for this space include family reunions, graduation parties, business meetings and small weddings. Per the contract with the Township for conditional rezoning of this property, they are requesting Planning Commission approval for the building use. Boelema stated that they have 17 paved parking spaces, and an additional 18 spaces available in an overflow lot with a wood chip surface. The 35 parking spaces would be sufficient for groups of up to 100 people, but they intend to limit the number to around 75. They will set 10:00pm as the closing time, as stated in their previous agreement. They have no current plans for a sign.

Hill stated that he was concerned about how often the overflow parking was used. The Zoning Ordinance does not have a provision for overflow parking. However, Section 711 allows for Commissioners to modify the parking requirements if the modification meets the specified standards.

Masson stated that he would prefer that the overflow parking be paved. Latsch agreed that the serviceability and usability of the chipped area were a problem. Ketchum asked how parking spaces would be delineated in the chipped area. Boelema stated that he liked the chipped area as it improved drainage from the property, and that he would use cones to delineate the parking area.

Hill stated that the purpose of the request was to determine the compatibility of the use with the neighborhood per the conditional rezoning contract. He stated that he was concerned that this use is as a place of public assembly, which is not allowed in the Mixed Use Commercial district.

Bultje stated he was also concerned about whether the request fit the zoning district.

Rabideau stated he liked the proposal and the parking was not an issue. He would like to work to get the business established and viable. However, he would like to limit occupancy to around 75.

Tiles asked how this proposal would be viewed if there were a coffee shop in the building, and this was an additional use. Bultje stated this would be a sporadic use, and the building would generally be used for other permitted uses. However, to be sure that the building is not being used as a place of public assembly, the occupancy should be limited to less than 50 people.

Morgan mentioned that the landscaping additions look nice. She stated the proposal is consistent with other uses that have been approved and that it fits the neighborhood.

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Motion by Latsch, support by Ketchum, to determine that the proposed use is compatible with the neighborhood for use and signage (no signage proposed), the parking is acceptable, and the occupancy is to be limited to less than 50 people.

A roll call vote was taken. With Masson as the only dissention, the motion was approved.

G. Commissioner Comments

1. Township Board: The Board is having a special meeting on July 24 to discuss the wetland ordinance, and invited the Planning Commission, ZBA and Wetland Review Board to attend.
2. ZBA: Approved a waterfront setback determination on Fruitport Rd.
3. Community Development Director: The area planning for the 148th Ave corridor is wrapping up and a draft report will be available in September.

I. Adjournment

Ketchum moved to adjourn the meeting at 8:34. Latsch seconded the motion, which passed unanimously.

Respectfully submitted,

Jack Ketchum
Planning Commission