

**On VILLAGE OF SPRING LAKE
PLANNING COMMISSION**

**MINUTES
REGULAR MEETING
July 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 (arrived after Shady Lane agenda item), Kauchek, C. Miller, Van Leeuwen-Vega (arrived at 7:03pm), VanStrate, Yasenak

Staff Present: Jennifer Howland (Village Planner)

Absent: none

3. APPROVAL OF THE AGENDA

Motion by **VanStrate**, seconded by **Bohnhoff**, to approve the agenda. All in favor, motion carried 5-0.

4. APPROVAL OF THE MINUTES – June 23, 2015 regular meeting

Motion by **Yasenak**, seconded by **Bohnhoff**, to approve the Minutes of the June 23, 2015 regular meeting. All in favor, motion carried 5-0.

5. NEW BUSINESS

A. Shady Lane Private Road Site Plan Review

The Village of Spring Lake Planning Commission will review a Site Plan for the proposed relocation of Shady Lane per Chapter 24 “Private Roads” of the Zoning Ordinance.

Chairwoman **Miller** introduced this agenda item and asked Village Planner **Howland** to give an overview. **Howland** provided an overview of the project. Jim Milanowski, project engineer, was present to answer questions. Milanowski stated that Kyle Verplank and Attorney McNeil were also present.

The Planning Commission had no issues with the proposed project.

Motion by **Yasenak**, seconded by **Bohnhoff**, to approve the request by Kyle Verplank for approval of a Site Plan Review to relocate Shady Lane private road on the east side of Buchanan Street. The following conditions apply:

- a. The sidewalk across the new driveway must be poured separately from the driveway and include ADA concrete ramps on either end.
- b. The two detached garages and associated pavement must be demolished.
- c. A maintenance agreement and indemnification statement will be required per the Zoning Ordinance prior to issuance of a private road construction permit.
- d. A lot line adjustment and parcel combination will be required prior to issuance of a certificate of compliance.
- e. All easements shown on the plans must be recorded prior to issuance of a certificate of compliance.
- f. A fire hydrant will be required to be installed in a location approved by the Fire Chief and Water Department.
- g. A minimum of three (3) soil borings are required to determine the viability of the proposed storm water management system.
- h. The applicant will comply with any other local, state, and federal laws, including obtaining a permit from the DEQ for any work within the 100 year floodplain and a permit from Ottawa County for soil erosion and sedimentation control.
- i. The applicant will comply with all verbal representations.

Yes: 6 No: 0

B. Biggby Coffee Drive-Thru Conceptual Site Plan Review

The Village of Spring Lake Planning Commission will review a conceptual site plan for a proposed drive-thru facility for Biggby Coffee at 510 Savidge Street, Permanent Parcel Number 70-03-15-358-003. This project will ultimately require a Special Land Use Permit and Site Plan Review.

Chairwoman **Miller** introduced this agenda item and asked Village Planner **Howland** to give an overview. **Howland** reviewed the concerns identified by staff in the report, including potential conflicts with tenants along the south side of the building, and the tenth stacking space encroaching into the drive aisle. Staff asked the Planning Commission to provide feedback to the applicant prior to the project being set for a public hearing.

Jim Milanowski, project engineer, was present to answer questions. He distributed a proposed building elevation to the Planning Commission to review. Also present was Peter Oleszcuk, property owner.

Kauchek expressed concern about the other tenants' use of the back of the building, deliveries, truck traffic, etc. The location of the drive-thru in the middle of the building was also challenging. **Van Leeuwen-Vega** asked **Howland** if requiring ten stacking spaces was generous, and **Howland** stated that it was on the high end. Peter Oleszcuk said that they have been working to be considerate of the tenants. Deliveries occur in the morning when other businesses have not opened, so there shouldn't be conflicts. Van **Leeuwen-Vega** believed that there is adequate separation between the drive aisle and the building, and she felt the use is

appropriate. **Bohnhoff** was concerned about delivery conflicts and that some tenants such as Marco's Pizza, use the back door often. **Yasenak** stated that there would not be room for another tenant to have a drive-thru. **Boon** suggested that a peep hole, warning sound or signage be added to alert tenants to the presence of vehicles just outside their back door. Oleszcuk said he'd look into providing warning signage on the interior of the doors. **VanStrate** asked for clarification on the ownership of the landscaping to the south of the building; **Howland** stated it was a combination between Village and private ownership, and Milanowski stated that parking had been omitted along that area to provide a wider drive aisle. **Kauckeck** asked how snow removal would be impacted. Oleszcuk stated no changes to snow removal were expected. **Van Leeuwen-Vega** asked if the tenants were concerned, and Oleszcuk stated that all of them to date have seemed pretty agreeable and were happy there was no direct competition with their business uses.

Milanowski asked the Planning Commission for a clear response regarding the stacking space layout. The Planning Commission agreed that it would not pose an issue as designed, provided the license agreement for use of the alley was renewed with the Village. The project is ready to schedule a public hearing.

6. CORRESPONDENCE

Staff called the Planning Commission's attention to two letters in their meeting packets. No discussion took place.

7. STATEMENTS OF CITIZENS ON ITEMS NOT ON THE AGENDA – None

8. ADJOURNMENT

There being no further business, the meeting adjourned at 7:38p.m.

Jennifer Howland
Village Planner