

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD AUGUST 14, 2014

Agenda

PUBLIC HEARING: SPECIAL EXCEPTION USE REQUEST FROM THE DASHWORKS, INC. FOR ESTABLISHMENT OF AN AUTOMOBILE COMPONENT RETAIL FACILITY INCLUDING TWO DRIVE-IN SERVICE BAYS IN AN EXISTING COMMERCIAL CENTER (KASTEN CENTER) LOCATED AT 6857 WEST MAIN STREET IN THE C LOCAL BUSINESS DISTRICT. (PARCEL # 3905-14-305-030).

DISCUSSION – WEST MAIN STREET & 9TH STREET SUB AREA PLAN IMPLEMENTATION PROJECT.

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, August 14, 2014, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Terry Schley, Chairperson
Fred Antosz
Wiley Boulding, Sr.
Dusty Farmer
Pam Jackson
Millard Loy
Richard Skalski

MEMBERS ABSENT: None

Also present were Karen High, Zoning Administrator; James Porter, Attorney; and Martha Coash, Meeting Transcriptionist. There were approximately eight other persons in attendance.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

AGENDA

The Chairperson asked for a motion to approve the agenda.

Mr. Antosz made a motion to accept the agenda as presented. Mr. Skalski seconded the motion. The motion passed unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Chairperson Schley asked if anyone in attendance wished to comment on non-agenda items.

There were no public comments on non-agenda items. Chairperson Schley moved to the next item on the agenda.

APPROVAL OF THE MINUTES OF JULY 24, 2014

The Chairperson asked if there were any additions, deletions or corrections to the minutes of the meeting of July 24, 2014. Hearing none, he suggested a change to the last paragraph of page three to modify the language to include the Planning Commission in the process to review the existing landscape ordinance and visit sites. He asked for a motion to approve the minutes.

Mr. Antosz made a motion to approve the minutes of the July 24, 2014 meeting with the suggested change. Mr. Skalski seconded the motion. The motion was approved unanimously.

Chairperson Schley moved to the next item on the agenda.

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Chairperson Schley said the next item on the agenda was the public hearing for a special exception use request from Dashworks, Inc. He asked Ms. High to present staff input.

Ms. High said the applicant was seeking Township approval to locate an automobile related business in the existing Kasten Center. She noted the site is located in the C Local Business district. Although this is not a filling station or a car wash, garages and similar automobile services are a special exception use in the C district.

Further, she said, as a drive in service where vehicles drive into the building for the installation, it is also designated as a special exception use. As a result, a public hearing and Planning Commission approval is required.

She explained Dashworks is a business that involves the sales and installation of car audio, video, security, and remote start systems. They are proposing occupancy of suites #1 and #2 of the existing shopping center, which are the southeastern most suites in the center. About 3200 square feet in size, a substantial portion of the tenant space will be dedicated to sales and display space while an equally substantial portion will be dedicated to two service bays for installation areas. Additional space will be set aside for offices, storage, and restrooms.

Ms. High continued, saying Dashworks currently operates a facility on South Westnedge and desires to relocate to the proposed location. Their hours of operation are 9:00 to 6:00 Monday to Friday and 10:00 to 3:00 Saturday. They anticipate 2-4 vehicles per hour based on their experience at the other facility. The installations are appointment based, but they sometimes do take walk-ins if the schedule permits.

She noted all work is conducted on the interior of the building and there is no exterior storage or service anticipated. There is also no overnight parking or storage of vehicles anticipated on a regular basis although it may occur on occasion if problems or issues arise. Such vehicles would be stored indoors.

Ms. High said in order to accommodate the use and the installation of the service bays, two new overhead doors are being added to the east side of the building. These doors will face the adjacent retention pond.

She added that both the Township Engineer and Fire Marshall have reviewed the proposed plans and did not share any concerns or issues with the proposed use or development.

Ms. High said an automobile service facility has a parking requirement of 3 spaces per bay plus 1 per each 300 square feet of net floor area. There are two service bays thereby requiring 6 spaces. No specific floor plan was provided, but if it is assumed that there is 2100 square feet of net floor area (outside of storage, restrooms, and service bay areas). This would add 7 additional required spaces resulting in 13 total spaces. The previous retail tenant was required to provide 15 spaces – 1 per 150 square feet of usable floor area. As a result, fewer parking spaces are required for the proposed use than the previous occupant. Therefore, the conversion of the space to the proposed use will not require additional parking.

She noted there are a total of 71 parking spaces at the shopping center. As was discussed during a previous review at this center, the tenant mix has a variety of peak traffic periods providing a good opportunity for shared parking. Therefore, no additional parking is required for this use.

She noted additionally that automobile related uses with a drive in service bay require special exception approval in the C zoning district. The Kasten Center consists of one building with five tenant spaces. It currently houses a pool supply store, a restaurant/bar, and a fitness center. There remains one vacant unit. The service / retail use is a compatible use with the other commercial uses in the center and is not anticipated to significantly impact adjacent uses or properties.

Ms. High reviewed the Standards for Approval and stated the proposed use fits with the other uses within the shopping center in which it is proposed. As described by the applicant, it is a fairly low impact use that is not anticipated to significantly affect adjacent properties or uses within the shopping center. Therefore, she said staff recommends approval of the proposed use.

Chairperson Schley asked if there were questions for Ms. High from Commissioners. Hearing none, he asked the applicant to speak.

Mr. Michael Hadden, 4419 Lake Forest Drive, and owner of Dashworks, said his business has been in operation for 26 years and that he wants to move to this location in order to reduce the size of his business. He noted they anticipate serving 2 - 4 customers per hour, not 2 – 4 cars as was indicated in the staff review.

Chairperson Schley asked if there were questions from Commissioners for Mr. Hadden.

In response to questions, Mr. Hadden said there will be no stacking of vehicles; any overnight parking would occur inside the building and be protected with an alarm system; and that most jobs are scheduled.

The Chairperson asked if there were any public comments. Hearing none, he asked if there was a motion to approve the application.

Mr. Loy made a motion to approve the request from Dashworks, Inc., per the staff report and the assurance that the Standards of Approval will be met. Ms. Farmer seconded the motion. The motion passed unanimously.

Discussion – West Main Street & 9th Street Sub Area Plan Implementation Project

Chairperson Schley moved to the next agenda item, a discussion of the West Main Street and 9th Street Sub Area Plan Implementation Project. He asked Mr. John Jackson, Consultant from McKenna Associates, to speak with the Board regarding some of the issues and questions that remain. Mr. Jackson walked the Board through the revised copy of the draft overlay district, including some notes reflecting the last discussion.

Discussion began with Section 50.401 Setbacks and Side Line Spacing. After lengthy discussion and consideration of the ramifications of setback requirements, it was agreed to establish the setback requirement on West Main Street to 140 feet from the center line and on 9th Street to 100 feet from the center line.

Mr. Jackson asked Commissioners about the item in Section 50.403 Building Requirements, that a single story building not exceed 25,000 square feet and a multi-story building shall not exceed 35,000 square feet. After some clarification by Chairperson Schley regarding this item, it was agreed to leave the requirements at 25,000 and 35,000 square feet. It was also agreed to remove the requirement that the gross floor area of buildings “not occupy more than 30 percent of the ground area of the parcel, lot, or building sit on which they are located.”

Section 50.404, Parking, was discussed and it was agreed to leave this section as drafted.

Next, Section 50.406, Landscaping was considered. Mr. Jackson spoke from the standpoint of wanting to preserve the character of the Township, but acknowledging there is a wide range of character and that the goal should be to come up with a non-burdensome, non-arbitrary standard to promote a diversity of landscape. The Planning Commission discussed various approaches to provide the desired flexibility. Ms. Jackson offered to help develop a description of the rural character as it relates to the landscaping requirements. Mr. Jackson suggested that it might be appropriate for the Landscaping section to offer options. He gave the example of meeting the ordinance by providing x number of trees or x number of shrubs or x number of native grasses.

Ms. Farmer noted that a reference to Section 75.140 needs to be added, to require internal landscape areas in parking lots.

Mr. Jackson then addressed requirement that “Not less than five percent of the site shall be designated as open space...” in Section 50.409 Natural Features and Open Space. There was discussion of what that means and what might be considered to be appropriate “open space.” After discussion, it was agreed that 5% was reasonable, though some Commissioners would like to see a larger percentage left as open space.

It was confirmed that 50.410 Signage could be removed from the document since normal signage requirements would be adequate.

Next considered was 50.411, Dimensional Deviation. It was agreed that paragraph three, addressing the single story building limit of 25,000 square feet should be removed in its entirety.

This concluded the discussion of the Overlay Zone draft document.

Chairperson Schley suggested going through the PUD document as far as 60.404, picking up next time at 60.410. Commissioners agreed and reviewed Sections

60.400 through 60.404. Mr. Antosz indicated that Section 60.404 should also include a reference to the Commercial PUD section, Section 60.420, as well as the Residential PUD when discussing the ability to make deviations. No changes were made to these Sections except noting there should be a Section 60.420 Commercial.

Chairperson Schley asked if there were any public comments. Ms. Judy Weddington had a question regarding some markings on one of the drawings, which Mr. Jackson said showed setbacks.

There were no further public comments. Chairperson Schley moved to the next item of business.

OLD BUSINESS/ANY OTHER BUSINESS

Chairperson Schley asked if there was old business or any other business to come before the Commission. There was none from other Commissioners. The Chair moved to the next item on the agenda after noting there would be a Planning Commission meeting on the 28th of August.

PLANNING COMMISSIONER COMMENTS

The Chairperson asked if there were any comments from Commissioners.

Ms. Jackson thanked Mr. Jackson for his assistance with putting things into context for the discussion of the implementation project.

Mr. Loy noted Oshtemo Fun Day would be held Saturday, August 16.

Mr. Skalski felt real progress is being made clarifying items for the Zoning Ordinance project and supporting local input and interest.

Chairperson Schley noted recent changes to downtown Paw Paw, that include reverse angle parking and commented it would be interesting to see how that goes. He also commended the Board for its good work on the implementation project.

ADJOURNMENT

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Schley asked for a motion to adjourn.

Mr. Loy made a motion to adjourn. Mr. Skalski seconded the motion. The motion carried unanimously.

Chairperson Schley adjourned the Planning Commission meeting at approximately 8:40 p.m.

Minutes prepared:
August 17, 2014

Minutes approved:
August 28, 2014