

**VILLAGE OF SPRING LAKE  
PLANNING COMMISSION**

**AGENDA  
REGULAR MEETING  
April 28, 2015 7:00 PM**

**Barber School Community Building  
102 West Exchange Street  
Spring Lake, MI 49456  
49456**

**1. CALL TO ORDER**

**2. ROLL CALL**

Bohnhoff, Boon, Kauchek, C. Miller, Van Leeuwen-Vega, VanStrate, and Yasenak.

**3. APPROVAL OF THE AGENDA**

**4. APPROVAL OF THE MINUTES – March 24, 2015 regular meeting**

**5. PUBLIC HEARING**

**A. Spring Lake Township Fire Station Special Land Use Permit**

The Village of Spring Lake Planning Commission will consider a request from Spring Lake Township for a Special Land Use Permit for a new fire and police station at 106 North Fruitport Road and 0 (Vacant) Cleveland Street, Permanent Parcel Numbers 70-03-14-451-010 and 70-03-14-451-014. This request pertains to Section 14.3 of the Village of Spring Lake Zoning Ordinance concerning Special Land Uses in the Public and Semi-Public District. This project also includes a Site Plan Review.

**6. NEW BUSINESS**

**A. Spring Lake Township Fire Station Site Plan Review**

The Village of Spring Lake Planning Commission will consider a request from Spring Lake Township for a Site Plan Review for a new fire and police station at 106 North Fruitport Road and 0 (Vacant) Cleveland Street, Permanent Parcel Numbers 70-03-14-451-010 and 70-03-14-451-014. This project also includes a Special Land Use Permit application.

**B. Review of the Fiscal Year 2015 Capital Improvement Plan**

Village Manager Chris Burns will present the Fiscal Year 2015 Capital Improvement Plan for review and recommendation by the Planning Commission.

**7. STATEMENTS OF CITIZENS ON ITEMS NOT ON THE AGENDA**

**8. ADJOURNMENT**

Jennifer Howland, Village of Spring Lake, 616-842-1393



## MEMORANDUM

To: Village of Spring Lake Planning Commission

From: Jennifer Howland, Village Planner

Date: April 28, 2015

Subject: Special Land Use Permit and Site Plan Review – Spring Lake Township Fire Station, 106 North Fruitport Road and 0 (Vacant) Cleveland Street

---

Spring Lake Township is proposing to construct a new fire and police station at 106 North Fruitport Road and 0 (Vacant) Cleveland Street. Governmental Facilities, including fire and police stations, are considered a Special Land Use in the P, Public & Semi-Public Zoning District. The project includes 13,952 sq. ft. one-story building, access off of both Fruitport Road and M-104, and associated parking lot and site improvements.

**Building Elevations:** The building elevations have been designed to match the single-family residential character of the existing neighborhood while still accommodating the needs of the departments. Building materials consist of brick and cast stone bands similar to the Village Hall and a standing seam metal roof. Three bays will be provided for fire trucks, and there will be office space provided for the Ottawa County Sheriff's Office staff assigned to Spring Lake. A painted wood trellis will be constructed at the south building entrance. A full review of the building construction plans will be conducted at the time the applicant submits their building plans.

The dumpster enclosure will have brick pillars at the corners to match the principal building materials, and the fencing will be treated wood to meet the requirements of the Zoning Ordinance.

**Parking, Landscaping & Screening:** A new 34-vehicle parking lot will be constructed, with all but 6 spaces located on the eastern portion of the site. The dimensions of the parking spaces and drive aisles meet the requirements of the Zoning Ordinance. Two curb cuts will be provided, one on Fruitport Road and one on M-104. The design and placement of these curb cuts have received preliminary approval from the Ottawa County Road Commission and MDOT, respectively. A public sidewalk will be installed along both frontages. The northern terminus of the sidewalk will be installed at a later date following a future determination by the Village

regarding alignment, as there is a large tree in the right-of-way just north of the township property line.

The Zoning Ordinance requires street trees within the parkway per Section 16B.3, D. The exact locations of the street trees will be subject to MDOT and Ottawa County Road Commission review, as will the proposed light and banner poles along the M-104 frontage.

Landscaping will be provided within the site to meet the standards of the Zoning Ordinance, and an irrigation system will be installed. The applicant has designed the project to preserve as many existing mature trees as possible.

Screening has been coordinated with adjacent property owners to the north, and the result of that coordination is shown on the site plan. The northern property line that abuts the Dye property will be a combination of fencing, walls, and landscaping. Due to the 3 foot difference in height between the two properties at the southeast corner of the Dye property, staff recommends that the Planning Commission allow the Township to construct a shorter wall section at this location so the Dyes don't see a 9 foot tall wall. The Dye's eastern property line will remain natural per their request. The northern property line that abuts the Johnson property will have a 6 foot tall wood privacy fence installed per the property owner's request. The eastern property line that abuts Burger King will have a 10 foot wide lawn area. If the Planning Commission determines that additional plantings are warranted to screen the subject property from Burger King, the Township is willing to comply.

**Signage:** The Township is proposing to install a monument style sign to the west of the M-104 entrance. A conceptual design of this sign is provided as an attachment and will meet the requirements of the Zoning Ordinance. Wall signage is not planned at this time, but if they determine at a later date to install wall signage, it will be designed to meet the Zoning Ordinance standards.

**Engineering Review:** Storm water management features will be added to the site, including a retention pond to the north of the parking lot and a bioswale in the interior of the parking lot. The design of the storm water management system will be refined as part of the development of the construction plans. The contract Village Engineer (Moore & Bruggink) reviewed the plans, including storm water calculations. The drainage calculations provided by the applicant meet the Village Storm Water Ordinance. Prior to issuance of any permits for construction, the Village Engineer recommended showing the location of the sewer and water laterals, connecting downspouts to the storm collection system, and providing soil borings as part of the development of the construction plans. An emergency overflow for the retention basin will also have to be provided, the design of which will be required to cause no adverse effects on neighboring properties.

**Special Land Use Criteria:** The Zoning Ordinance does not provide specific requirements for a Governmental Facility or fire station. Section 20.4 of the Zoning Ordinance lists the general criteria for approving a Special Land Use Permit. Responses to these criteria are provided as part of the applicant's narrative.

## **SAMPLE MOTIONS**

Staff believes the application meets all of the criteria to approve the Special Land Use Permit and Site Plan Review for the proposed project. If the Planning Commission is inclined to approve the application, staff has provided a draft motion with possible conditions that may be considered as well.

1. Motion to approve the request by Spring Lake Township for a Special Land Use Permit and Site Plan Review to construct a new fire and police station at 106 North Fruitport Road and 0 (Vacant) Cleveland Street, Permanent Parcel Numbers 70-03-14-451-010 and 70-03-14-451-014. The following conditions apply:
  - a. Approval of improvements within the right-of-way, including curb cuts, is subject to approval by the Ottawa County Road Commission and MDOT.
  - b. The project shall be built in compliance with the submitted site plan and elevation drawings.
  - c. The applicant will comply with any other local, state, and federal laws.
  - d. The applicant will comply with all verbal representations.
  - e. *Insert additional Planning Commission condition(s).*

If the Planning Commission is inclined to deny the application, staff has provided a draft motion that may be considered as well:

1. Motion to deny the request by Spring Lake Township for a Special Land Use Permit and Site Plan Review to construct a new fire and police station at 106 North Fruitport Road and 0 (Vacant) Cleveland Street, Permanent Parcel Numbers 70-03-14-451-010 and 70-03-14-451-014, for the following reason(s):
  - a. *Insert Planning Commission reason(s) for denial, citing Section 19.5 (Site Plan Review Standards) and/or Section 20.4 (Special Land Use Review Standards).*

Cc: Christine Burns, Village Manager

# MOORE & BRUGGINK, INC.

Consulting Engineers

2020 Monroe Avenue, N.W.

Grand Rapids, Michigan 49505-6298

April 21, 2015

Re: Spring Lake Twp. Fire Station  
Site Plan Review

Project No. 150112.1

Ms. Christine Burns  
Village of Spring Lake  
102 W. Savidge Street  
Spring Lake, Michigan 49456

Dear Ms. Burns:

We have reviewed the documents provided for the Spring Lake Township Fire Station, located on the corner of E. Savidge Street and N. Fruitport Road in the Village of Spring Lake, Ottawa County, Michigan. The documents were prepared by CR Architecture + Design and Prein & Newhof and dated April 7, 2015. This review was technical in nature and limited to the engineering of the site work. Our comments are as follows:

#### **Drainage/Grading:**

- Exhibit 4 and the project narrative describe stormwater drainage consisting of leaching basins with onsite storm sewer which discharges to a proposed retention basin in the northeast corner of the site. No emergency overflow for the retention basin is planned. In the event of an overflow, the stormwater will breach the basin and flow to the west. No connection to the Village storm sewer system is proposed. No rim elevations or invert elevations were provided for the proposed leaching basins and storm sewer. This information along with a detail of the leaching basins should be provided for review prior to final approval. Based on the stormwater calculations provided, the retention basin meets the requirements of the Village of Spring Lake Stormwater Management Ordinance.
- Roof drains for the proposed building are not shown on the exhibits. It is recommended that all roof drains and their connection points be shown on the exhibits.
- Soil borings from previous projects are referenced in the project narrative, but were not provided. A minimum of three soil borings to a depth four foot below the greatest planned excavation shall be provided for the site. The existing soil conditions and groundwater level will determine the viability of the leaching system and the capacity for stormwater infiltration.

#### **Public Utilities:**

- A utility plan detailing connection points to the Village water system was not provided. This information should be provided for review prior to final approval. Exhibit 3 shows a 12 inch water main along N. Fruitport road and an 18 inch water main along E. Savidge Street. Adequate pressure and capacity are available in either location to meet the demand of the proposed building.

- A utility plan detailing connection points to the Village sanitary sewer system was not provided. This information should be provided for review prior to final approval. Exhibit 3 shows an 8 inch sanitary sewer along N. Fruitport Road. Adequate capacity is available to meet the demand of the proposed building. The project narrative states that the existing sanitary sewer lateral condition will be reviewed to determine if replacement is required.

**Parking Lot and Drive Openings:**

- Exhibit 4 shows a total of 34 onsite parking spaces with 2 van accessible barrier free spaces as required by ADA Accessibility Guidelines. The site plan application states 35 parking spaces will be available and that the Village Zoning Ordinance requires a total of 35 parking spaces.
- Both drive entrances are shown as MDOT Detail M drive openings with hot mix asphalt approaches. Preliminary approval for both drive entrances from the Ottawa County Road Commission and the Michigan Department of Transportation has been received. Upon final site plan approval, permits from each agency will be required.

**Miscellaneous:**

- Concrete sidewalk should be constructed along N. Fruitport Road for the limits of the improved parcel.
- A Soil Erosion and Sedimentation Control Permit may be required from the Ottawa County Water Resources Office before construction begins.

Based on our review of the documents provided, minor revisions and additions are required to bring the site plan into conformance with the Village of Spring Lake Zoning Ordinance. It is recommended that these revisions and additions be completed and incorporated with any comments from the Village Zoning Administrator and Village Planner, and be resubmitted for further review.

If you have any questions, please contact me at (616) 363-9801.

Sincerely,



Ryan Arends, P.E.  
Project Engineer

RA/kjk