

**MUSKEGON CHARTER TOWNSHIP  
PLANNING COMMISSION MINUTES  
PC-21-3  
MARCH 8, 2021**

**CALL TO ORDER**

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

**ROLL**

**Present: Borushko, Singerling, VandenBosch, Hower, Bouwman, Hughes, Frein all members in Muskegon Township, Muskegon County, Michigan**

**Absent: None**

**Also Present: Planning / Zoning Administrator Brian Werschem, Recording Secretary Andria Muskovin, Supervisor Hodges, Fire Marshal Nicolai and 3 guests.**

**Approval of Agenda**

**Motioned by Hower supported by Singerling to approve the March 8, 2021 Agenda.**

**Roll Call:**

**Ayes: Borushko, Frein, Hughes, Bouwman, Singerling, VandenBosch, Hower  
Nays: None**

**Motion carried.**

**Approval of Minutes**

**Motioned by Hower supported by Singerling to approve the minutes of February 8, 2020.**

**Roll Call:**

**Ayes: Borushko, Frein, Hughes, Bouwman, Singerling, VandenBosch, Hower  
Nays: None**

**Motion carried.**

**Communications**

**February Board Minutes Reviewed with no comment  
Staff Report acknowledged**

**Unfinished Business - None**

**New Business –**

**1. PC 21-07 Site Plan – Modification**

**Name: Warren Elite PC, LLC  
Address: 1965 Holton  
PP#: 61-10-004-100-0031-00  
Zoning: Neighborhood Commercial (C1)**

**Purpose: Vestibule additions to existing Site Plan**

**Zoning Administrator Werschem stated that the Applicant was not available. ZA Werschem stated that two vestibules with double doors are being added to help with heating/cooling and security, as well as striping in parking lot to add 12 parking spaces. Neither of these were in the original plan so they are asking for a modification.**

**Motion by Hower, supported by Singerling to approve the Site Plan Modification at 1965 Holton Rd, parcel # 61-10-004-100-0031-00 having met all the site plan standards of Section 58-486 of the Muskegon Charter Township Code of Ordinances contingent upon all federal, state, county and local ordinances and regulations being met.**

**Roll Call:**

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

**Nays: None**

**Abstain: VandenBosch**

**Motion Carried**

**2. PC 21-08 Site Plan – Modification**

**Name: Certified Building Solutions  
Address: 1665 Holton Rd  
PP#: 61-10-005-400-0009-00  
Zoning: Neighborhood Commercial (C1)**

**Purpose: Addition to structure**

**Donald Hansen, Architect, 1145 Drost, Muskegon MI stated that a Quonset hut would be torn down and they would be renovating to add breakrooms & Manufacturing space. Steel structure, and Cofessco will be putting in a sprinkler system. Also they will be bringing certain aspects into compliance by adding 2 fire hydrants and asphalt. Fire Marshall Mark Nicolai stated it was a good plan and that they were right where they need to be.**

**No questions or discussion from the PC.**

Each site plan shall conform to all applicable provisions of this chapter and the following standards:

- (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 determined that all elements of the site plan are 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 is developed 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.

*PC determined that there is minimal impact to landscaping as very little if any landscaping exists. The site is currently a mostly rooftop, parking and drive aisle. The additional landscaping provided is an improvement to the property.*

- (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 determined 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. All stormwater either enters the Holton Road stormwater system or enters the rear of the property as it currently is managed.*

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

*PC determined proper measures have been taken as well as a soil and erosion permit will be required before construction is to begin.*

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

*PC determined the existing is adequate and the changes have no impact on the existing system.*

- 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 determined that surface water on all paved areas are being 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.*

- 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 determined that none exist upon parcel other than the man made areas for storm water management.*

- 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 determined that any hazardous materials being stored or used upon the property are adequately managed as it has been historically. The Fire Marshal has reviewed and approved.*

- 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.

*No dwellings located therein.*

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

*PC determined that public street access is existing and adequate.*

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

*PC determined the pedestrian circulation system is not required.*

- (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 determined 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 determined the proposed is adequate.*

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

*PC determined no additional streets are requested nor required.*

- (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.

*PC determined that the 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 is currently connected to the municipal water and sewer system.*

- (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.

*PC determined that the waste containers are properly fenced and proper screening is provided.*

- (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 determined 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.

*This should be a condition of approval.*

**Motion by Singerling, supported by Borushko to approve the Site Plan Modification at 1665 Holton Rd, parcel # 61-10-005-400-0009-00 having met all the site plan standards of Section 58-486 of the Muskegon Charter Township Code of Ordinances contingent upon all federal, state, county and local ordinances and regulations being met.**

**Roll Call:**

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

**Nays:**

**Motion carried.**

**Respectfully submitted by,**

**Sandra Frein  
Secretary**