

**VILLAGE OF SPRING LAKE
PLANNING COMMISSION**

**MINUTES
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

Chairwoman Miller called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present: Bohnhoff, Boon, Miller, Van Leeuwen-Vega, VanStrate, and Yasenak.

Staff Present: Jennifer Howland (Village Planner), Christine Burns (Village Manager), Maryann Fonkert (Deputy Clerk), Brian Sipe (Fire Chief)

Absent: Kauchek

3. APPROVAL OF THE AGENDA

Motion by **Van Strate**, seconded by **Boon**, to approve the agenda. All in favor, motion carried.

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

Motion by **Van Leeuwen-Vega**, seconded by **Bohnhoff**, to approve the Minutes of the March 24, 2015 regular meeting. All in favor, motion carried.

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.

Chairwoman **Miller** introduced this item and asked Planner, Jennifer **Howland**, to give an overview.

Howland explained that 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.

Fire Chief, Brian **Sipe**, was present and explained that he was there on behalf of Spring Lake Township to ask the Planning Commission for a Special Land Use Permit for a new Fire and Police Department. Chief **Sipe** told the Commission that they had gone back to the drawing board to create a building that better fit the residential neighborhood, and with drawings, showed the Commission the changes made.

Motion by **Bohnhoff**, seconded by **Van Leeuwen-Vega**, to open the public hearing. All in favor, motion carried.

David Dye, 114 N. Fruitport Rd., thanked everyone for working with them and had a couple questions. Mr. Dye's first question was if the fence at Burger King would be staying and the second was concerning regarding lighting and would they be on 24/7.

Darcy Dye, 114 N. Fruitport Rd., explained that she was very pleased with the changes to the site plan. Mrs. Dye said they really liked the landscaping and buffering along the south side of their property and being able to leave their west property line open space and that she and her husband appreciated being included and consulted in the changes that would protect several existing trees and bushes.

Rita Braun, 121 S. Fruitport Rd., said she had a suggestion to use something other than treated wood on the dumpster enclosure since treated wood, if not maintained, looks crummy in a very short time. Mrs. Braun said she was also concerned with the lighting and how it would light up her home. Mrs. Braun asked if MDOT's preliminary approval was contingent on altering the traffic from the Wesleyan Church to a right turn only. Mr. Gordon Gallagher was present and said that it was not.

Motion by **Bohnhoff**, seconded by **Van Leeuwen-Vega**, to close the public hearing. All in favor, motion carried.

Van Strate said that he felt that the plan was good. **Boon** said he agreed with **Van Strate** that this was a good plan. **Boon** said he also agreed with Mrs. Braun that treated lumber doesn't last very long and that a new composite lumber might be a better choice. **Boon** also suggested that the lighting be all downward directed to avoid light pollution to the neighbors and that he was concerned about the noise pollution to the neighbors from the generator and that he would like to see it moved further to the east.

Van Leeuwen-Vega asked what trees would be planted along M-104. **Howland** said it would be up to the DPW Director as to what kind of trees would be planted. **Van Leeuwen-Vega** asked if the sign would back light or lighted from below. Chief **Sipe** said it would probably be back light. **Van Leeuwen-Vega** said she felt a sign similar to the County Court House would be a better look than a back lit sign.

Bohnhoff asked when the tree and sidewalk on the northern end of the property would be decided on. **Howland** said that would be decided on when Fruitport Road was improved and the sidewalk would probably stop a few feet shy of the property line to allow a reasonable curve to the sidewalk. **Bohnhoff** said he was concerned that adding the Police Department would create more of a traffic issue. Chief **Sipe** said that the amount of cars on duty and trips they make would be minimal. **Bohnhoff** asked if the Fire Department would be able to control other street lights in the Village. Chief **Sipe** said they would not.

Chairwoman **Miller** said that she was happy with what she saw but was disappointed with Village Council disregarding the Planning Commission's recommendation to not rezone and to do a PUD but that the end results were probably the same as what they would have approved if it had been a PUD. **Miller** asked if the generator had to be tested weekly. Chief **Sipe** said he would have to see what the manufacturer recommended.

Boon suggested that the building entrance and pedestrian walkway to the building be moved closer to the parking lot.

Van Leeuwen-Vega said that she disagreed and that she felt the building entrance should remain on the front facing M-104.

Motion by **Van Leeuwen-Vega**, seconded by **Bohnhoff**, to approve the request by Spring Lake Township for a Special Land Use Permit to construct a new Fire and Police Station at 106 N Fruitport Road and Cleveland St. requiring that the applicant will comply with all the Local, State and Federal laws and all verbal representations.

Yes: 6 No: 0

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.

Chairwoman **Miller** introduced this item and asked **Howland** if she had anything to add. **Howland** said she would address some of the comments during the Special Land Use discussion explaining that Burger King can take down their fence and/or trees at anytime so they cannot count on that as a buffer and that the Zoning Ordinance requires dense landscaping in the 10 foot buffer. **Howland** also explained that, regarding the dumpster enclosure, the ordinance allows treated wood but it would be a reasonable request to ask that they consider composite wood and the generator is compliant with the ordinance in location but the Commission could ask them to consider moving it.

David **Ross** from CR Architecture & Design was in attendance and presented the site plan for the proposed Fire and Police Station pointing out the various changes. **Ross** explained why the generator was placed where it was and that it would have a brick enclosure and landscaping around it. **Ross** said they would put some more thought into the generator issue. **Ross** also explained the changes to the landscaping and buffering along the Dye's and Johnson's property lines. Mr. **Ross** said the lighting would all be in compliance with the ordinance too. **Ross** also assured the Commission they would keep as many trees as possible. **Ross** explained that they used the Village Hall's material and color as a model for their sign.

Bohnhoff said he would like to see trees along Burger King's property line in case they take their fence down and he would like to see a sign similar to the court house.

Van Leeuwen-Vega said she would also like to see trees/landscaping along Burger King and would like to have something different then a back lit sign but maybe a solid sign lit from the bottom.

Boon said he was not a proponent of up facing lights because they collect water and add to light pollution so he would prefer down facing lights. **Boon** also said he was still concerned with the placement of the generator and noted that he had counted 39 lights on the site plan. **Ross** said that 15 of them were bollards that would be low light.

VanStrate said he also wanted to see landscaping along the Burger King property line.

Motion by **Bohnhoff**, seconded by **Van Strate**, to approve the Spring Lake Township Fire and Police Station Site Plan, subject to the following conditions:

1. Approval of improvements within the right-of-way, including curb cuts, is subject to approval by the Ottawa County Road Commission and MDOT.
2. The project shall be built in compliance with the submitted site plan and elevation drawings.
3. The applicant will comply with any other local, state, and federal laws.
4. The ground sign shall be brick and utilize external illumination.
5. A buffer shall be provided along the east property line per Section 16B.5 of the Zoning Ordinance.
6. Continue coordinating with the Dyes on the buffer.
7. The dumpster enclosure shall be composite with brick pillars or all brick.
8. Keep the tree at the north end of the sidewalk if possible.
9. Utilize the minimum amount of site lighting.

Yes: 6 No: 0

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.

Manager **Burns** presented the 2015 Fiscal Year Capital Improvement Plan explaining that the budget has gone under a major overhaul this year for several different reasons. **Burns** said the major change was the fact that the TIF Plan for the DDA is coming out of hibernation rather than being refunded back to the taxing entities. **Burns** went on to explain the different projects that were planned and some of the other changes that had been made.

7. STATEMENTS OF CITIZENS ON ITEMS NOT ON THE AGENDA

There were no statements of citizens.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:40 p.m.

Jennifer Howland
Village Planner

Maryann Fonkert
Deputy Clerk