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**NOTICE
OSHTEMO CHARTER TOWNSHIP
Zoning Board of Appeals**

**Tuesday,
January 27, 2015
3:00 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Election of Officers
4. Approve Agenda
5. Public Comment on Non-Agenda Items
6. Approve Minutes October 28, 2014 Regular Meeting
7. **Site Plan Review (Bosch Architecture for Corners Realty LLC)**
Applicant requests site plan review of a proposed 12,000 square foot warehouse and light industrial building on a 1.84 acre property at 652 South 8th Street in the I-1 Industrial District. (Parcel No. 3905-22-285-029).
8. **Site Plan Review (AVB for Great Lakes Partnerships Properties LLC)**
Applicant requests site plan review of a proposed 11,546 square foot office building and a proposed 7,804 square foot warehouse building on a 1.23 acre property at 5220 West Michigan Avenue in the I-1 Industrial District. (Parcel No. 3905-25-230-012).
9. Approve 2015 Meeting Dates
10. Any Other Business / ZBA Member Comments
11. Adjournment

**Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be board discussion prior to call for a motion.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment or Citizen Comment on Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)
(revised 5/14/2013)

VARIANCE INFORMATION SHEET

For variance requests, the Zoning Board of Appeals is required by law to consider the following, and only the following, criteria when deciding on an application for a nonuse variance:

1. Whether compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, building or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome.
2. Whether a grant of the variance applied for would do substantial justice to the applicant as well as to the property owners in the district or whether a lesser relaxation than that applied for would give substantial relief to the owner of the property involved and be more consistent with justice to other property owners.
3. Whether the problem is unique to the property owner's land or whether it is a problem shared by all others in the district.
4. Whether relief can be granted in such a fashion that the spirit of the ordinance will be observed and public safety and welfare secured.
5. Whether the problem was self-created.

Please be aware that use variances cannot be granted by the Board for any reason. Also please note that economic hardship is not the type of hardship referred to under #1 above.

**OSHTEMO CHARTER TOWNSHIP
ZONING BOARD OF APPEALS**

MINUTES OF A MEETING HELD OCTOBER 28, 2014

Agenda

PUBLIC HEARING: APPLICANT (OMNI COMMUNITY CREDIT UNION) REQUESTS SIGN DEVIATION FROM THE OSHTEMO TOWNSHIP ZONING ORDINANCE TO ALLOW TWO GROUND SIGNS, ONE MORE THAN PERMITTED FOR A FINANCIAL INSTITUTION PER SECTION 76.170 OF THE TOWNSHIP ZONING ORDINANCE. THE SUBJECT PROPERTY IS LOCATED AT 6622 WEST MAIN STREET IN THE C-LOCAL BUSINESS DISTRICT (PARCEL #3905-14-185-031).

PUBLIC HEARING: APPLICANT (DARK) REQUESTS VARIANCE FROM SECTION 66.150 OF THE OSHTEMO TOWNSHIP ZONING ORDINANCE TO ALLOW THE EXPANSION OF AN EXISTING NONCONFORMITY AND ADD 1,200 SQUARE FEET TO AN EXISTING SECOND DWELLING ON A PARCEL IN THE RR – RURAL RESIDENTIAL ZONING DISTRICT. PROPERTY IS LOCATED AT 2503 SOUTH 4TH STREET (PARCEL #3905-28-305-010).

A meeting of the Oshtemo Charter Township Zoning Board of Appeals was held on Monday, October 28, 2014, at approximately 3:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Bob Anderson, Second Alternate
Cheri Bell, Chairperson
Lee Larson
Millard Loy
Neil Sikora, First Alternate
L. Michael Smith
James Sterenberg

Also present were Greg Milliken, Planning Director; James Porter, Attorney; Martha Coash, Meeting Transcriptionist; and five interested persons.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chairperson Bell called the meeting to order and the “Pledge of Allegiance” was recited.

The Chairperson reminded the audience about the rules regarding their participation in public hearings.

APPROVAL OF THE AGENDA

Mr. Loy made a motion to approve the agenda as presented. Mr. Smith seconded the motion. The motion was approved unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

There were no comments on non-agenda items.

APPROVAL OF THE MINUTES OF OCTOBER 6, 2014

The Chairperson asked if there were any additions, deletions or corrections to the minutes of October 6, 2014. No changes were noted.

Mr. Loy made a motion to approve the minutes as presented. Mr. Smith seconded the motion. The motion was approved unanimously.

PUBLIC HEARING: APPLICANT (OMNI COMMUNITY CREDIT UNION) REQUESTS SIGN DEVIATION FROM THE OSHTEMO TOWNSHIP ZONING ORDINANCE TO ALLOW TWO GROUND SIGNS, ONE MORE THAN PERMITTED FOR A FINANCIAL INSTITUTION PER SECTION 76.170 OF THE TOWNSHIP ZONING ORDINANCE. THE SUBJECT PROPERTY IS LOCATED AT 6622 WEST MAIN STREET IN THE C-LOCAL BUSINESS DISTRICT (PARCEL #3905-14-185-031).

Chairperson Bell asked Mr. Milliken to review the application.

Mr. Milliken reviewed the information that was presented at the previous meeting. He said the applicant is requesting a sign deviation on behalf of Omni Community Credit Union in order to replace their existing ground sign along West Main Street with two unique three-dimensional style pyramid signs. One of the signs will be located at the site of the existing ground sign, and one will be located adjacent to the building. Commercial uses are permitted one ground sign, and therefore the deviation request is needed.

He noted the Board reviewed this request at the September 23rd meeting. Following review and discussion, the Board tabled action following request from the applicant. The applicant has not made any revisions to the submittal and is requesting a review of the request as submitted originally.

Mr. Milliken said during the course of the previous discussion, several concerns were raised that led to the request for the application to be tabled. The application remains the same as originally submitted. The Board's focus should remain on the considerations for a deviation and whether the proposed sign program satisfies those

considerations in light of the issues that were raised during the previous discussion. He stated the first of these was the location of the site on a corner of a major roadway and an access drive and whether that creates a unique situation that warrants a second ground sign. The second issue is the location of the second sign near the building away from the road and whether that mitigates potential impacts and thus creates a unique element that warrants a deviation.

He said the subject property is located at 6622 West Main Street on the north side of West Main Street just east of 9th Street. It is an out lot of Meijer's immediately east of the entry drive to Meijer's from West Main Street across from the gas station.

Mr. Milliken explained the applicant is proposing to install two pyramid style signs on the property. The pyramids would have four triangle faces, two of which would contain 30 square feet of signage each. The pyramids are eight feet tall and internally illuminated. The front sign would be located in the same location as the existing ground sign for the credit union, which is also 60 square feet in size and 8 feet in height. The second sign would be located on an existing concrete circle that exists immediately to the southwest of the building.

In order to avoid setting an adverse precedent, there must be something unique about this request so the Board can differentiate this decision from a similar request in the future as well as from previous requests. The Board should consider the unique design and concept of the signage and particularly the proposed location of the second sign adjacent to the building rather than along a street frontage.

Chairperson Bell determined there were no questions for Mr. Milliken and asked if the applicant wished to speak.

Mr. Chris Overbeek, 6622 West Main Street, reiterated his comments from the previous meeting, noting they have unofficially surveyed community residents who did not seem to know where Omni was located even though they shop at the Meijer store located directly behind the credit union. They feel lack of visibility is a problem and that their plan will assist with making Omni more visible with artfully done signage that will be some of the nicest in the area. He said Omni is a good and committed community partner and those are the reasons they submitted the proposal as is and did not feel it should be altered.

Chairperson Bell moved to Board Deliberations after hearing no questions for the applicant from the Board.

Mr. Smith said this is still a sign in his opinion and that the Board did not choose the location for Omni. If the drive is to be considered a street in order to allow the second sign closest to the building, the ZBA would need to consider that issue.

Mr. Anderson said the issue had been tabled to allow the applicant to make changes to the proposal to better reflect the issues, but no changes were made.

Mr. Loy appreciated Omni's dedication to the community but felt the sign should go on the north side of the building. He supported the sign at the road, but not the second sign near the building, feeling it would set a precedent. If the logo were removed from the second sign, he could consider it a work of art. He noted the Omni name is on three sides of the building.

Chairperson Bell pointed out the grade of the property that causes the building to be quite low in relation to W. Main Street. She said the second sign is designed for people to see who are entering the building, and that if visibility and name identification is the issue, there are other places on the property that provide more visibility. The logo is a problem, defining the pyramid as a sign versus more of a decorative element. Attractiveness is one thing, purpose another.

Mr. Sterenberg said when he goes through the criteria for the five standards of approval, the only one he sees that applies is the uniqueness of the property. He observed that the sign on W. Main Street is almost invisible and that he wasn't sure approving the second sign would set a precedent, asking when a service road might be considered to be a street. That question might need to be answered by the ZBA. He said in his opinion this service road is a street and that two frontages allow for two signs.

Mr. Milliken said his interpretation is that a service drive is not a road, but that there are degrees of service drives. This one serves as a means to access the building and parking lot and is three lanes wide – if people did not know better they would think it is a road. It looks and feels a lot like a road. The Ordinance refers to "street frontage." He felt the ZBA could easily interpret this drive as a street; Staff had to draw a more clear distinction for administrative purposes. He felt there is merit to the request, and that the request is unique enough that granting it would not set a precedent.

Mr. Larson noted there are already three signs on the building.

Mr. Milliken said one would not be drawn to the building by the pyramid logo until on site; then the logo connects to the building. Signs on the building identify it as Omni.

Mr. Larson said his thought at the last meeting was that if the closer pyramid were reduced to a more pedestrian size it might be acceptable, but he could not approve it as submitted.

Mr. Sikora said this issue brings up important things to discuss. He did not feel the access drive was a street, wished the second sign did not have the logo in order to feel more like art, but felt as is, it could only be considered as a sign. He did not feel it adds to drawing people in and regretted Omni did not consider some of the Board's suggestions. He said it does bring up questions about the definition of sign versus art and said there is nothing compelling in the criteria or presentation to merit approval.

In response to a question from the Chairperson, Mr. Milliken confirmed neighboring property owners had been noticed regarding this request but none had contacted the Township.

Mr. Anderson said this seems like a simple problem but is not, and did not see a way around it.

The Board discussed, but was unable to come to consensus regarding whether the service drive could be defined as a street.

Chairperson Bell asked for a motion to move the issue forward.

Mr. Smith moved to deny the request from Omni for sign deviation based on the reasons identified in the previous discussions. Mr. Loy supported the motion. The Board voted 5 -2 to deny the request, with Chairperson Bell and Mr. Sterenberg dissenting.

Chairperson Bell said the next item on the agenda was a request to allow more than one dwelling on a parcel and asked Mr. Milliken to speak regarding the request.

Mr. Milliken told the Board the subject property is located at the southeast corner of 4th Street and ML Avenue. It is a 12.6 acre parcel with 660 feet of frontage on 4th Street and 297 feet of frontage on ML Avenue. The property is 1,283 feet deep, although there are four lots along the north end that front on ML Avenue creating an "L shaped parcel.

He said the property is currently improved with an existing single family dwelling near the 4th Street frontage. In addition, construction of a second dwelling was initiated towards the center of the property, east of the primary residence in 2002. That work consisted of building an underground, earthen dwelling, which was completed at that time, and served as a first phase for construction of what is intended to be the principle dwelling on the property. The applicants now seek to finish their plans for that structure.

He noted Section 66.150 of the Zoning Ordinance states that there can be no more than one dwelling on a lot, parcel, or building site within a residential district. It continues indicating that except for the Rural Residential zoning district – in which the subject property is located – if the property has over 400 feet of frontage and over twice the required area for the zoning district, a second dwelling may be added. The subject property meets those two conditions, but it is located in the Rural Residential zoning district.

Staff's research into this property showed that the second dwelling was permitted by both the Building Department and Zoning Department in 2002. Based on the information in the file and additional research, the addition of the second dwelling was permitted at that time. The property was in the Agricultural – Rural zoning district, and parcels with more than 400 feet of frontage and over 100,000 square feet of area could

have two dwellings. This parcels satisfied those criteria, and the permit for the second dwelling was approved.

However, he said, that standard was amended 2003. The zoning district was split to create the Agricultural District and the Rural Residential district, and the subject property became part of the RR district along with the majority of the impacted parcels. As a part of that process, properties in the RR district were no longer permitted to have two dwellings regardless of their size.

Mr. Milliken said the applicants now seek to finish the dwelling by building 1,200 square feet of living space on top of the existing basement dwelling. The addition would consist of one bedroom, one bathroom, a living room, and a kitchen. Because the existing basement dwelling was built in conformance to the zoning at the time but no longer conforms to the current zoning, it is considered a legal nonconformity. In accordance with Section 62 of the Township Zoning Ordinance, legal nonconformities may be continued, but may not be expanded except in conformance with the standards of the Ordinance. Because the current Ordinance does not allow for two dwellings on the subject property, expansion of the second dwelling is not permitted. It is considered an expansion of the nonconformity and requires the variance.

Mr. Milliken reviewed the standards of approval and noted that due to the size of the property, the parcel could be divided into two parcels and conform to the Ordinance requirements. In order to achieve this with the dwellings in their current locations, it would be a very awkward division. The front, older dwelling would be on a parcel with about 280 feet of frontage on 4th Street in order to get around the house and 1.5 acres. The balance of the site would remain in a second parcel with the other dwelling in order to maintain the required frontage. The result would be a narrow (+/-90 feet) throat connecting the large rear portion of the property where the new dwelling is located with the corner piece that has the frontage on 4th Street and ML Avenue.

Mr. Milliken said the Board will need to consider whether this is a reasonable arrangement or if the granting of the variance is a more reasonable approach. The applicants have indicated that the nonconforming situation is a temporary one as it will be resolved once the older, front dwelling is no longer occupied. It is not in very good condition and therefore not worth the cost of remodeling. If the variance is not granted, the earthen home in the rear can continue to be occupied and any substantial improvements to it would have to wait until the front home is removed.

He also considered the issue of substantial justice and gave examples of other somewhat similar requests, two which were denied and one that was very similar to this request that was approved.

Mr. Milliken explained the unique aspect of this request has more to do with the timing and nonconforming status of the existing dwelling. The earthen home (rear dwelling) was permitted and initiated construction in 2002. A year later, the RR zoning district was created, and the ability to have a second dwelling unit on a larger property

like this was eliminated in the RR district. Now as the applicant returns to complete the home, ZBA approval is required due to the legal nonconforming nature of the structure.

He said that for the most part, the circumstances are self-created. The applicant is seeking to expand the existing, legally nonconforming earthen dwelling on the property. That being said, the change in the ordinance that created the nonconformity was not created by the applicant.

If the variance is granted, the density on the property will not change; a second dwelling already exists. The applicants will be permitted to complete their original plans for that dwelling and finish what will eventually be the principal dwelling for the property.

He said the ZBA has previously and appropriately shown reluctance to grant variances in similar instances in the past, and careful consideration is warranted in this case. What sets this request apart from the others is the fact that the second dwelling is already there having been approved prior to the change in Ordinance. The Board should consider whether this situation (already exists, does not increase density, legal nonconformity, same owner, etc.) warrants the granting of a variance and provide substantial justice to the applicants or if an adverse precedent would be established.

Mr. Milliken recommended that if the Board were to approve the request, it be done with a condition that the applicant (in coordination with Township Staff) record an agreement at the Register of Deeds associated with this property indicating their commitment to remove the front dwelling upon completion of its occupancy and/or upon sale or transfer of ownership of the property.

Chairperson Bell asked if there were questions for Mr. Milliken.

Mr. Anderson commented the applicants were not in violation in 2003 and couldn't help that the Ordinance requirements changed.

Mr. Sterenberg confirmed with Mr. Milliken that the alternative to an allowance would require a new survey and legal description for the new alignment, which would be cumbersome and expensive, resulting in an unusual lot arrangement.

Attorney Porter agreed the result would be a "gerrymandered mess."

In answer to a question from Mr. Anderson, Mr. Milliken indicated that if approved, there should be a time period designated for demolition of the westernmost dwelling in a document to be developed and recorded with the deed once it is vacated in order to be able to track the agreement in the future.

Attorney Porter agreed, saying there could be a simple conditional restructuring covenant that would state the dwelling would be demolished within a specific time frame when it is no longer occupied.

Mr. Larson said he would support an allowance with those conditions.

Hearing no more questions from the Board, Chairperson Bell asked if the applicant wished to speak.

Mr. Howard Dark, 2503 S. 4th Street, told the Board that in 2003 his father was still alive and there was no lien on the property. They built the approved basement structure and saved for 10 years in order to finish the home. Now that they are ready, they are no longer able to do that because of the Ordinance change. They will be happy to tear down the westernmost structure, but are unable to do so presently since his mother still lives there. They are trying to convince her to move to their home since the home she lives in is in bad structural condition, and hope to be able to do that soon. As soon as his mother no longer occupies the house they will demolish it.

Mr. Sikora asked about the topography.

Mr. Dark indicated the land drops off in back. There is a swamp and pond that precludes building or putting in a driveway in the northern part of the property.

Mr. Loy said he had no problem granting the allowance given the circumstances.

There was discussion of how soon after the home is vacated that it should be demolished and what would happen if circumstances changed and the applicant or a subsequent owner might not be able to demolish the home.

Attorney Porter said in that case the owner could return to the Board but would need very good reasons to ask for a stay. He suggested wording be inserted in the agreement that if the owner did not demolish the structure within the agreed upon time frame, that the Township would have the authority to demolish and put a lien against the property. The event should be triggered by when the current occupant leaves the westernmost home on the property. He felt a reasonable amount of time for demolition would be within one year of the triggering event.

Mr. Larson said if there is a time limit imposed for demolition after vacancy and a performance guarantee and contingency plan included, he would approve. Mr. Sikora agreed.

Mr. Sterenberg said the approval hinges on the uniqueness of the situation: the change in the Ordinance in 2003, and the burdensome nature of the alternative splitting of the property and the requirement for demolition of the westernmost building.

Mr. Sterenberg moved approval of the allowance with the condition that the applicant (in coordination with Township Staff) record an agreement at the Register of Deeds associated with this property indicating their commitment to remove the front dwelling within one year of completion of its occupancy and/or within one year of sale or transfer of ownership of the property, and that failing to do so would allow the Township

to effect its removal and place a lien on the property. Mr. Loy supported the motion. The motion was approved unanimously.

ANY OTHER BUSINESS / ZBA MEMBER COMMENTS

Members noted the difficulty of trying to see material on the projection screen due to a longstanding problem that produces lines running through the image and urged that it be repaired.

Mr. Milliken indicated there would likely not be a November ZBA meeting.

ADJOURNMENT

Chairperson Bell noted the Zoning Board of Appeals had exhausted its Agenda, and with there being no other business, she adjourned the meeting at approximately 3:55 p.m.

Minutes prepared:
October 31, 2014

Minutes approved:
_____, 2014

January 21, 2015



Mtg Date: January 27, 2015

To: Zoning Board of Appeals

From: Gregory Milliken, AICP

Applicant: Nick Loeks (Bosch Architecture)

Owner: Corners Realty, LLC

Property: Parcel #3905-22-230-029 (652 South 8th Street)

Zoning: I-1 – Industrial District, Manufacturing/Servicing

Request: Site Plan Review for New Warehouse Building

Section(s): Section 41.000 – I-1 – Industrial District, Manufacturing/Servicing
Section 82.000 – Site Plan Review

Project Name: Corners Realty Building

OVERVIEW

The subject property is located at 652 South 8th Street, which is on the west side of 8th Street just north of KL Avenue. Corners Realty owns two parcels in this vicinity, one of which is improved with an existing light industrial use. The subject property is immediately to the south and is currently vacant. It is a 1.84-acre parcel located in the I-1 district. The applicant is proposing to build a 12,000 square foot warehouse building on the subject property associated with the related businesses. The building would have an access point on South 8th Street as well as connection to the parcel to the north under similar ownership.

PROPOSED DEVELOPMENT

The proposed warehouse building is located in the southwestern portion of the site. The proposed structure is a metal-sided building with a standing-seam metal roof and 20-foot sidewalls. The building will be used as a warehouse for business and personal items related to the adjacent business use. At some point in the future, the building may be converted to light industrial use.

A new driveway access point would be added to access the site on 8th Street. It would provide access to a new parking and circulation area that would extend to the north to provide a connection to the parcel to the north under similar ownership.

The property is in the I-1 district as are the adjacent properties to the north, south, and west. These properties are developed with light industrial uses. To the east across 8th Street, the property is in the RR-Rural Residential zoning district. Immediately southwest of the subject property is an existing apartment building in the R-4 zoning district.

The proposed building would be over 222 feet from the front property line, well in excess of the required 70-foot setback. The required rear and side yard setback in the I-1 district is 20 feet or the height of the building. The height of the building on the west elevation is just over 24 feet, and the height on the south elevation is 20 feet. The setback is 25 feet from both the south and west property lines. It does not appear that there is much elevation difference between the building and the south property line, so the south setback is compliant. For the west property line, there may be 2.5 feet elevation difference between the building and the property line thus making the effective building height for setback purposes on the west side just over 26.5 feet. Therefore, the setback will need to be increased to just over 26.5 feet.

As stated previously, the property owner owns the subject property as well as the parcel immediately to the north. There are no plans to combine the parcels at this time. The owner got a head start on some of the site preparation activities undertaking mass clearing and grading activities at the site last fall.

PARKING, CIRCULATION, AND ACCESS

Because the building may at some point in the future be used for light industrial purposes, it is prudent to apply the light industrial parking requirements to the plan. For such a use, 1.5 parking spaces are required for each 1000 square feet of net floor area. Staff typically applies a 70% factor to approximate net floor area from gross floor area measurements. So for the proposed 12,000 square foot building, after applying the 70% factor and the requirement for industrial uses, 13 parking spaces are required. The site plan shows 13 parking spaces including the required barrier-free space.

A new driveway is located on 8th Street to service the proposed building and parking area. The driveway extends through the parking area around the north end of the building to access the primary loading dock for the building as well as a future connection to the parcel to the north. The Ordinance requires all two-way drives and circulation areas be a minimum of 24 feet in width; the drive on the north side of the building and connection to the north is labeled as 20 feet.

All parking spaces and other driveways are consistent with the minimum dimensional requirements of the Ordinance.

Section 68.301 indicates that all loading and unloading operations be conducted in side and rear yard areas only. The site plan shows an overhead door and maneuvering area on the east side of the building, which is the front yard. In the response from the applicant, they indicate that all loading and unloading will occur out of the north bay and that the eastern bay is to be used for material handling and airflow only. There is no prohibition on overhead doors, simply loading and unloading operations. The ZBA will need to explore whether the proposed "material handling" constitutes loading and unloading activities. Staff has suggested the applicant provide a proposed floor plan for the building to aid in the understanding.

LANDSCAPING

The applicant has provided a tentative landscaping plan along with the site plan with a statement that the required landscape plan will be submitted prior to issuance of the building permit.

Along 8th Street, four canopy trees, six understory trees, and 8 shrubs are required. The site plan illustrates this landscaping along the 8th Street frontage.

Along the south and west property lines where the subject property is adjacent to other I-1 properties, an A greenspace buffer is required stipulating 1 canopy tree and 2 understory trees per 100 feet of property line. Along the south side, this equates to 4 canopy trees and 8 understory trees. Along the west side, this equates to 2 canopy and 4 understory trees.

The plan indicates that the existing tree line along the south and west property lines will satisfy the landscaping requirements in these areas. Existing landscaping, if retained, can be counted towards the required landscaping. However, additional information is needed to confirm the size and amount of trees that are existing and will be preserved as well as to assure they are located on the subject property. If additional planting is required in these areas, Staff would recommend such materials be located near the southwest corner of the property to help screen the development from the adjacent apartment complex.

Along the north property line, the applicant is seeking a waiver from the landscaping requirements due to the fact that it is a shared property line as well as the location of an existing retention pond. The width of the boundary is 200 feet, and an A greenspace would be required including 2 canopy trees and 4 understory trees. Staff is comfortable with the request at this time. However, we would recommend that any action on the application be conditioned on installation of the required landscaping when and if future applications for site plan review are submitted and the parcels are no longer under common ownership.

For the parking lot, the 13 parking spaces require 200 square feet of landscape area. In addition, one tree and two shrubs are required. One landscape island should be added to the parking lot plan to comply with ordinance requirements including the required landscape materials.

ENGINEERING

The site is served by public water via South 8th Street. Public sanitary sewer service is not available so the development will be serviced by private septic system, which will require approval of the County Health Department. The Township Engineer has noted (see attached comments) that a reserve field has not been noted on the plan.

The Township Engineer has also noted that an easement is required for the retention pond area at the north end of the site due to the fact that it crosses over the property line and there is no intention to merge parcels. He also recommends some adjustments be made to the grading of the basin to ensure it is not negatively impacted by the new driveway development.

The Township Engineer has raised some questions and concerns with the drainage calculations and information used / provided to develop the proposed plan. Any action on the proposed plan should be based on review of revised plans by the Township Engineer to ensure compliance with Township requirements.

OTHER DETAILS

A dumpster enclosure and gate is provided along the south end of the parking area east of the four new proposed parking spaces compliant with Ordinance regulations.

Two new LED light fixtures are proposed in the parking lot. These are to be mounted on top of 20 foot tall poles. Four building mounted LED lights will provide additional illumination. Two are located on the north elevation and two are located on the east elevation. They are mounted at a height of 16 feet.

The Photometric Plan illustrates that light spillover complies with Ordinance requirements limiting spillover to 0.1 footcandles or less.

The Township Fire Marshal did not have any immediate concerns with the site layout.

STANDARDS FOR APPROVAL

Section 82.800 of the Zoning Ordinance provides the criteria for approval of a site plan.

A. Proper relationship between existing and proposed circulation and access as well as compliance with Access Management Guidelines

The proposed development adds a new access point onto 8th Street and provides opportunities for internal connections as well.

B. Impacts on adjacent properties and neighborhood are minimized

The proposed use is consistent with the majority of the uses in the surrounding area and any impacts on adjacent properties and neighborhood should be minimized. The only exception would be to the southwest where an existing apartment building is located.

C. Existing landscape features are preserved to provide buffer, preserve the appearance of the neighborhood, or control erosion or stormwater impacts

The majority of the property was cleared and graded last year in preparation for this development. Nonetheless, landscape materials were apparently maintained along the west and south property lines. These materials satisfy the landscaping requirements along these boundaries and enhance the buffer requirement, particularly adjacent to the new building and the adjacent multi-family residential development.

D. Any adverse effects of the proposed development upon adjoining properties are minimized by screening, fencing, or landscaping

There are minimal adverse effects anticipated. The greatest impacts are concentrated in the southwest corner of the site where the new building will be constructed as well as where the multi-family residential use is located. This is where existing trees are illustrated on the plan in order to minimize those adverse effects.

E. All provisions of the Zoning Ordinance are complied with unless otherwise granted a variance

The proposed development complies with all provisions of the Zoning Ordinance unless otherwise noted herein.

F. The height and location of all portions of proposed development are accessible to emergency vehicles and equipment

Although we have raised an issue with the width of the driveways, the widths indicated on the site plan still comply with the Fire Lane requirements of the Fire Code.

G. The plan will not result in any additional run off onto adjoining property

The Township Engineer has reviewed the proposed plans and indicated some additional information that is required to confirm adequate stormwater capacity provided on the site.

H. The plan is consistent with the intent and purpose of zoning to promote public health, safety, morals, and general welfare...

The proposed development is consistent with the public health, safety, morals, and welfare, as well as with the intent and purpose of the zoning district.

I. The plan is consistent with the groundwater protection standards in Section 69 of the Ordinance

The plan is consistent with the standards in Section 69 of the Ordinance.

RECOMMENDATION

The applicant is proposing a 12,000 square foot warehouse building that may eventually transition into a light industrial use as the owner's business interests expand. The building and use appear to be generally consistent with existing improvements on surrounding properties. However, several questions remain and additional information is necessary. If the Board is inclined to proceed, we recommend it be conditioned upon the following:

1. A sign permit is required before any new signs are installed on site, and all signage shall conform to the requirements of the sign chapter of the Zoning Ordinance.

2. Approval of the KCRC, KCHD, and County Soil & Sedimentation Control (at minimum) are necessary prior to issuance of the building permit.
3. The setback along the west side is increased to 26.5 feet or additional information about elevations be provided to ensure compliance with setback requirements.
4. All driveway and circulation areas shall be increased to 24 feet in order to accommodate two-way traffic.
5. A floor plan be provided demonstrating that the overhead door entry on the east end (front yard) will not function for loading or unloading purposes.
6. A final landscape plan shall be submitted demonstrating compliance with Zoning Ordinance requirements and including details regarding preservation of existing landscaping along south and west property lines.
7. Landscaping along the north property line shall be waived at this time but shall be required in the future at the time of site plan review of a future redevelopment, expansion, or new use occurring at a time when the two parcels are not under common ownership.
8. A new parking lot island (200 square feet) shall be added in the parking lot island with one canopy tree and two shrubs.
9. All comments of the Township Engineer stated in his January 16, 2015 review memo – including provision of an easement for the northern retention pond and review of additional drainage calculations – shall be addressed prior to issuance of a building permit.
10. Site plan approval is subject to the approval of the Fire Department, pursuant to adopted codes.
11. Site plan approval is subject to the review and acceptance of the Township Engineer as adequate.

Respectfully Submitted,



Gregory E. Milliken, AICP
Planning Director

Attachments: Application
Aerial
Attachments from Applicant
Review letter from Engineer



7275 W. Main Street, Kalamazoo, Michigan 49009-9334
 Phone: 269-216-5223 Fax: 269-375-7180

PLEASE PRINT

PROJECT NAME & ADDRESS 52 ~~625~~ South 8th Street

PLANNING & ZONING APPLICATION

Applicant Name : Nick Loeks
 Company BOSCH ARCHITECTURE
 Address 8065 VINEYARD PKWY
KALAMAZOO, MI 49009
 E-mail NLOEKS@BOSCHARCH.COM
 Telephone 269-321-5151 Fax _____
 Interest in Property ENGINEER

Oshtemo Charter Township
 7275 W MAIN ST
 KALAMAZOO, MI 49009
 Phone : 269-375-4260
 OSHEMOTOWNSHIP.ORG

Received From: BOSCH ARCHITECTURE
 Date: 01/07/2015 Time: 2:23:01 PM
 Receipt: 112092
 Cashier: BJEAN

OWNER*:

Name CORNERS REALTY LLC
 Address 2901 Diney St
KALAMAZOO, MI 49006
 Email KLAAKS3@GMAIL.COM
 Phone & Fax _____

ITEM REFERENCE	AMOUNT
1088 SITE PLAN REVIEW	
SITE PLAN REVIEW	\$600.00
1042 PLANNING ESCROW	
PLANNING ESCROW	\$1,000.00
TOTAL	\$1,600.00
CHECK 1656	\$1,600.00
Total Tendered:	\$1,600.00
Change:	\$0.00

NATURE OF THE REQUEST: (Please check the appropriate iter

- | | |
|---|---|
| <input type="checkbox"/> Planning Escrow-1042 | <input type="checkbox"/> Subdivision Plat Review-1089 |
| <input checked="" type="checkbox"/> Site Plan Review-1088 | <input type="checkbox"/> Rezoning-1091 |
| <input type="checkbox"/> Administrative Site Plan Review-1086 | <input type="checkbox"/> Interpretation-1082 |
| <input type="checkbox"/> Special Exception Use-1085 | <input type="checkbox"/> Text Amendment-1081 |
| <input type="checkbox"/> Zoning Variance-1092 | <input type="checkbox"/> Sign Deviation-1080 |
| <input type="checkbox"/> Site Condominium-1084 | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Accessory Building Review-1083 | |

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary): _____

NEW 10,000 SF WAREHOUSE ON VACANT PROPERTY

LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):

SEE ATTACHED

PARCEL NUMBER: 3905- 22-285-029

ADDRESS OF PROPERTY: 6⁵²~~68~~ South 8th Street

PRESENT USE OF THE PROPERTY: VACANT

PRESENT ZONING I-1 SIZE OF PROPERTY 80,115 SF

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS
HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

Name(s)

Address(es)

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.

Owner's Signature (* If different from Applicant)

Date



1/6/2015

Applicant's Signature

Date

Copies to:
Planning -1
Applicant -1
Clerk -1
Attorney-1
Assessor -1
Planning Secretary - Original

PLEASE ATTACH ALL REQUIRED DOCUMENTS

Corners Realty LLC

2901 Olney Street
Kalamazoo, Michigan
49006 USA

Tel: 269.353.9431
Fax: 269.353.3453

January 15, 2015

Re: 652 South 8th Street building project

To Whom it May Concern,

The proposed building will be used primarily for storage with the possibility of some light manufacturing in the future. Contents to be stored on site would consist of business related materials and personal items. Some of the materials and personal items would include aluminum tubing, injection molded parts, assemblies, misc tools, boat and RV.

Kevin Laaksonen



January 15, 2015

Greg Milliken
Planning Director
Oshtemo Township
7275 W. Main Street
Kalamazoo, MI 49009

Re: Corners Realty, LLC
Site Plan Review Comments Response

Dear Greg,

Enclosed within are our responses to the initial site plan review you completed. Your remarks below are in black and our responses are in red:

1. I would recommend you or the property owner submit a cover letter describing the proposed development. I always recommend this as it is good that the Board hear from the applicant's own words what is being proposed. In this case in particular, I think a broader description of the use, what is being stored, who is using the facility, etc. is needed as well.
A letter from the owner is included within this response.
2. Elevations of the building are needed to get a better handle on what is being developed...overhead doors, type of roof, type of siding, confirmation of building height, etc.
Elevations of the building are included herein.
3. The driving that runs along the north side of the building and then connect to the adjacent parcel is 20 feet wide. To accommodate two-way traffic, that needs to be 24 feet wide.
The doors along the north side have been reconfigured to include the loading area and the drive has been widened to 24'-0".
4. It would appear that a loading area is located on the east (front) side of the building. Section 68.301 does not allow loading / unloading in the front yard. Please confirm whether this is loading / unloading. If necessary for the internal operations that the door / loading zone be here or on the east side, there are some modifications that can be done to the building to accommodate this within the zoning.
All loading will be done on the north side of the building. The overhead door shown on the east side is for material handling and airflow only. The main loading area is now located on the north side.
5. It appears in calculating the parking requirements, you have used the manufacturing ratio as sort of a worst case scenario...just in case. We typically use 70% as the percentage to calculate net floor area (as opposed to 66%) when we don't have a floor plan. That would result in a minimum of 13 spaces required. However, it appears that 13 parking spaces are provided including the barrier free space.
Parking calculations have been updated to reflect a 70% usable floor area, 13 spaces were originally shown and the calculations were incorrect.
6. Will the parcels be combined? I would encourage so as it will make it a lot easier to avoid screening along the north property line. If not, I think it is still a reasonable request, but it will require some discussion with the Board.
Parcels will not be combined at this time, but applicant is asking from relief on the landscaping to his adjacent parcel.

7. On the landscaping front, two other issues:
 - a. The site plan indicates existing trees satisfying the required buffer along the south and west property lines. You should confirm whether those trees are still there as a lot of site prep and clearing has already been accomplished at the property. I will need to do the same. It appears some may not be on the applicant's property.
All tree lines shown are partially on applicant's property per a survey complete by Driesenga & Associates. Applicant asks that those trees be counted towards screening requirements.
 - b. I have already heard from the apartment complex to the southwest. Although this does not impact the type of buffer, there is concern about the need for screening there. That will likely be a comment raised from the public at the meeting and a concern from the Board perspective as well. Understood.

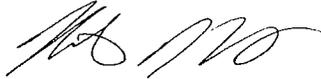
8. No provisions have been shown for trash disposal. Will there be no dumpster?
Dumpster is currently shown east of the four spaces along the south property line. It is listed as a 12'x12'x6' high wood fence refuse enclosure with wood gates.

9. Two lights are shown on the site plan. Are these the only outdoor lights to be installed? We will need some photometric data to confirm there will be no light spillage. We will also need to confirm the wattage of the light fixtures.
Building mounted lights will be installed; pole lights are for main parking areas. A photometric plan has been included herein. Also listed on photometric plan are light type and fixture wattage. All exterior lights to be LED lights.

10. I am including links to two additional documents to be completed: the environmental permit checklist and the hazardous substances form. Please complete these and submit as well.
<http://www.oshtemo.org/wp-content/uploads/2012/08/Environmental-Permits-Checklist.pdf>
<http://www.oshtemo.org/wp-content/uploads/2012/08/Hazardous-Substance-Reporting-Form.pdf>
Forms are filled out and included herein.

Please let this office know if you have any questions regarding this information.

Sincerely,



Nicholas J. Loeks, PE

**STATE / COUNTY ENVIRONMENTAL PERMITS CHECKLIST
FOR OSSTEMO TOWNSHIP**

This checklist has been designed to assist businesses in identifying and complying with state and county environmental permits and requirements. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required from Oshtemo Township or other government agencies. **This form must be completed and returned to the Township when a site plan is submitted.**

This checklist is not a permit application form; businesses are responsible for obtaining information and permit application forms from the appropriate government offices. Compliance and proper registration with applicable state and county requirements is required for site plan approval in Oshtemo Township. The Township will forward a copy of this form to the Michigan Department of Environmental Quality Permit Coordinator.

Name of Business: CORNERS REALTY LLC

Location of Business: 628 SOUTH 8th STREET

Name of Business Owner: JAMES J. PESTOR

Mailing Address: 628 SOUTH 8th STREET

City: KALAMAZOO State: MICHIGAN Zip: 49009

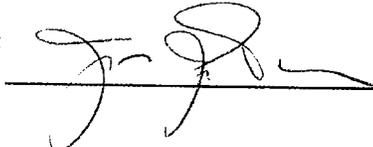
Telephone: 269-353-8311

Business Manager / Operator: KEVIN LAAKSONEN

Type of Business (type of activities to be carried out at the proposed business— include all processes and operations):

STORAGE / LIGHT MANUFACTURING

I affirm that the information submitted in this form is accurate.

Owner's Signature:  Date: 1-15-15

Please circle Y (yes) or N (no) for each of the questions below. If Y (yes), contact the agency listed for further information and assistance.

1. Y N Will the proposed project discharge any type of wastewater to a storm sewer, drain, wetland, pond, lagoon, or other surface water body?
Contact: Michigan Department of Environmental Quality, Surface Water Quality Division, (269) 567-3500
2. Y N Will the proposed project discharge any liquids, sludge, wastewater and/or wastewater residuals into or onto the ground?
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
3. Y N Will the proposed project use or store any hazardous substances, oil or salt? Depending upon the type of substance, secondary containment and a Pollution Incident Prevention Plan (PIPP), or a material storage permit may be required.
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
4. Y N Will the proposed project use underground storage tanks? Existing and proposed tanks must be registered with the State of Michigan, and installed and operated in accordance with regulations of the Michigan State Police Fire Marshal Division.
Contact: Michigan Department of Environmental Quality, Storage Tank Division, (517) 335-2690
5. Y N Will the proposed project burn, landfill, transfer, or process any type of solid, non-hazardous wastes?
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
6. Y N Will the proposed project involve the transport, on site treatment, storage or disposal of hazardous waste generated in quantities of 1000 kilograms (250 gallons or 2200 lbs.) or more per month? If yes, one or more permits may be required.
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
7. Y N Will the proposed project generate between 100 kilograms/month (25 gallons or 220 lbs.) and 1,000 kilograms/month (250 gallons or 2,200 lbs.) of hazardous waste? If yes, the facility may be a small quantity generator, subject to federal and state regulations. An EPA identification number should be obtained from the Michigan Department of Environmental Quality (special forms are available) and a manifest (shipping paper) should be used to transport waste off-site.
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
8. Y N Will the proposed project install, construct, reconstruct, relocate, or operate any process equipment (including air pollution control equipment) which has the potential to emit air contaminants?
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
9. Y N Does the proposed project involve any work (dredging, filling, construction) in a river, stream, creek, ditch, wetland, or floodplain or within 500 feet of an inland lake, river, stream or ditch?
Contact: Michigan Department of Environmental Quality, Land and Water Management, (269) 567-3500
10. Y N Will the proposed project change the natural cover or topography of the land, including cut and fill activities which may contribute to soil erosion and/or sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If yes, a soil erosion and sedimentation control permit may be required.
Contact: Kalamazoo County Drain Commission, Kalamazoo (269) 384-8117.

11. Y N Will an on-site wastewater treatment system or septic system be installed?
 Will septate be stored on-site prior to off-site disposal?
Contact: Sanitary Sewage—Kalamazoo County Human Services Department, Environmental Health Program (269) 373-5210
Contact: Industrial/Commercial Wastewater in any quantity, or for sanitary sewage more than 10,000 gallons/day— Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
12. Y N If the proposed project will be connected to sanitary sewer, will any hazardous and/or industrial chemicals, wastewater or waste in any quantity be discharged to the City of Kalamazoo Wastewater Treatment Plant? If yes, pretreatment may be required.
Contact: City of Kalamazoo, Water Reclamation Plant (269) 337-8157.
13. Y N Will the proposed project construct a new water well and/or abandon an existing water well? If yes to either one, contact the appropriate agency.
Contact: Well Construction, Kalamazoo County Human Services Department (269) 373-5210.
Contact: Well Abandonment, Kalamazoo County Human Services Department (269) 373-5210.
14. Y N Is this proposed project (or any other facility/property under your ownership) currently involved in any compliance discussions with the Michigan Department of Environmental Quality or the Michigan Attorney General's Office.
Contact: Michigan Department of Environmental Quality, Remediation & Redevelopment, Lansing District Office (517) 373-9837
15. Y N Is this proposed project (or any other facility/property under your ownership) included on the MI Act 307 Priority List, "Michigan Sites of Environmental Contamination" or subject to corrective action under the Leaking Underground Storage Tank (LUST) Program?
Contact Michigan Department of Environmental Quality, Environmental Response Division, 269-567-3500

*For assistance with permits and approvals from the Michigan Dept. of Environmental Quality, including permit coordination among DEQ Division, contact the Permit Consolidation Unit, Lansing District Office (517)373-9244.

Note: This form is a checklist of permits and/or requirements which may be needed for project development. Oshtemo Township provides this to proposed developers as an informational service. Oshtemo Township is not a regulatory agency in any of these areas. Approval of the site plan by the Township does not transfer liability from the developer to the Township in any way.

OSHTEMO TOWNSHIP

HAZARDOUS SUBSTANCE REPORTING FORM

Note: This form must be completed and submitted as part of the site plan review process.

Name of Business: CORNECS REALTY LLC

Location of Business: 628 SOUTH 8th STREET

Name of Business Owner: JAMES J. PESTOOR

Mailing Address: 628 SOUTH 8th STREET

City: KALAMAZOO State: MI Zip: 49009

Telephone: 269-353-8311

I affirm that the information submitted in this form is accurate:

Owner's Signature: [Signature] Date: 1-15-15

MANAGEMENT OF HAZARDOUS SUBSTANCES

Hazardous substance (definition): Reference Sec. 11.308, Oshtemo Township Zoning Ordinance

1. Y (N) Will the proposed project store, use, or generate hazardous substances in quantities greater than 100 kilograms per month (about 25 gallons per month) now, or in the future? If yes, please complete the rest of this form and submit with your site plan. If no, stop here and submit with your site plan.

2. Y (N) Will hazardous substances be reused and / or recycled on-site?

3. Y (N) Will any hazardous substances be stored, used, or handled on the site? If yes, identify the location, size, and type of spill containment facilities which will be used and provide details on the site plan.

[Blank lines for details]

4. Y (N) Will hazardous waste an/or liquid industrial waste be transported off-site for treatment, disposal, and / or recycling? If yes, please list the name, address and telephone number of your licensed transporter(s).

[Blank lines for details]

5. Y N Will new underground storage tanks be located less than 2,000 feet from drinking water wells serving two or more establishments, or less than 300 feet from a single family drinking well? If yes, contact Michigan Department of Environmental Quality, Storage Tank Division, (517) 373-8168 for specific requirements and restrictions.

6. N Will the interior of the proposed project have any general purpose floor drains? If yes, into what system will the floor drains be connected? (Provide detail on site plan)

- a. Sanitary sewer system
- b. On-site holding tank(s)
- c. A system authorized by a state approved groundwater discharge permit, with required monitoring (Contact: Michigan Department of Environmental Quality, Waste Management Division, (616) 567-3500.

Note: General purpose floor drains shall not be connected to a storm drainage system, dry well or septic system.

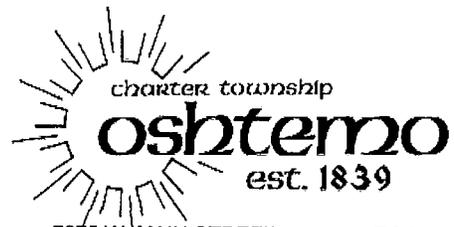
7. Y N Please list the hazardous substances which are expected to be used, stored, or generated on-site. Quantities should reflect the maximum volumes on site at any time. Attach additional pages, if necessary to list all hazardous substances.

<u>Common/ Trade Name</u>	<u>Chemical Components</u>	<u>Form</u>	<u>Max Quantity</u>	<u>Storage</u>
-------------------------------	--------------------------------	-------------	---------------------	----------------

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

Key:

FORM		STORAGE	
Liq	Liquid	AST	Aboveground Storage Tank
P. Liq	Pressurized Liquid	UST	Underground Storage Tank
S	Solid	D	Drum
G	Gas	CY	Cylinder
PG	Pressurized Gas	MC	Metal Container
		WC	Wooden Container
		PT	Portable Tank



7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 269-375-7180 www.oshtemo.org

Memorandum

Date: January 16, 2015

To: Greg Milliken

From: Marc Elliott 

Subject: 652 S 8th St Site Plan Review

I have reviewed the referenced site plan and generally believe the overall concept to be buildable. However the following issues should be addressed prior to final approval.

1. Public water fees will need to be paid. A tabulation of fees is attached for the proposed warehouse usage. Please note that should the usage change, additional benefit-use fees for public water service may become due.
2. The entrance drive shall be submitted for review and approval by KCRC. We note that a drain culvert will be required under the entrance drive. [I also note that the overall parcel configuration suggests that this site may be part of a larger project approval which may have included access restrictions to a common inner drive. This issue should be reviewed prior to accepting a new curb-cut onto 8th Street.]
3. The proposed north drainage disposal area extends into the adjacent parcel. Since the two parcels are separate, an easement document will need to be provided that describes the shared use of land for drainage purposes. The easement document will need to describe the intended flows. In addition, detailed drainage design calculations will need to be provided that demonstrate the area will adequately accommodate the intended shared use.
4. We note that the southwest corner of the north drainage basin will need additional surface contour adjustments. The current contours suggest that runoff at the pavement-corner, turning north may become trapped with insufficient grade toward the basin.
5. Drainage calculations should be tabulated for all surface types, not just impermeable surfaces. Calculations should also be separated by sub-watershed (with demarcation of the boundary) whenever the receiving basins are separate.
6. Routing calculations against the design infiltration rates may be required to demonstrate the provided storage capacity is adequate. As a general rule, it is desirable that the routing calculations demonstrate a 72 hour recovery.
7. For each drainage disposal area, the design high-water and design normal (low-water) elevations should be clearly stated. A one-foot free board is typical. Basins that are intended to drain dry should be noted as such in lieu of a low-water elevation. A detailed calculation of the effective storage capacity should be provided to demonstrate the design assumptions.
8. We note that a reserve septic drainage field is not illustrated.

Please contact me if you have any question regarding these comments.



January 21, 2015



Mtg Date: January 27, 2015

To: Zoning Board of Appeals

From: Gregory Milliken, AICP

Applicant: AVB

Owner: Great Lakes Companies, LLC

Property: Parcel #3905-25-230-012 (5220 West Michigan Avenue)

Zoning: I-1 – Industrial District, Manufacturing/Serviceing

Request: Site Plan Review for New Office and Warehouse Buildings

Section(s): Section 41.000 – I-1 – Industrial District, Manufacturing/Serviceing
Section 82.000 – Site Plan Review

Project Name: Great Lakes Companies

OVERVIEW

The subject property is located at 5220 West Michigan Avenue, which is on the north side of West Michigan Avenue just east of US-131. Great Lakes Companies currently occupies the approximately four acre property with improvements including an office building, attached shop / workshop, and storage building. They are proposing construction of an approximately 11,500 square foot office building and an approximately 7,800 square foot warehouse building on the north portion of the site that is currently undeveloped. The new facilities would be accessed from the existing drive on West Michigan Avenue with new parking and circulation to serve the additional facilities.

PROPOSED DEVELOPMENT

The proposed office building is located in the western panhandle portion of the site. The proposed structure is a two-story structure with a walk out basement. It will house offices for sales staff and administration as well as meeting facilities. The walk out basement will be to the north and also provide a patio and means of egress. The building features dimensional siding, shingles, and stone veneer accents.

The proposed warehouse building is located north of the existing storage building and will provide excess storage space for supplies and materials used in the day-to-day operations of their business. The building is one story and approximately 70 feet by 110 feet in dimension. A metal sided building with a metal roof, the building will have one overhead door, interior racks, and three interior control rooms.

SETBACKS

During the review process, setbacks were identified as a challenge for the site design. Setbacks that apply to the site are 20 feet from the property line or the tallest point of the building along that side measured from the property line. (The front yard setback of 70 feet from Michigan Avenue does not come into play due to the distance from the road to the new buildings.)

Along the north elevation of the new office building, the proposed structure is effectively two stories in height with the tallest point along that side at the peak of the gable features. The closest point of the building to the north property line is at the northwest corner. It is 27 feet from the property line. The elevation of the land at the property line at that point is 915 feet. This is 2.5 feet above the floor of the basement (912.5 feet). The height of the north elevation from the floor of the basement to the top of the gable is 29.5 feet. Therefore, the height measured from the property line is 27 feet. The setback therefore complies.

For the warehouse, the proposed structure has a height of 21.5 feet on the north side and 20 feet on the east side. On the north side, the elevation at the property line is 918 feet and the floor elevation is 923 feet. Therefore, the height of the north elevation measured from the north property line is 26.5 feet. The building has been sited 26.5 feet from the north property line compliant with the setback requirement. The elevation at the east property line is 919 putting the height of the building along the east elevation at 24 feet. The stairs projecting from the building have been located compliant with this setback.

PARKING

For the office use, one space is required for each 150 square feet of net floor area. Net floor area excludes areas such as corridors, stairs, mechanical rooms, bathrooms, storage areas, and other spaces not typically occupied. Staff traditionally has used a factor of 70% to calculate net floor area for purposes of determining parking requirements. When this is applied to the 11,500 square feet of office space in the new building, 54 parking spaces are required. The applicants have indicated 41 parking spaces are required for the office and 47 are provided, which is less than what Staff calculated. Either additional parking spaces will need to be added or documentation indicating how the parking was calculated.

For the warehouse, one space is required for 1500 square feet of net floor area. The proposed warehouse is 7,800 square feet. After applying the 70% factor, four spaces are required. Five spaces are proposed along the west side of the proposed structure.

LANDSCAPING

Staff has not had substantial time to review the Landscaping Plan, but it appears to be deficient in terms of the number of plantings required along the perimeter of the property. Landscaping is required along all sides of the property impacted by the proposed improvements in accordance with the following table:

		Greenspace Type	Width	Canopy Trees	Understory Trees	Shrubs
North	I-1 District	A	10 feet	5	11	---
West	US-131	C	20 feet	4	6	8
South	I-1 District	A	10 feet	4	8	---
East	I-1 District	A	10 feet	2	3	---

The site has a number of existing trees and if retained can count towards these requirements.

Currently, the site plan shows 55 parking spaces. This requires 1,375 square feet of parking lot landscaping. Seven canopy trees and 14 shrubs are required within these areas. The information provided on the plan suggests there is a deficiency; however, it is likely that sufficient area is provided and room available for the required material.

OTHER DETAILS

A dumpster enclosure and gate is provided between the proposed warehouse and office building compliant with Ordinance regulations.

The site is served by public water and sanitary sewer via West Michigan Avenue. Two new fire hydrants are proposed to be installed as part of the development due to the distance to the building from West Michigan Avenue. A 15-foot easement has been provided for the water line as required by the City of Kalamazoo.

New LED light fixtures are proposed throughout the new portion of the developed site. The pole mounted fixtures are all 16 feet or less in height. A photometric plan has been provided demonstrating that there will be no spillover of light onto adjacent properties.

The Township Fire Marshal has reviewed the plans. Based on his feedback, a turnaround space was added to the southwest of the office building to ensure proper access to the site by emergency vehicles.

The Township Engineer has conducted a preliminary review of the plans. He has talked with the applicant's team about the plans and the stormwater retention in protection. Upon submittal of final plans for distribution to the Board, the Engineer will review these plans and determine if there are any additional concerns or issues to be raised.

STANDARDS FOR APPROVAL

Section 82.800 of the Zoning Ordinance provides the criteria for approval of a site plan.

A. Proper relationship between existing and proposed circulation and access as well as compliance with Access Management Guidelines

There is no change to the access points as a result of the proposed expansion.

B. Impacts on adjacent properties and neighborhood are minimized

The proposed use is consistent with the surrounding area and the site plan is consistent with zoning requirements unless otherwise noted herein. Screening will need to be enhanced to comply with Ordinance requirements, but regardless the surrounding uses should not be adversely impacted.

C. Existing landscape features are preserved to provide buffer, preserve the appearance of the neighborhood, or control erosion or stormwater impacts

There is a substantial tree line along the north boundary that will be preserved to buffer the subject property and proposed development from the northern property.

D. Any adverse effects of the proposed development upon adjoining properties are minimized by screening, fencing, or landscaping

The screening will need to be enhanced to meet Ordinance requirements. It is not anticipated that the proposed development will result in adverse effects upon adjoining properties.

E. All provisions of the Zoning Ordinance are complied with unless otherwise granted a variance

The proposed development complies with all provisions of the Zoning Ordinance. Any future signage is to be submitted under separate application and will be required to meet the standards of the sign ordinance.

F. The height and location of all portions of proposed development are accessible to emergency vehicles and equipment

The Fire Marshall has provided comments regarding the proposed development and has recommended approval subject to standard conditions stated in his memo. He recommended installation of a turnaround space that was installed southwest of the office building to ensure access to the building.

G. The plan will not result in any additional run off onto adjoining property

The Township Engineer has discussed the stormwater plan and drainage with the applicant's engineer. He has yet to receive calculations or a revised plan, which were submitted yesterday for inclusion in the packet today. He should have some feedback for the Board at the meeting.

H. The plan is consistent with the intent and purpose of zoning to promote public health, safety, morals, and general welfare...

The proposed development is consistent with the public health, safety, morals, and welfare, as well as with the intent and purpose of the zoning district.

I. The plan is consistent with the groundwater protection standards in Section 69 of the Ordinance

The plan is consistent with the standards in Section 69 of the Ordinance.

RECOMMENDATION

The applicant is proposing an impressive expansion to an existing industrial business in the community. The proposed development includes 11,500 square feet of office space and 7,800 square feet of warehouse space. The new development represents an expansion of the existing use and business on the site.

We recommend approval of the amended site plan with the following conditions:

1. A sign permit is required before any new signs are installed on site, and all signage shall conform to the requirements of the sign chapter of the Zoning Ordinance.
2. The Landscape Plan is amended to reflect current Ordinance requirements.
3. Submittal of the environmental checklist and hazardous materials information.
4. Site plan approval is subject to the approval of the Fire Department, pursuant to adopted codes.
5. Site plan approval is subject to the review and acceptance of the Township Engineer as adequate.

Respectfully Submitted,



Gregory E. Milliken, AICP
Planning Director

Attachments: Application
Aerial
Attachments from Applicant



7275 W. Main Street, Kalamazoo, Michigan 49009-9334
 Phone: 269-216-5223 Fax: 269-375-7180

PLEASE PRINT

PROJECT NAME & ADDRESS 5220 W Michigan Avenue

PLANNING & ZONING APPLICATION

Applicant Name : Derek Mathieu

Company AVB Construction, LLC

Address 4200 West Centre
Portage, MI 49024

E-mail dmathieu@avbinc.com

Telephone 269-323-2022 Fax 269-329-3645

Interest in Property commercial construction, new office and warehouse

Oshtemo Charter Township
 7275 W MAIN ST
 KALAMAZOO, MI 49009
 Phone : 269-375-4260
 OSHEMOTOWNSHIP.ORG

Received From: AVB
 Date: 01/21/2015 Time: 12:58:19 PM
 Receipt: 112365
 Cashier: LINDAI

OWNER*:

Name Great Lakes Partnership Properties, LLC

Address 5220 W Michigan Ave
Kalamazoo, MI 49009

Email _____

Phone & Fax _____

ITEM REFERENCE	AMOUNT
1088 SITE PLAN REVIEW	
SITE PLAN REV	\$600.00
1042 PLANNING ESCROW	
PLANNING ESCROW	\$1,000.00
<hr/>	
TOTAL	\$1,600.00
CHECK 45774	\$1,600.00
Total Tendered:	\$1,600.00
Change:	\$0.00

NATURE OF THE REQUEST: (Please check the appropriate item(s),

- | | |
|---|---|
| <input type="checkbox"/> Planning Escrow-1042 | <input type="checkbox"/> Land Division-1090 |
| <input checked="" type="checkbox"/> Site Plan Review-1088 | <input type="checkbox"/> Subdivision Plat Review-1089 |
| <input type="checkbox"/> Administrative Site Plan Review-1086 | <input type="checkbox"/> Rezoning-1091 |
| <input type="checkbox"/> Special Exception Use-1085 | <input type="checkbox"/> Interpretation-1082 |
| <input type="checkbox"/> Zoning Variance-1092 | <input type="checkbox"/> Text Amendment-1081 |
| <input type="checkbox"/> Site Condominium-1084 | <input type="checkbox"/> Sign Deviation-1080 |
| <input type="checkbox"/> Accessory Building Review-1083 | <input type="checkbox"/> Other: _____ |

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary): _____

LEGAL DESCRIPTION OF PROPERTY *(Use Attachments if Necessary):*

attached

PARCEL NUMBER: 3905- 25-230-012

ADDRESS OF PROPERTY: 5220 W Michigan Ave, Kalamazoo MI, 49009

PRESENT USE OF THE PROPERTY: existing facility and undeveloped land

PRESENT ZONING II Industrial District - **SIZE OF PROPERTY** 4.0 Acres
Manufacturing and Service

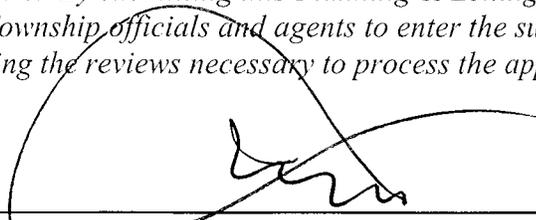
**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS
HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

Name(s)

Address(es)

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.



Owner's Signature *(* If different from Applicant)*

1/19/2015
Date

Applicant's Signature

Date

- Copies to:
- Planning -1
- Applicant -1
- Clerk -1
- Attorney-1
- Assessor -1
- Planning Secretary - Original

PLEASE ATTACH ALL REQUIRED DOCUMENTS

COMMENCING AT THE NORTHEAST CORNER OF SECTION 25, TOWN 2 SOUTH, RANGE 11 WEST; THENCE SOUTH 89 DEGREES 01 MINUTES 47 SECONDS WEST, ALONG THE NORTH LINE OF SAID SECTION, 1,188.68 FEET TO A POINT 160.00 FEET EAST OF THE WEST LINE OF THE EAST HALF (E 1/2) OF THE NORTHEAST QUARTER (NE 1/4) OF SAID SECTION 25, SAID POINT BEING THE PLACE OF BEGINNING; THENCE SOUTH 0 DEGREES 17 MINUTES 20 SECONDS WEST PARALLEL WITH SAID WEST LINE, 525 FEET MORE OR LESS TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF WEST MICHIGAN AVENUE, AS MEASURED 50.00 FEET NORTHWESTERLY AT A RIGHT ANGLE TO THE CENTER LINE OF SAID AVENUE; THENCE SOUTHWESTERLY ALONG SAID RIGHT OF WAY LINE 214 FEET MORE OR LESS TO SAID WEST LINE OF THE EAST HALF (E 1/2) OF THE NORTHEAST QUARTER (NE 1/4); THENCE NORTH 0 DEGREES 17 MINUTES 20 SECONDS EAST ALONG SAID WEST LINE 451 FEET MORE OR LESS TO A POINT BEING 190.00 FEET SOUTH OF THE NORTH LINE OF SAID SECTION 25, THENCE SOUTH 89 DEGREES 01 MINUTES 47 SECONDS WEST, 362.43 FEET TO THE EASTERLY RIGHT OF WAY LINE OF HIGHWAY U.S. 131; THENCE NORTH 10 DEGREES 54 MINUTES 45 SECONDS WEST ALONG SAID RIGHT OF WAY LINE, 192.85 FEET TO THE NORTH LINE OF SAID SECTION; THENCE NORTH 89 DEGREES 01 MINUTES 47 SECONDS EAST ALONG SAID NORTH LINE, 559.90 FEET TO THE PLACE OF BEGINNING.

**STATE / COUNTY ENVIRONMENTAL PERMITS CHECKLIST
FOR OSHTEMO TOWNSHIP**

This checklist has been designed to assist businesses in identifying and complying with state and county environmental permits and requirements. Please note that this checklist pertains only to state and county environmental permits. Additional permits and approvals may be required from Oshtemo Township or other government agencies. **This form must be completed and returned to the Township when a site plan is submitted.**

This checklist is not a permit application form; businesses are responsible for obtaining information and permit application forms from the appropriate government offices. Compliance and proper registration with applicable state and county requirements is required for site plan approval in Oshtemo Township. The Township will forward a copy of this form to the Michigan Department of Environmental Quality Permit Coordinator.

Name of Business: Great Lakes Companies

Location of Business: 5220 W Michigan Ave, Kalamazoo, MI 49009

Name of Business Owner: Great Lakes Partnership Properties, LLC

Mailing Address: 5220 W Michigan Ave

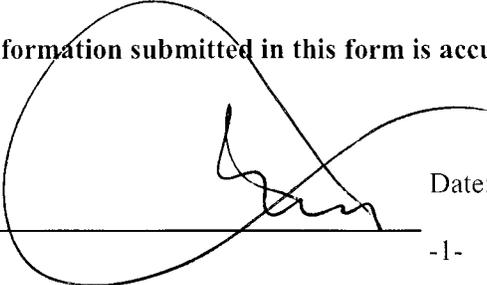
City: Kalamazoo **State:** MI **Zip:** 49009

Telephone: _____

Business Manager / Operator: _____

Type of Business (type of activities to be carried out at the proposed business– include all processes and operations):

I affirm that the information submitted in this form is accurate.

Owner's Signature:  _____ Date: 1/19/2015

Please circle Y (yes) or N (no) for each of the questions below. If Y (yes), contact the agency listed for further information and assistance.

1. Y N Will the proposed project discharge any type of wastewater to a storm sewer, drain, wetland, pond, lagoon, or other surface water body?
Contact: Michigan Department of Environmental Quality, Surface Water Quality Division, (269) 567-3500
2. Y N Will the proposed project discharge any liquids, sludge, wastewater and/or wastewater residuals into or onto the ground?
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
3. Y N Will the proposed project use or store any hazardous substances, oil or salt? Depending upon the type of substance, secondary containment and a Pollution Incident Prevention Plan (PIPP), or a material storage permit may be required.
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
4. Y N Will the proposed project use underground storage tanks? Existing and proposed tanks must be registered with the State of Michigan, and installed and operated in accordance with regulations of the Michigan State Police Fire Marshal Division.
Contact: Michigan Department of Environmental Quality, Storage Tank Division, (517) 335-2690
5. Y N Will the proposed project burn, landfill, transfer, or process any type of solid, non-hazardous wastes?
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
6. Y N Will the proposed project involve the transport, on site treatment, storage or disposal of hazardous waste generated in quantities of 1000 kilograms (250 gallons or 2200 lbs.) or more per month? If yes, one or more permits may be required.
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
7. Y N Will the proposed project generate between 100 kilograms/month (25 gallons or 220 lbs.) and 1,000 kilograms/month (250 gallons or 2,200 lbs.) of hazardous waste? If yes, the facility may be a small quantity generator, subject to federal and state regulations. An EPA identification number should be obtained from the Michigan Department of Environmental Quality (special forms are available) and a manifest (shipping paper) should be used to transport waste off-site.
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
8. Y N Will the proposed project install, construct, reconstruct, relocate, or operate any process equipment (including air pollution control equipment) which has the potential to emit air contaminants?
Contact: Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
9. Y N Does the proposed project involve any work (dredging, filling, construction) in a river, stream, creek, ditch, wetland, or floodplain or within 500 feet of an inland lake, river, stream or ditch?
Contact: Michigan Department of Environmental Quality, Land and Water Management, (269) 567-3500
10. Y N Will the proposed project change the natural cover or topography of the land, including cut and fill activities which may contribute to soil erosion and/or sedimentation? Will the earth change disturb an area of one acre or more, or occur within 500 feet of a lake or stream? If yes, a soil erosion and sedimentation control permit may be required.
Contact: Kalamazoo County Drain Commission, Kalamazoo (269) 384-8117.

11. Y Will an on-site wastewater treatment system or septic system be installed?
 Will septate be stored on-site prior to off-site disposal?
Contact: Sanitary Sewage—Kalamazoo County Human Services Department, Environmental Health Program (269) 373-5210
Contact: Industrial/Commercial Wastewater in any quantity, or for sanitary sewage more than 10,000 gallons/day— Michigan Department of Environmental Quality, Waste Management Division, (269) 567-3500
12. Y If the proposed project will be connected to sanitary sewer, will any hazardous and/or industrial chemicals, wastewater or waste in any quantity be discharged to the City of Kalamazoo Wastewater Treatment Plant? If yes, pretreatment may be required.
Contact: City of Kalamazoo, Water Reclamation Plant (269) 337-8157.
13. Y Will the proposed project construct a new water well and/or abandon an existing water well? If yes to either one, contact the appropriate agency.
Contact: Well Construction, Kalamazoo County Human Services Department (269) 373-5210.
Contact: Well Abandonment, Kalamazoo County Human Services Department (269) 373-5210.
14. Y Is this proposed project (or any other facility/property under your ownership) currently involved in any compliance discussions with the Michigan Department of Environmental Quality or the Michigan Attorney General’s Office.
Contact: Michigan Department of Environmental Quality, Remediation & Redevelopment, Lansing District Office (517) 373-9837
15. Y Is this proposed project (or any other facility/property under your ownership) included on the MI Act 307 Priority List, “Michigan Sites of Environmental Contamination” or subject to corrective action under the Leaking Underground Storage Tank (LUST) Program?
Contact Michigan Department of Environmental Quality, Environmental Response Division, 269-567-3500

*For assistance with permits and approvals from the Michigan Dept. of Environmental Quality, including permit coordination among DEQ Division, contact the Permit Consolidation Unit, Lansing District Office (517)373-9244.

Note: This form is a checklist of permits and/or requirements which may be needed for project development. Oshtemo Township provides this to proposed developers as an informational service. Oshtemo Township is not a regulatory agency in any of these areas. Approval of the site plan by the Township does not transfer liability from the developer to the Township in any way.

OSHEMO TOWNSHIP

HAZARDOUS SUBSTANCE REPORTING FORM

Note: This form must be completed and submitted as part of the site plan review process.

Name of Business: Great Lakes Companies

Location of Business: 5220 W. Michigan Ave, Kalamazoo, MI 49009

Name of Business Owner: Great Lakes Partnership Properties, LLC

Mailing Address: 5220 W. Michigan Ave.

City: Kalamazoo **State:** MI **Zip:** 49009

Telephone: _____

I affirm that the information submitted in this form is accurate:

Owner's Signature: _____ **Date:** _____

MANAGEMENT OF HAZARDOUS SUBSTANCES

Hazardous substance (definition): Reference Sec. 11.308, Oshtemo Township Zoning Ordinance

1. N Will the proposed project store, use, or generate hazardous substances in quantities greater than 100 kilograms per month (about 25 gallons per month) now, or in the future? If yes, please complete the rest of this form and submit with your site plan. If no, stop here and submit with your site plan.

2. Y Will hazardous substances be reused and / or recycled on-site?

3. N Will any hazardous substances be stored, used, or handled on the site? If yes, identify the location, size, and type of spill containment facilities which will be used and provide details on the site plan.

Substances will be stored in new Warehouse. See attached list of products and

associated MSDS Sheets for reference.

4. Y Will hazardous waste an/or liquid industrial waste be transported off-site for treatment, disposal, and / or recycling? If yes, please list the name, address and telephone number of your licensed transporter(s).

5. Y N Will new underground storage tanks be located less than 2,000 feet from drinking water wells serving two or more establishments, or less than 300 feet from a single family drinking well? If yes, contact Michigan Department of Environmental Quality, Storage Tank Division, (517) 373-8168 for specific requirements and restrictions. (No underground storage tanks provided)
6. N Will the interior of the proposed project have any general purpose floor drains? If yes, into what system will the floor drains be connected? (Provide detail on site plan)
- a. Sanitary sewer system (Restroom floor drain only, no other floor drains proposed)
 - b. On-site holding tank(s)
 - c. A system authorized by a state approved groundwater discharge permit, with required monitoring (Contact: Michigan Department of Environmental Quality, Waste Management Division, (616) 567-3500.
- Note: General purpose floor drains shall not be connected to a storm drainage system, dry well or septic system.
7. N Please list the hazardous substances which are expected to be used, stored, or generated on-site. Quantities should reflect the maximum volumes on site at any time. Attach additional pages, if necessary to list all hazardous substances.

<u>Common/ Trade Name</u>	<u>Chemical Components</u>	<u>Form</u>	<u>Max Quantity</u>	<u>Storage</u>
-------------------------------	--------------------------------	-------------	---------------------	----------------

- A. See attached information for stored products and clarification in the form of MSDS sheets for each individual product. All hazardous substances exceeding code allowed quantities shall be stored with in designated control areas below maximum allowable quantities per Michigan Building Code.
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

Key:

FORM		STORAGE	
Liq	Liquid	AST	Aboveground Storage Tank
P. Liq	Pressurized Liquid	UST	Underground Storage Tank
S	Solid	D	Drum
G	Gas	CY	Cylinder
PG	Pressurized Gas	MC	Metal Container
		WC	Wooden Container
		PT	Portable Tank



Oshtemo Township Zoning Board of Appeals (ZBA)

(4th Tuesday of each month @ 3:00 pm)

2015 Meeting Dates

January 27

February 24

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27

November 17 *

December 15 *

*** Change from normal meeting day**

Joint Boards Meet

Quarterly — Tuesdays at 6:00 pm

February 17, 2015

May 19, 2015

September 15, 2015