

OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION

MINUTES OF A MEETING HELD SEPTEMBER 11, 2008

Agenda

ALLTEL COMMUNICATIONS - SPECIAL EXCEPTION USE AMENDMENT AND SITE PLAN REVIEW OF PROPOSED PLACEMENT OF A GROUND EQUIPMENT SHELTER - 624 NORTH 4TH STREET - (PARCEL NO. 3905-16-305-050)

STEENSMA BROTHERS - SPECIAL EXCEPTION USE AMENDMENT AND SITE PLAN REVIEW OF PROPOSED BUILDING EXPANSION - 7561 STADIUM DRIVE - (PARCEL NO. 3905-34-185-036)

OSHTEMO CHARTER TOWNSHIP - SPECIAL EXCEPTION USE AND SITE PLAN REVIEW OF PROPOSED PLACEMENT OF A PUBLIC WATER SYSTEM BOOSTER/BLEEDER STATION IN A BUILDING ON VACANT PROPERTY ON WEST KL AVENUE, EAST OF US 131 - (PARCEL NO. 3905-24-460-010)

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, September 11, 2008, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Terry Schley, Chairman
Deborah Everett
Lee Larson
Bob Anderson
Kitty Gelling
Carl Benson
Fred Gould

MEMBERS ABSENT: None

Also present were Mary Lynn Bugge, Senior Planner; Brian VanDenBrand, Associate Planner; James Porter, Township Attorney, and approximately two other interested persons.

Call to Order

The meeting was called to order at approximately 7:00 p.m., and the "Pledge of Allegiance" was recited.

Agenda

The Chairman asked if there were any changes to the Agenda. Ms. Bugge asked that the Commission add a discussion item regarding a potential text change under "Other Business." Ms. Gelling made a motion to approve the Agenda, as amended. Mr. Anderson seconded the motion. The Chairman called for a vote on the motion, and the motion passed unanimously.

Minutes

The Chairman asked if there were any changes to the minutes of August 14, 2008. Ms. Gelling indicated that the minutes should note that Mr. Gould did not arrive until 7:20 p.m. In addition, on page 2, a word in the last sentence of the first paragraph under the public hearing item should be changed from "hereby" to "herein." Mr. Benson then made a motion to approve the minutes, as amended. Ms. Gelling seconded the motion. The Chairman called for a vote on the motion, and the motion passed unanimously.

ALLTEL COMMUNICATIONS - SPECIAL EXCEPTION USE AMENDMENT AND SITE PLAN REVIEW OF PROPOSED PLACEMENT OF A GROUND EQUIPMENT SHELTER - 624 NORTH 4TH STREET - (PARCEL NO. 3905-16-305-050)

The Chairman noted that the next item on the Agenda was the special exception use amendment and site plan review for Alltel Communications. He said the Planning Commission would be considering the request for property located at 624 North 4th Street in the Rural Residential District, Parcel No. 3905-16-305-050. The Chairman asked to hear from the Planning Department. Ms. Bugge submitted her report to the Planning Commission dated September 11, 2008, and the same is incorporated herein by reference.

Ms. Bugge took the Commission through a review of the Alltel proposal. She explained that they were seeking special exception use amendment approval to the original tower approval and site plan review for the installation of ground equipment, in this case a 12' x 20.5' prefabricated concrete equipment shelter. She advised that co-location of equipment on the existing tower on 4th Street would be reviewed administratively and was not part of the current Planning Commission review.

The Chairman asked the Planning Commission members if they had any questions. Hearing none, he asked to hear from the applicant. Mr. Judd Chaille, Alltel's Site Acquisition Agent, introduced himself to the Planning Commission and asked if the members had any questions. Mr. Benson inquired about the loading limits on the tower. Ms. Bugge said that equipment co-location would be handled through administrative review by the Township.

The Chairman asked if there was any public comment. Hearing none, the Chairman called for a discussion of the Planning Commission members.

Deborah Everett asked how many additional companies could co-locate on the tower. Ms. Bugge said it appeared, at this point in time, that the tower was full and would not likely carry any more antennas. Ms. Bugge indicated that there might be additional equipment requests such as generators to be located on the ground. She pointed out to the Planning Commission that the special exception use and site plan review was structured broadly enough to allow for future ground equipment without having to return for additional special exception use approval.

The Chairman noted that the proposed equipment was tucked into the surrounding vegetative growth. Mr. Larson noted that the proposed structure would not generate noise, and he was comfortable with the use being proposed. The Chairman noted that there were two steps in this process, special exception use amendment approval and a site plan approval. Ms. Gelling made a motion to approve the special exception use amendment based upon Staff's report. Mr. Gould seconded the motion. The Chairman called for a vote on the motion, and the motion passed unanimously.

The Chairman asked what the pleasure of the Commission was with regard to site plan. Ms. Gelling made a motion to approve the site plan, as submitted, with the following conditions:

- (1) Outside building mounted light fixtures shall comply with Section 78.700.
- (2) Six evergreen trees, six to eight feet in height, shall be planted adjacent to the north fence extension.
- (3) Plant material disturbed outside the existing and proposed fenced area, other than the minimum necessary for construction of the fence expansion, shall be replaced and is subject to review and approval by Staff.
- (4) Site plan approval is subject to the applicant satisfying the requirements of the Fire Department, pursuant to the adopted codes.

Mr. Gould seconded the motion. The Chairman called for a vote on the motion. The motion passed unanimously.

STEENSMA BROTHERS - SPECIAL EXCEPTION USE AMENDMENT AND SITE PLAN REVIEW OF PROPOSED BUILDING EXPANSION - 7561 STADIUM DRIVE - (PARCEL NO. 3905-34-185-036)

The Chairman said the next item for consideration was the special exception use amendment and site plan review for Steensma Brothers. He said the property was located at 7561 Stadium Drive in the "I-1" District, Parcel No. 3905-34-185-036. The Chairman asked to hear from the Planning Department. Ms. Bugge submitted her report to the Planning Commission dated September 11, 2008, and the same is incorporated herein by reference.

Ms. Bugge took the Planning Commission through a review of the special exception use criteria for the proposed 636 square foot addition to the west side of the main building. Ms. Bugge then took the Commission through a review of the site plan review criteria as more fully set forth in her report. Ms. Bugge noted that the applicant would be returning to the Planning Commission for site changes in the near future.

The Chairman asked if there were any questions of Ms. Bugge. Hearing none, he noted for the record that no one had appeared for the applicant, possibly due to some mis-communication. The Chairman then noted that there were no longer any public present to comment, and he called for Planning Commission deliberations. The Chairman noted that due to the limited nature of the request and impact on site plan, he suggested moving the special exception use amendment and site plan approval forward in one motion. Mr. Larson then made a motion to approve the special exception use amendment and site plan subject to the following conditions:

- (1) Building mounted outdoor light fixtures shall comply with the requirements of Section 78.700, and fixture details shall be submitted to Staff for review and approval.
- (2) Site plan approval shall be subject to the applicant satisfying the requirements of the Fire Department, pursuant to the adopted codes.
- (3) Site plan approval shall be subject to Township Engineer review and a finding that stormwater management is adequate.

Ms. Gelling seconded the motion. The Chairman called for a vote on the motion, and the motion passed unanimously.

**OSHTEMO CHARTER TOWNSHIP - SPECIAL EXCEPTION USE AND SITE PLAN
REVIEW OF PROPOSED PLACEMENT OF A PUBLIC WATER SYSTEM
BOOSTER/BLEEDER STATION IN A BUILDING ON VACANT PROPERTY ON WEST
KL AVENUE, EAST OF US 131 - (PARCEL NO. 3905-24-460-010)**

The Chairman indicated the next item on the Agenda was the special exception use and site plan review for Oshtemo Charter Township. He said that the request was to approve a special exception use and site plan for the placement of a public water system booster/bleeder station. He said the property was located on West KL Avenue, east of U.S. 131, in the "C" Local Business District, Parcel No. 3905-24-460-010. The Chairman called for a report from the Planning Department. Mr. VanDenBrand submitted a report to the Planning Commission dated September 11, 2008, and the same is incorporated herein by reference.

Mr. VanDenBrand took the Planning Commission through a review of the proposed booster/bleeder station. He noted that the subject property is currently unbuildable as it does not meet the minimum square foot area requirement, and therefore, would require a variance from the ZBA later in the month. Mr. VanDenBrand then proceeded to take the Commission through a review of the proposed site plan, as well as the special exception use criteria.

The Chairman asked if there were any questions. Mr. Larson asked if the facility would be fenced. Mr. VanDenBrand said the site plan did not indicate a fence, but he was not sure. Mr. Larson suggested that if fencing was put in, that it be concealed within the landscaping as much as possible. Mr. VanDenBrand said if that was the case, Staff would work with the City to comply with that request insofar as possible.

Mr. Anderson asked if all of the pipes were underground. Mr. VanDenBrand said he believed they would be. The Chairman then called for a motion on the issue. Ms. Gelling made a motion to approve the special exception use and site plan, as submitted, with the following conditions:

- (1) Staff would work with the City of Kalamazoo representatives to determine if landscaping should be added to the site to buffer the view of the building from the street.
- (2) A driveway permit would be obtained from the Kalamazoo County Road Commission.
- (3) If fencing were necessary, that it be placed discreetly on the property to blend in with the current vegetation or landscaping.

Ms. Everett seconded the motion. The Chairman called for further discussion, and hearing none, he called for a vote on the motion. The motion passed unanimously.

Public Comment on Non-Agenda Items

There were no public members present at the meeting during the Public Comment session.

Any Other Business

Ms. Bugge submitted a section of the Village Form Based Code to the Commission for a review. The pertinent section is Section 34.820, Subsection F, Drive-throughs. She noted that drive-through facilities were only allowed as a special exception use and limited to one drive-through per use within the Overlay District. She said, after the text was approved, she noted, in the fringe or Village Corridor East areas, that there were banks which were operating with more than one drive-through. She said, given that fact, she wanted to know if the Planning Commission wished to consider a modification to the text to accommodate more than one drive-through perhaps in the Village fringe or Corridor East areas.

After a brief discussion without making a decision on the matter, it was the consensus of the Planning Commission members that the modification discussed be considered in the near future.

Planning Commissioner Comments

None.

Adjournment

There being no further Planning Commissioner comments, the meeting was adjourned at approximately 7:55 p.m.

Minutes Prepared:
September 16, 2008

Minutes Approved:
September 25, 2008