

**MUSKEGON CHARTER TOWNSHIP
PLANNING COMMISSION MINUTES
PC-19-6
June 10, 2019**

CALL TO ORDER

Chairperson Bouwman called the meeting to order at 7:00 p.m.

ROLL

Present: Hower, Singerling,
Bouwman, Frein, Borushko
Absent: None
Excused: VandenBosch, Hughes
Also Present: Planning / Zoning Administrator Brian Werschem,
Recording Secretary Andria Muskovin and 4 guests

Approval of Agenda

Motioned by Singerling supported by Hower to approve the amended June 10, 2019 agenda, to include item F2 "August PC Meeting Date" under New Business.

Motion carried.

Approval of Minutes

Motioned by Borushko supported by Singerling to approve the minutes of May 13, 2019 as presented.

Motion carried.

Communications

Board Minutes for May 6, 2019 & May 20, 2019 reviewed with no comments.

Staff Report acknowledged

Unfinished Business - None

New Business –

1. PC 19-15 Site Plan

Name: S & S Properties Co. LLC
Address: 2820 E. Apple Ave
PP# 61-10-023-400-0003-00
Zoning: Neighborhood Commercial

Purpose: Construct a 5,000 square foot office building for a Real Estate office.

S & S Properties proposes to construct the first of what appears to be several small office buildings to house a Real Estate office. This is a very long and narrow property with the narrow portion upon Apple Avenue to the south and the wider portion upon Walker to the west.

Chairman Bouwman thanked Brian for the Staff Report.

Steve Vallier (S & S Properties), 2534 Blackcreek Dr, Muskegon MI 49444 discussed the building and fielded questions. He stated that the 5000 sq ft building will have common driveway to the North for future building(s) in cooperation with the MCRC. He stated that landscaping will have ornamental and canopy trees. The parking meets requirements of the township with an additional spot. The storm drainage meets the standards of the Drain Commissioner.

Mr. Jim Stevens, 1825 S Wolf Lake Rd, Muskegon MI, also fielded questions from the PC.

Borushko asked if there would be a driveway off Apple. No, only off Walker. Chairman Bouwman asked if it would only be one occupant in this building, and it was confirmed that yes it will be a real estate company. Singerling asked questions regarding the building frame size and overhang. Frein asked about the walk up window. Mr. Stevens replied that he was asked to put it in there, but it may not stay. It would be to maybe drop off keys or paperwork. No drive up to it.

Brian Werschem asked if the PC was ok with the landscaping. PC replied they were. Werschem also explained that with item (6) there will need to be a sidewalk to other buildings in the future. Borushko asked when they would like to start. The response within one year.

The following standards of Section 58-486 for Site Plan Approval were reviewed by the Planning Commission (PC).

- (1) All elements of the site plan shall be designed to take into account the site's topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.

PC believes the overall topography on this large lot is altered so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.

- (2) The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

Some landscaping is provided to offset any removals for the development. The PC deemed the landscaping proposed as adequate.

- (3) Storm water and erosion protection.

- a. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties, the public storm water drainage system, or nearby bodies of water.

PC believes that no adverse effects to neighboring properties, the public storm water drainage system, or nearby bodies of water will occur as the change in storm water is being managed onsite with a controlled release to the Muskegon County Road Commission Storm water system.

- b. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust.

PC believes this site plan accommodates this.

- c. The use of detention/retention ponds may be required.

PC believes that detention / retention ponds are necessary to accommodate changes to storm water runoff based on roof surfaces and new asphalt surfaces. PC believes the detention / retention ponds proposed are adequate. Storm water calculations are provided.

- d. Surface water on all paved areas shall be collected at locations so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water that may interfere with this traffic.

PC believes that surface water will not obstruct the flow of vehicular or pedestrian traffic or create standing water that may interfere with this traffic.

- e. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.

PC believes that this project, as proposed, will have no effect on the natural drainage such as swales, wetlands, ponds, or swamps.

- f. Catch basins or other protective measures may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system. Other provisions may be required to contain runoff or spillage from areas where hazardous materials are stored, or proposed to be stored.

PC believes that the protective measure is adequate for this project.

- g. Compliance with the requirements of [section 58-487](#) shall also be demonstrated.

Section 58-47 provisions shall apply to all businesses and facilities, including private and public facilities, which use, store or generate hazardous substances and polluting materials in quantities greater than 100 kilograms per month, equal to about 25 gallons or 220 pounds, and which require site plan review under the provisions of this article or

other township ordinances. This project will produce no hazardous materials so this section does not apply.

- (4) The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.

PC believes that the landscape plan and layout does provide for this privacy. No dwelling units located therein.

- (5) Every structure or dwelling unit shall have access to a public street, unless otherwise provided in an approved PUD.

PC believes that public street access proposed is adequate.

- (6) A pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system shall be provided.

PC believes the pedestrian circulation system is not required at this time.

- (7) Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within the site shall be provided. Drives, streets and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points.

PC believes that the site plan accommodates safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within the site and the drives, streets and other elements are designed to promote safe and efficient traffic operations within the site and at its access points.

- (8) The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways in the area.

PC believes this is adequately provided.

- (9) All streets shall be developed in accordance with [chapter 42](#), subdivisions and the county road commission specifications.

PC believes this to be accurate. The condition of all Federal, State, County and local rules and regulations are met will assure that the MCRC will review to their specifications.

- (10) All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the fire and police departments.

Building is arranged to provide emergency vehicle access. Approved by the Fire inspector.

- (11) The site shall be adequately served by water supply and sewage collection and/or treatment.

The site will be served by public water and sewer services.

- (12) All loading or unloading areas and outside storage areas, including refuse storage stations, shall be screened from view of the street and/or adjacent properties by a vertical screen consisting of structural or plant materials.

Small refuse storage area proposed with screening. PC believes this requirement is met.

- (13) Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets.

PC believes all exterior lighting proposed remains onsite and no light trespass is occurring onto neighboring properties.

- (14) Site plans shall conform to all applicable requirements of state and federal statutes and approval must be conditioned on the applicant receiving necessary state and federal permits before final site plan approval or an occupancy permit is granted.

PC believes this should be a condition of approval.

Motion made by Singerling, seconded by Borushko to approve the Site Plan for S & S Properties Co. LLC, for 2820 E. Apple Ave., PP#61-10-023-400-0003-00 for a real estate office building, whereas the Planning Commission deems the Site Plan compliant with Section 58-486 of the Muskegon Harter Township Code of Ordinances contingent upon all federal, state, county and local ordinances and regulations being met as well as it being a single tenant facility.

Ayes: **Hower, Borushko, Singerling, Bouwman, Frein**

Nays: **None**

2. August Meeting – move date to August 20, 2019.

Motioned by Singerling, supported by Frein to move the August 2019 PC meeting to Tuesday, August 20, 2019, 6:30 work session, 7:00 meeting due to the fact that Brian Werschem will not be able to attend on Monday, August 12, 2019 and he is needed to be here for an important agenda item. Noted that the PC did not want to conflict with the normal Board meeting on the 1st or 3rd Monday of the month, so they moved out one week and one day. Notices will be presented for public with contingencies if no quorum, the meeting would be moved to August 22, 2019.

Public Comment - None

Adjournment

Motioned by Hower supported by Borushko to adjourn at 7:22 P.M.

Motion carried.

Respectfully submitted by,

**Sandra Frein
Secretary**