

**APPROVED MINUTES OF THE GAINES CHARTER TOWNSHIP PLANNING COMMISSION
FOR THE SPECIAL MEETING HELD ON
May 21, 2020
Via Zoom**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:05 p.m. by Chair Giarmo. A quorum was present.

MEMBERS PRESENT: Billips (late with notice), Burns, Giarmo, Haagsma, Rober, Thomas (late with notice), Waayenberg

MEMBERS ABSENT: None

OTHERS PRESENT: Dan Wells, Community Development Director
David Jirousek, Planning Consultant
Robin Haaksma, Recording Secretary

II. CONSIDERATION OF MEETING AGENDA

No Changes

III. CONSIDERATION OF MEETING MINUTES

February 27, 2020 – Regular Meeting Minutes

Motion: By Member Haagsma, supported by Member Waayenberg to approve the minutes for the February 27, 2020 Planning Commission Regular Meeting.

Discussion: None

Ayes: Burns, Giarmo, Haagsma, Rober, Waayenberg

Nays: None

Abstain: None

Decision: Passed

IV. INQUIRY OF CONFLICT OF INTEREST

None

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

VI. NEW BUSINESS

1. Advertised Public Hearings

No items

2. Site Plan Review

a. 4284 60th St. (PUD-LSP)

Site plan review for a 160,000 square foot industrial building.

Justin Moore from Moore and Bruggink Engineers presented to the planning commission. These plans were previously proposed without knowing who the tenant was. Now they

know that Alro Steel will be in the building upon completion. There will be a small amount of office space with the remainder being warehouse space. The engineering firm is resolving storm water and public utility issues with the township planner. Mr. Moore is willing to answer any questions on the site plan.

David Jirousek stated this is a new site plan that replaces a plan approved last year. This is a 33 acre parcel split to have a north and south component. The land division is currently being processed. The staff report addresses issues with landscaping, quantity of parking spaces, lighting, and signs. The Planning Commission should discuss all of the above. An additional exit to Patterson Ave. should also be discussed for the 2nd phase of development.

Landscaping: Member Rober would like to see some landscaping along M6. Member Haagsma agrees that some screening from M6 would be nice. Giarmo concurs. The planning commission would like the 266 additional landscaping points required for the deferred parking spaces to be placed along the rear of the building.

Lighting: The Planning Commission asked the applicant if lighting could be made brighter. They also discussed the pole height and agreed it can exceed the 20' allowable height as long as it isn't taller than the building.

Parking Spaces: The planning commission asked for an explanation on why the number of parking spots is less than required. Alro Steel will have a total of 40 to 50 employees working on 3 shifts. During shift change the maximum number of vehicles would be approx. 65 so they don't need the required 156 spaces. If parking becomes an issue the township can require the deferred parking area to be installed.

Signage: The Planning Commission asked the applicant to work with staff on sign requirements and make sure they are shown on the plan.

Vehicular Circulation and traffic: A single access point is proposed. Staff is recommending a secondary access point to Patterson for the 2nd phase. The Planning Commission would like to see two access points for emergency response purposes. If something happens on one drive it would be helpful to have a 2nd access point because the buildings are off the road a ways. The Planning Commission would like the revised plans to show the second drive as pending.

Pedestrian Circulation: Sidewalk now or with 2nd phase? Have sidewalk noted on the plan as to be completed with 2nd phase.

Motion: By Member Waayenberg, supported by Member Rober to recommend approval of the site plan contingent upon the following:

1. Revise the landscaping plan to show 266 additional landscaping points to the rear of the building along the M6 frontage.
2. Install deferred parking spaces when conditions warrant expansion or upon notification by the Township.
3. Correct discrepancies between parking notes and the actual number of parking spaces shown on the plan.

4. Increase illumination levels within the passenger car parking areas to 0.5 footcandles.
5. Include deferred parking area lighting plans.
6. Keep the pole-mounted light fixtures less than the building height.
7. Demonstrate compliance with cut-off light fixture requirements.
8. Include freestanding sign locations, including site identification and direction signs.
9. Install driveway to Patterson Avenue during phase two project development. Show the driveway and easement as phase two requirements.
10. Revise plans to show a sidewalk along Patterson Avenue for 2nd phase.
11. Secure all Township departments and outside agency approvals:
 - a. Township Engineer/BGUA
 - b. Fire Department
 - c. Kent County Road Commission
 - d. Kent County Drain Commission

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Rober, Thomas, Waayenberg

Nays: None

Abstain: None

Decision: Passed

b. 6869 East Paris Ave. SE (I-2)

Retroactive site plan review for various site improvements and structures.

Amber Hoover from High Grade was present. Kyle Visker from Land & Resource Engineering presented to the Planning Commission. Work was approved in 2013 for this property. During that phase and after some site improvements were made without site plan approval. In 2019 High Grade was made aware of the mistake and are here for retroactive approval of previous improvements and some proposed improvements. The proposed improvements are moving a storage shed and installation of a storm sewer outlet pipe to comply with storm water requirements. The shed is shown within a setback area, but High Grade also owns the neighboring property.

David Jirousek explained this was a complicated process to find out what had happened. 13 acre site. Retroactive site plan amendment. The planning commission should discuss the silo height and a hoop shed located in an easement.

Silo Height - This is an industrial area and the Planning Commission has the ability to exempt the silo from the height requirement based on a township ordinance. The Planning commission agrees to exempt it from the height requirement.

Easement – Chair Giarmo asked if any members had a concern if they own the adjacent property. The planning commission doesn't feel the easement is a concern.

Motion: By Member Haagsma, supported by Member Rober to approve the site plan with the following conditions:

1. Remove all blocks, equipment, and storage from required setback areas.
2. The storage shed can stay in the easement since the applicant owns both properties.

3. Indicate parking space and drive aisle dimensions on the plan.
4. The silo height can stay as shown on the plan.
5. Secure all township departments and outside agency approvals:
 - a. Township Engineer
 - b. Fire Department

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Rober, Thomas, Waayenberg

Nays: None

Abstain: None

Decision: Passed

c. 6155 East Paris (I-1)

Site plan review for a self-storage facility.

David Hager is the applicant and Don Groot with Exxel Engineering presented. 5 storage buildings. Intend to construct the buildings in phases. Start all 5 buildings at 100 ft. length and have outdoor storage in the back prior to completion of the second phase. Willing to address any issues from the staff report, engineer report and fire report. Also would like to defer the installation of the sidewalk.

David Jirousek mentioned the May 15th report recommended a conditional approval and since then staff received Jeff Gritter's engineer report. Gritter and the fire inspector are concerned with turning radius and maneuverability for fire trucks on this site. Water lines are also needed for fire hydrants. These issues should be resolved prior to Planning Commission approval. The site has proposed gate access and Jirousek is concerned about adequate stacking space. The front fence is in the utility right of way. Some concerns about outdoor storage. Would like more information from the applicant.

Member Rober does not like the idea of outdoor storage. Member Haagsma would like to know where the outdoor storage will be so the planning commission can require appropriate screening. Chair Giarmo stated that enforcement can become an issue with lack of planning and temporary outdoor storage. Burns echoes above. The Township has had issues with other outdoor storage places in the township. Is a precedent created while allowing outdoor storage during phasing?

Applicant is willing to remove outdoor storage from the application. Signage and lighting can be changed. Sidewalk and entry gate issue? Applicant wonders why sidewalk necessary with trail across the street.

Fire hydrants and turning radius: Don Groot explained that Dave VanPutten provided a template for firetruck maneuverability. If the Planning Commission isn't satisfied with the current plans the applicant can shorten the building to allow for adequate turning radius. Mr. Groot believes they have met the requirement of the template. Fire hydrants will meet the necessary requirements. Mr. Groot and the applicant will work with Dave VanPutten to make any corrections necessary. The gate can be moved without changing the layout.

Sidewalk: The planning commission would like sidewalks on both sides of the road.

Storm water – Jeff Gritter can handle this with the applicant.

Turning radius – staff and fire inspector can resolve these issues.

Member Haagsma asked for images of the proposed buildings? Nothing was included in the planning commission packet. Planner Wells shared a few photos. One of an all metal structure with low roof pitch and one masonry building with a higher roof pitch. The Planning Commission would prefer a higher roof pitch and less utilitarian looking structure. The applicant stated he will install a metal roof because they require less maintenance.

Motion: By Member Waayenberg, supported by Member Billips to approve the site plan with the following conditions:

1. Indicate proposed building height within the site plan notes.
2. Increase interior light levels between buildings to at least 0.5 footcandles.
3. Secure an administrative sign permit approval prior to the installation of the ground sign.
4. Shift entry gate inward to allow for the stacking of at least two vehicles.
5. Relocate the proposed fence outside of the public utility easement.
6. Require installation of a sidewalk within the East Paris Avenue right of way.
7. Work with staff to ensure there is enough maneuverability room and access for fire trucks and moving vehicles.
8. No outdoor storage.
9. Secure all Township department and outside agency approvals:
 - a. Township Engineer.
 - b. Fire Department
 - c. Drain Commission
 - d. Road Commission
10. Facility will be representative of 2nd image showed to the Planning commission. Tiered roof and metal.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Rober, Thomas, Waayenberg

Nays: None

Abstain: None

Decision: Passed

VII. UNFINISHED BUSINESS

1. Items not requiring a public hearing

a. Major PUD Amendment: Preservation Lakes Phases 3 and 4, 9820 Waterstone Drive.

Major Amendment to the Preservation Lakes Planned Unit Development.

Amendment would increase the number of home sites from 116 to 120 within the single-family residential portion of the development.

Don Degroot was present to answer any questions.

David Jirousek explained the changes discussed in February are in the current resolution. Plans resubmitted with new PUD plan and new plat map.

Motion: By Member Haagsma, supported by Member Waayenberg to recommend approval to the township board.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Rober, Thomas, Waayenberg

Nays: None

Abstain: None

Decision: Passed

VIII. GENERAL DISCUSSION

1. Private Street Ordinance

David Jirousek shared that staff has reorganized and simplified the former plan. He read through the report for the Planning Commission.

Planning Commission likes seeing the grandfathering in clause and agree the report is very thorough and well thought out.

Motion: By Member Rober, supported by Member Thomas to have a public hearing to approve the Private Street Ordinance.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Rober, Thomas, Waayenberg

Nays: None

Abstain: None

Decision: Passed

Chair Giarmo explained to the Planning Commission that the ZBA would like them to look at the current setbacks in some of the older neighborhoods of the township. This could help new construction blend in better in these neighborhoods. Planner Wells explained this wouldn't be a formal historic district, it would just look at taking an average setback in some of our older neighborhoods. Staff will work on a proposal to present at a later date.

IX. ADJOURNMENT

Motion: By Member Rober, supported by Member Thomas to adjourn the meeting at 9:10 pm.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Rober, Thomas, Waayenberg

Nays: None

Abstain: None

Decision: Passed

CERTIFICATION

I hereby certify that the above is a true copy of the minutes from the May 21, 2020 Regular Meeting of the Gaines Charter Township Planning Commission held at the time and place mentioned above pursuant to the required statutory procedures.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lani Thomas". The signature is written in black ink and is positioned above a horizontal line.

Lani Thomas, Secretary
Gaines Charter Township
Planning Commission

Dated: May 29, 2020