

**VILLAGE OF SPRING LAKE
PLANNING COMMISSION**

**AGENDA
REGULAR MEETING
December 15, 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, Duer, Kauchek, Van Leeuwen-Vega, VanStrate, and Yasenak.
3. **ELECTION OF OFFICERS**
4. **APPROVAL OF THE AGENDA**
5. **APPROVAL OF THE MINUTES** – November 24, 2015 regular meeting
6. **NEW BUSINESS**
 - A. St. Mary's Church Site Plan and Landscaping Review: Construction of a 24,000 square foot - two story school with expanded parking lot and removal of one existing educational building
 - i. Presentation from applicant
 - ii. Planner presentation: Nathan Mehmed, Williams & Works, Inc
 - iii. Questions
 - iv. Deliberation and Vote
7. **STATEMENTS OF CITIZENS ON ITEMS NOT ON THE AGENDA**
8. **ADJOURNMENT**

MEMORANDUM

TO: Village of Spring Lake Planning Commission

FROM: Lynee Wells, AICP
Nathan Mehmed

DATE: December 11, 2015

RE: **St. Mary's Catholic Church Site Plan Review**

GMB Architecture and Engineering, on behalf of St. Mary's Catholic Church, has submitted a site plan review request for the construction of a 24,000 square foot two-story addition and site improvements to the existing church structure and property located at 406 E Savidge Street. The applicant has also indicated that parking will be expanded and reconfigured, a new playground will be added, and several buildings on the site will be demolished.

Site Plan Review.

1. **District Standards.** The subject property is within the Public and Semi-Public District. The proposed addition meets the use and dimensional standards of the Ordinance.
2. **Parking.** Section 18.8 of the Zoning Ordinance requires two parking spaces per five seats for churches, theaters, auditoriums, assembly areas and gymnasiums and 1.5 spaces per classroom plus the amount required for auditorium or gymnasium seating. Currently, parking at St. Mary's Catholic Church is nonconforming as the parking provided does not meet the standards of the Ordinance. The applicant is proposing four additional parking spaces, bringing the total parking spaces on site to 174, ten of which are barrier-free. Total required parking for the church as calculated by the applicant is 337 spaces. Section 18.2 states that for additions or enlargements to an existing use, additional parking shall be required only for such addition or enlargement. The applicant is proposing the demolition and conversion of two existing school buildings in addition to the proposed building expansion. Thus, the number of parking spaces may remain as long as the increase required by the building expansion is offset by the demolition and conversion to storage of the existing school buildings. The site is almost completely built-out; however, some green space remains that could be converted into a few additional parking spaces. We believe that the Planning Commission may determine that the parking is consistent with the Zoning Ordinance.

Site Plan Review Standards

Section 19.5 of the Zoning Ordinance sets forth standards that the Planning Commission must find are met before a site plan can be approved. Those standards, along with our remarks, are as follows:

1. Natural Features Preservation: Existing natural features of the site, including vegetation, topography, water features and other such features, shall be preserved to the greatest extent practical. Only those areas under actual development shall be disturbed.

Remarks: The site is already developed and is currently occupied by either existing structures or surface parking lot areas. The Planning Commission may find that this standard is met.

2. Building Relationships: Buildings and structures shall be placed in an orderly, nonrandom fashion such that an uncrowded, open appearance is maintained. Open spaces shall be located and arranged in a manner which provides view protection, visual relief, physical separation, environmentally-sensitive area protection and/or recreational value to the site and surrounding properties.

Remarks: The applicant is proposing the demolition of an existing residential dwelling on the property as well as the building addition. The proposed building addition will be connected at an angle to the existing church building and will replace an asphalt parking lot and the existing residential dwelling. While the proposed building addition will add bulk to the property, it will likely have a relatively minor impact on the overall appearance of the property due to the removal of the residential dwelling. The Planning Commission may find that this standard is met.

3. Views: Views from adjacent properties and streets open to water areas shall be preserved to the greatest extent practical. Placement and height of buildings and locations of open spaces shall make reasonable provision for protection of existing views of the significant visual resources of the Village.

Remarks: The proposed addition is not located on any open water and views will not be impacted. The applicant is proposing a two-story addition which is consistent with the height of the existing church structure. The Planning Commission may find that this standard is met.

4. Driveways, Parking, and Circulation:

- a. Vehicular access to the site shall be designed to provide reasonable access to the site, while minimizing the impact of driveways on the efficiency and safety of traffic operations along the public roadways.

Remarks: The applicant is proposing one modification to current access drives which includes the realignment of the driveway on Exchange Street to line up with Sydney Court. Conversely, the applicant is proposing the removal of a driveway which currently connects

to an existing residential dwelling. The Planning Commission may find that this standard is met.

- b. Vehicular and pedestrian circulation facilities shall be designed so as to provide for safe and efficient movement of vehicles and pedestrians, in a manner which avoids conflict between vehicles and pedestrians. Points of vehicular access to public streets shall be limited to the minimum number required to provide reasonable access to the site. On corner lots, driveway access should be limited, where practical, to the street carrying the lower average daily traffic volume at the time of review of the site plan. Factors to be considered in determining whether to limit access to a street carrying the lower average daily traffic volume shall include the potential impact on adjoining uses along the side street, the extent of frontage of the subject property along both streets, and the project vehicular trip generation to and from the subject property.

Remarks: The applicant is proposing one modification to current vehicular circulation which includes the realignment of the driveway on Exchange Street to line up with Sydney Court. The Planning Commission may find that this standard is met.

- c. Where possible, access driveways on opposite sides of a street shall either be directly aligned, or offset a minimum of one hundred and fifty (150) feet, measured between driveway centerlines.

Remarks: The applicant is proposing the realignment of the driveway on Exchange Street to line up with Sydney Court. The Planning Commission may find that this standard is met.

- d. Separation distance between driveways and between driveways and public street intersections shall be maximized. At a minimum, driveway-to-driveway spacing of at least thirty-five (35) feet shall be provided, measured between driveway throats at their narrowest point. Driveway-to-intersection spacing of at least ten (10) feet shall be provided, measured from the edge of the driveway throat to its narrowest point, to the right-of-way of the intersecting street.

Remarks: The applicant is proposing one modification to current access drives which includes the realignment of the driveway on Exchange Street to line up with Sydney Court. The Planning Commission may find that this standard is met.

5. Surface Water Drainage: Special attention shall be given to proper site surface drainage so that the removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Temporary on-site storage to reduce peak runoff from the site may be required. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic and will not create standing water in the paved areas.

Remarks: Ordinance Number 323, Stormwater Management Ordinance, regulates stormwater in the Village. The applicant is proposing to maintain existing stormwater basins in the parking lot expansion and direct stormwater from the proposed building addition to the existing stormwater system. The report from the Township Engineer states that stormwater calculations provided detail that the proposed systems meet the requirements of the Village Stormwater Ordinance with the exception of the connection to the Village storm sewer system. It is recommended that the Planning Commission require the applicant to comply with the stipulations and recommendations of the Township Engineer, Stormwater Manager, and the Zoning Administrator regarding stormwater management at the site.

6. Utility service: All new utility distribution lines shall be placed underground.

Remarks: The applicant is proposing the relocation of multiple utilities; however, the submitted documentation does not specify whether or not these utility lines will be buried. The Planning Commission should require this as a condition of approval.

7. Special Features: Exposed storage areas, trash receptacles, machinery installations, service areas, truck unloading areas, utility buildings and structures and similar accessory areas should be screened from view from adjoining streets and properties. This screening shall be in accordance with Chapter 16.B, Landscape Regulations.

Remarks: The applicant is proposing a new dumpster enclosure adjacent to the existing repurposed elementary school. Chapter 16.B requires that dumpster enclosures be constructed of wood, vinyl or masonry materials. The applicant has not submitted any dumpster elevations, renderings, or details. The Planning Commission should address this as a condition of approval.

8. Emergency access: The site plan shall provide for adequate access to the site and all buildings on the site by emergency vehicles.

Remarks: The applicant is not proposing the addition of any access points to the site; however, one modification to current access drives is proposed which includes the realignment of the driveway on Exchange Street to line up with Sydney Court. It is recommended that the applicant comply with the stipulations and recommendations of the Spring Lake Fire Chief.

9. Exterior lighting: Exterior lighting shall be located and designed so that illumination is directed away from adjacent properties and streets.

Remarks: Section 3.28 of the Zoning Ordinance outlines the requirements for outdoor lighting. The applicant is proposing the reuse and relocation of existing light poles on the property; however, the details of such lighting fixtures and a luminance level diagram such as a photometric plan have not been submitted with the site plan materials. All proposed

lighting fixtures must be cut-off. The Planning Commission may address this as a condition of approval.

10. All landscaping shall be in accordance with Chapter 16.B, Landscape Regulations.

Remarks: Chapter 16.B requires screening and buffering for uses located in the P District as well as landscaping for parking areas containing ten or more parking spaces. Section 16B.7 requires a screen or greenbelt along the side and rear property lines adjacent to all zoning districts as well as a decorative brick and wrought iron fence or solid hedge and a minimum five (5) foot wide landscaped area along property lines of all street frontages. The applicant has not proposed landscaping elements which meet the standards of the Ordinance; however, Section 16B.3(M) gives the Planning Commission and Village Council the power to lessen the requirements if site conditions make the strict application of these regulations unreasonable. Given the nature of the use and size of the site, applying all of the landscaping standards may be unnecessary. A decorative fence or large hedge may bring about safety concerns or limit access to the site by pedestrians and residents of the neighborhood. The addition of shade trees along the property lines and the public right-of-way, particularly along the parking lot, may meet the intent of the Ordinance for landscaping. Furthermore, the Planning Commission may wish to determine if additional landscaping islands in the proposed parking area are necessary given the parking difficulty at the site.

11. All structures shall adhere to the design standards of the district, as applicable.

Remarks: The proposed structure meets the design standards of the Public and Semi-Public District. The Planning Commission may find that this standard is met.

12. All structures shall provide an orderly transition to adjacent development of a different scale.

Remarks: The proposed building addition is similar in height to the existing structure and will not disrupt the orderly transition to adjacent development of a different scale. The Planning Commission may find that this standard is met.

13. The site plan shall provide outdoor common areas and associated amenities for employees, customers, and/or residents which may include public trash receptacles, bike racks, seating areas, recreations areas, shade trees, bus stop turn-outs, and similar facilities where appropriate.

Remarks: The applicant is proposing the relocation of a playground and the removal of existing greenspace to provide for parking facilities. Given the nature of the use, it is likely that existing facilities meet the intent of this standard. The Planning Commission may find that this standard is met.

Conclusion and Recommendation. At the December 15th meeting, the Planning Commission should carefully consider comments from the public and the applicant regarding the proposed building addition.

The Planning Commission may table the site plan to allow the applicant additional time to address the above issues. If the Planning Commission decides to approve the site plan, we suggest the following conditions:

1. The applicant shall acquire a stormwater permit from the Zoning Administrator and comply with all conditions of the Stormwater Manager as well as the Stormwater Management Ordinance.
2. The applicant shall provide a maintenance agreement for the proposed stormwater management system to the Village.
3. The applicant shall bury all new or relocated utility lines.
4. The applicant shall submit elevations, details, or renderings of the dumpster enclosure to be approved by the Zoning Administrator.
5. The applicant shall submit lighting fixture details as well as a photometric plan of the site to be review by the Zoning Administrator.
6. The applicant shall combine all parcels that make up the St. Mary's Catholic Church site.
7. All conditions of the Village Engineer shall be met.
8. All conditions of the Village Fire Chief shall be met.
9. The site plan shall comply with all applicable local, state and federal requirements.
10. Any other conditions as determined by the Planning Commission.

MOORE & BRUGGINK, INC.

Consulting Engineers

2020 Monroe Avenue, N.W.

Grand Rapids, Michigan 49505-6298

December 10, 2015

Re: St. Mary's Education Addition
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 plans provided for the St. Mary's Catholic Church Education Addition located at the parcel boarded by Prospect Street, Savidge Street, William Street and Exchange Street in the Village of Spring Lake, Ottawa County, Michigan. The plans were prepared by GMB Architecture and Engineering and dated November 23, 2015. This review was technical in nature and limited to the engineering of the site work. Our comments are as follows:

Drainage/Grading:

- The grading and utility plan (sheet C-4.01) shows stormwater drainage conveyed overland to three proposed leaching basins in the south parking lot and one proposed leaching basin adjacent to the sidewalk on the north side of the addition. The leaching basins in the south parking lot are connected with 12 inch perforated storm sewer which has a 6 inch storm sewer overflow connection to the existing site storm sewer system at catch basin #34. This existing system outlets to the Village's storm sewer system in Exchange Street. The leaching basin on the north side of the addition is connected to an existing 4 inch roof drain from the southeast corner of the existing Church. This leaching basin outlets to the existing site storm sewer system that drains to catch basin #41. This existing system outlets to the Village's storm sewer system in William Street. The proposed systems are both combination leaching and conveyance systems. In minor rain events the systems will infiltrate stormwater and in major rain events the systems will convey stormwater at a restricted flow rate to the existing site storm sewer. As a best management practice, it is recommend that the existing storm system in the south parking lot be upgraded to an infiltration system to match the proposed system. This change will provide additional onsite stormwater storage capacity and ease existing downstream drainage issues within the Village storm sewer system.
- Stormwater calculations provided detail that the proposed systems meet the requirements of the Village Stormwater Ordinance with the exception of the connection to the Village storm sewer system.
- Thirteen soil borings for the site were provided and reveal generally granular soil conditions extending to the groundwater level which is 19 feet to 19.5 feet below existing ground. The existing soils and groundwater levels are conducive to the proposed in ground leaching system.

- All stormwater management systems require routine maintenance to function properly. It is recommended that the owner provide the Village a maintenance agreement for the proposed stormwater management system as a condition of the site plan approval.

Public Utilities:

- The building addition will utilize a new 6 inch sanitary sewer lateral with an open cut connection to the Village sanitary sewer system in Exchange Street, approximately 145 feet west of William Street.
- The building addition will utilize a new 6 inch water service / fire protection service with an open cut connection to the Village water system in Exchange Street, approximately 155 feet west of William Street.
- The open cut trench in Exchange Street shall be restored at a minimum as follows:
 - 12" of Subbase, MDOT CI II
 - 8" of Aggregate Base, MDOT 21 AA
 - 2" of HMA, 2C
 - 2" of HMA, 3C
 - 1.5" of HMA, LVSP

Parking Lot and Drive Openings:

- The site plan (sheet C-1.01) shows an increase in parking spaces from 170 to 174 with 10 ADA accessible barrier free spaces. This does not meet the requirements of the Village Zoning Ordinance, but site constraints will not allow for the 337 required spaces.
- The existing drive entrances to Exchange Street and William Street will remain with no new drive entrances proposed.

Miscellaneous:

- 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 plans 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 the revisions and additions be completed and incorporated with any comments from the Village Zoning Administrator and Village Planner and be resubmitted for further review.

Sincerely,



Ryan Arends, P.E.
Project Engineer

RA/kjk

