

SPECIAL MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
JUNE 24, 2015

I. CALL TO ORDER

LaMourie called the meeting of the Grand Haven Charter Township Planning Commission to order at 7:30 p.m.

II. ROLL CALL

Members present: LaMourie, Kieft, Robertson, Reenders, Gignac, and Wilson

Members absent: Kantrovich and Taylor

Also present: Fedewa

Without objection, LaMourie instructed Fedewa to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the June 15, 2015 meeting were approved.

V. CORRESPONDENCE – None

VI. PUBLIC COMMENTS ON AGENDA ITEMS ONLY – None

VII. NEW BUSINESS

A. Site Plan Review – Transfer Tool

Fedewa provided an overview of the Site Plan Review application through a memorandum dated June 19th.

Initial discussion by the Planning Commission included:

- Questioned why a parking study was not submitted for staff review. An explanation was provided as to why a parking study is necessary when requesting more than the maximum number of spaces.
- Requested the applicant explain how the business will compensate for the additional parking spaces if the two proposed 30,000 square foot expansions identified on the site plan are constructed.

Brent Busscher, Controller for Transfer Tool, spoke for the group of representatives. Also present was, Jim Raterink, President of Transfer Tool; Bob McFarlane, Vice President of

Operations for Lakewood Construction; Jon Tilburt, Registered Architect; and Louis Edgerton, Service Manager for Lakewood Construction.

- Provided information on the number of employees, and design of shift changes.
- Spaces near the building are reserved for customers and suppliers who travel from across the country to visit the business.
- Employee high school students during the summer months, which also increases their need for parking spaces.
- Currently, employees are parking on the grass, which is not desirable.
- Jim Raterink, President of Transfer Tool, explained their business has been growing approximately 10% each year since 2008. It is very likely to expand in the future.

Final discussions by the Planning Commission included:

- Grateful that Transfer Tool has remained in Grand Haven Township, and have plans for future expansions.
- Understands that efficiency is the key to success. Work sites are smaller than they were in the 1990's when the business was constructed. Smaller work spaces equates to more employees, which results in the need for additional parking.
- Noted that businesses do not want to expend funds to construct a parking lot unless they have too. Therefore, the request to expand parking is likely a "need," and not a "want."
- Commission requested staff review the industrial parking requirements of other communities that have a heavy manufacturing base (*such as Zeeland*). Goal is to learn if GHT parking requirements are too restrictive.

Motion by Robertson, supported by Gignac, to approve with conditions the Site Plan Review application for the Transfer Tool Products parking lot addition located at 14444 168th Avenue, based on the application meeting all the requirements of the Grand Haven Charter Township Zoning Ordinance. The approval is conditioned upon receipt of a permit from the OCWRC, and the submission of a parking needs study, which must include parking space estimates for the future expansion. **Which motion carried.**

REPORT

1. The application meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, the Planning Commission finds as follows:
 - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.

- B. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this ordinance.
- C. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- D. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the township.
- E. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
- F. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
- G. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
- H. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the fire department.
- I. All streets and driveways are developed in accordance with the Ottawa County Road Commission specifications, as appropriate.
- J. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.
- K. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures.
- L. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
- M. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
- N. The site plans conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.

- O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.

VIII. REPORTS

- A. Attorney Report - None
- B. Staff Report
 - Community Engagement Subcommittee
 - Robertson, Wilson, and Reenders volunteered to be members
- C. Other - None

IX. EXTENDED PUBLIC COMMENTS ON NON-AGENDA ITEMS ONLY – None

X. ADJOURNMENT

Without objection, the meeting adjourned at 8:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Stacey Fedewa". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Stacey Fedewa
Acting Recording Secretary