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**NOTICE
OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

**Thursday,
February 26, 2015**

7:00 p.m.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Election of Officers and ZBA Liaison
5. Public Comment on Non-Agenda Items
6. Approve Minutes - December 11, 2014 Regular Meeting
7. **PUBLIC HEARING: Special Exception Use (First Agency)**
Planning Commission to consider special exception use request of the application from AVB Construction on behalf of Lyndon Cronen for the expansion of an existing special exception use to construct a 4,000 square foot storage building for the existing office on the subject property located at 5071 West H Avenue in the R-3 Residence District. (Parcel #3905-12-230-033).
8. **PUBLIC HEARING: Special Exception Use (PNV Investments, LLC)**
Planning Commission to consider special exception use request of the application from Schley Architects on behalf of PNV Investments, LLC for the expansion of an existing special exception use to construct a 2,800 square foot addition onto an existing office building on the subject property located at 5659 Stadium Drive in the R-3 Residence District. (Parcel #3905-25-332-020).
9. Old Business
10. Any Other Business
11. Planning Commissioner Comments
12. 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)

Policy for Public Comment
6:00 p.m. "Public Comment"/Portion of Township Board Meetings

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

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.

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.

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

(adopted 2/27/2001)
(revised 5/14/2013)

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD DECEMBER 11, 2014

Agenda

PUBLIC HEARING: PLANNING COMMISSION TO REVIEW APPLICATION OF BRONCO DEVELOPMENT, LLC, FOR TENTATIVE APPROVAL OF A PRELIMINARY PLAT FOR A 25-UNIT RESIDENTIAL SUBDIVISION (TUSCANY EAST) LOCATED ON WEST L AVENUE JUST EAST OF THE EXISTING TUSCANY SUBDIVISION WITHIN THE RR RURAL RESIDENTIAL DISTRICT (PARCEL # 3905-30-205-026).

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, December 11, 2014, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

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

MEMBERS ABSENT: Dusty Farmer
Pam Jackson

Also present were Greg Milliken, Planning Director; James Porter, Attorney; and Martha Coash, Meeting Transcriptionist. There were approximately eight other people 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. Loy made a motion to accept the agenda as presented. Mr. Skalski seconded the motion. The motion passed unanimously.

Chairperson Schley noted there would be brief items under "Other Business" and a special presentation under "Commissioner Comments."

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 OCTOBER 23, 2014

The Chairperson asked if there were any additions, deletions or corrections to the minutes of the Meeting of October 23, 2014. Hearing none, he asked for a motion to approve the minutes.

Mr. Skalski made a motion to approve the minutes of the October 23, 2014 meeting. Mr. Loy seconded the motion. The motion was approved unanimously.

Chairperson Schley moved to the next item on the agenda.

PUBLIC HEARING: PLANNING COMMISSION TO REVIEW APPLICATION OF BRONCO DEVELOPMENT, LLC, FOR A PRELIMINARY PLAT FOR A 25-UNIT RESIDENTIAL SUBDIVISION (TUSCANY EAST) LOCATED ON WEST L AVENUE JUST EAST OF THE EXISTING TUSCANY SUBDIVISION WITHIN THE RR RURAL RESIDENTIAL DISTRICT (PARCEL # 3905-30-205-026).

Chairperson Schley said the next item on the agenda was the public hearing to review the application from Bronco Development, LLC, for a preliminary plat for a 25-unit residential subdivision. He asked Mr. Milliken to provide the staff report on the request.

Mr. Milliken said the request before the Board was for Tentative Approval of the Tuscan East Preliminary Plat (Step One of Subdivision Review)

He explained the proposed development is a 25 lot residential subdivision located on the south side of L Avenue. It is located on approximately 30 acres of land between Van Kal Street and 2nd Street immediately east of the existing Tuscan Subdivision. The applicant owns the property and proposes to develop the subdivision as an extension of the adjacent subdivision, which they have also taken over for development. The existing road network will be extended and continue back to 2nd Street.

Mr. Milliken noted this is the first subdivision plat that has been reviewed in the Township in many years (and first residential development to be submitted in nearly two years) and provided a quick review of the process.

Subdivision plat review is a strictly regimented process with the procedures dictated by State statute. The Township Ordinance (Section 290.004 of the General Ordinances) does a good job of mirroring those requirements. There are strict timelines on Township reviews, requirements for the applicant to obtain other agency approvals, and timelines for the applicant to complete subsequent steps following approval.

In total, the process involves three steps before the Township. Tentative approval of the Preliminary Plat is the first step. It is a fairly conceptual review. The purpose is to evaluate the proposal for compliance with zoning requirements and general consistency with the overall requirements of the Ordinance. This allows the applicant to gain a broad understanding of where the project stands and any changes that may need to be made before undertaking the time and expense of the detailed engineering required in step two. Step one approval requires a public hearing at the Planning Commission and then Township Board approval.

Step two then provides the detailed engineering that accompanies the road plans, grading, stormwater drainage and detention, and utilities. It also includes more specific approvals from a variety of other agencies. Step two only requires Township Board approval. Following this approval, construction of the infrastructure can begin.

Step three is the final step and occurs once infrastructure is completed. Step three allows for review and approval of legal documents, agency approvals, and as-built plans. It is the Township's chance to confirm everything was done according to the approved plan and in compliance with the appropriate standard.

Mr. Milliken said the proposed 25 lot subdivision will occupy 26 acres of the 30 acre parcel. Four acres are being divided along the L Avenue frontage for an existing home and barn. The proposed lots vary between 24,243 square feet (0.56 acres) and 1.34 acres. There is no minimum lot size in the RR district; the density is limited to one unit per acre. The minimum lot width is 100 feet measured at the building setback line. The proposed lots satisfy both of these requirements.

He said building envelopes have been drawn on each of the proposed lots showing the required setback distances. The western lots have been arranged to align with the existing lots in the Tuscany subdivision. Ample room has been provided on each lot for construction.

He noted the development will be served by private well and septic systems as public water and sewer are not available in this area.

Mr. Milliken explained the existing public road network that currently ends in the Tuscany subdivision at the terminus of Mirabella Avenue is proposed to continue into

the south end of the proposed subdivision and connect to a new, parallel public road named Sienna Street providing access to the new lots. Consistent with Township requirements, Sienna Street has been extended to the north property line to allow for future connections, and a stub street has been provided to the east as well. These roads are shown as public roads and will be built to County Road standards. Per Ordinance requirements, sidewalks and street lights will also be included.

Mr. Milliken reported the applicant has submitted the preliminary plat to a variety of different offices and agencies for preliminary review. The Oshtemo Township Fire Department has reviewed the plans and indicated they have no concerns. The Kalamazoo County Road Commission has also conducted a review of the development and its road network, but a response from them has not yet been received and would need to be a condition of approval.

The Township Engineer has submitted a review memo, which is included in the packet. He raises some concerns regarding the feasibility or logistics of the development of the site due to the required grading, clearing, and filling in order to achieve the desired layout with the existing topography and proposed layout. The southern portion of the site is characterized by large, rolling hills and dense woodlands. The details of development within these constraints will be addressed during step 2 of the approval process. However, the concerns are raised at this time to ensure the development is feasible and that the applicant is aware of the constraints.

He concluded by saying the topography and natural features provide some challenges for development of this property. Besides just the protection of the natural features, the grading and final layout will need to ensure storm water is maintained on site and does not flow onto adjacent properties. Those issues will be addressed during the Step 2 review. The preliminary plat appears to satisfy the requirements of the Subdivision Ordinance and presents a reasonable plan for continuation of the existing development to the west.

Mr. Milliken told the Planning Commission he recommended approval of the preliminary plat to the Township Board with the condition that the applicant shall submit correspondence from the Kalamazoo County Road Commission with the agency's recommendation regarding the proposed layout.

Mr. Schley thanked Mr. Milliken for the report and asked whether there were questions for staff from Commissioners.

Mr. Antosz asked for a definition of a "block."

Mr. Milliken said he would have to look up the definition provided in the Ordinance.

Mr. Antosz wondered if the 1000 feet cited in the Ordinance referred to both sides of the street and what 1000 feet constitutes in terms of a block.

Attorney Porter said only one side of the street was measured for a single distance.

Chairperson Schley explained that in the past the Planning Commission has considered a single street that dead-ends, and that applying the 1000 feet dimension was an issue of safety in order to provide safe turnaround for fire and other emergency vehicles in case the main entrance was plugged.

Mr. Milliken noted connectivity is also a concern. He said this case is challenging because not a lot can be done in the traditional grid-style development. He said he didn't have the historic context regarding how a block has been interpreted in the past.

Mr. Skalski said the south end of the street is certainly a dead-end providing no opportunity for a safe, complete turnaround; there should be consideration to provide for that maneuver.

Mr. Milliken indicated that the plans do call for a cul-de-sac easement for a turnaround; that would be the type of thing that would be considered in more detail in step two in an engineering plan.

Hearing no further questions for Mr. Milliken from the Board, Chairperson Schley asked if the applicant wished to speak.

Mr. Tom Stephenson, Stephenson Land Surveying, 27873 White Street, Cassopolis, MI, said he would be the face of this project from start to finish and would see the project through to the state level. He explained the block length is attached to the existing Tuscany development to utilize those lots. Their block length was longer because of the retention area. A temporary easement of 60 feet at the cul-de-sac to be approved by the Road Commission is included in the plan. He noted he has met with the Road Commission on some minor issues and performed backhoe cuts for soils and is working with the health department on test wells.

There were no questions for Mr. Stephenson. Chairperson Schley asked if there were any public comments.

Mr. Steven Budzynski, 9324 West "O" Avenue, asked if the project would include a gas line coming down West "L" Avenue.

Mr. Eric Lampart, 10199 West L Avenue, said he was curious to know how close houses would be built to his property and if lots would be run all the way down the line.

Ms. Darcy Assink, 1750 Toscana Street, wondered if buildings in the new subdivision would have similar restrictions and size requirements to the existing subdivision.

Chairperson Schley asked Mr. Milliken about property setbacks.

Mr. Milliken said that the minimum rear yard setback requirement is 15 feet and the front yard setback is a minimum of 30 feet. Most of the lots are about 200 feet deep.

Chairperson Schley said there were no guarantees as to what one might see regarding where buildings might be on the lot other than the setback requirements, but that generally homes are built closer to the front setback.

Mr. Stephenson said he did not have an answer for the gas line question. He said he expects the building restrictions to be the same as those for the original Tuscany subdivision.

Chairperson Schley noted this is conceptual level review and that engineering related questions would be addressed in step two, if the plan goes forward. He said Mr. Milliken pointed out that, as presented, the subdivision design meets the ordinance description. The Chairperson said he was on the Planning Commission when the original Tuscany development was approved and that from a concerns standard for safety and access the plan for Tuscany East will substantively enhance what was approved for the original Tuscany development. It allows access for emergency vehicles from the other direction and is not a problem with the standard. It has also been laid out for stub streets to provide continuity.

Mr. Milliken said he had the chance to review the ordinance and that the dead-end roads are limited to 660 feet - to go beyond that, approvals are required. Block length is limited to 1000 feet, so there is clear distinction between a dead-end and a block. In this case, looking at this one two-sided road, you look at both sides of the road, which is where he gains comfort with the layout. If all of the "U-shaped" loop were coming in, it might require a closer look at an east to west connection road, but he is comfortable with compliance in this case.

The Chairperson noted Assistant Fire Chief Wiley did not have any concerns, but that Engineer Marc Elliott cited concerns regarding the water spill from neighbor to neighbor and will look at grading issues if the project is approved.

Chairperson Schley determined there were no further concerns from Commissioners and asked if there was a motion to recommend approval.

Mr. Loy made a motion to recommend tentative approval to the Township Board of the Tuscany East Preliminary Plat (step one of Subdivision review) with the condition that the applicant submit correspondence from the Kalamazoo County Road Commission detailing the agency's recommendation regarding the proposed layout. Mr. Skalski supported the motion. The motion carried unanimously.

OLD BUSINESS/ANY OTHER BUSINESS

Chairperson Schley asked if there was old business or any other business to come before the Commission.

Mr. Milliken distributed to the Board a proposed schedule of meetings, generally the second and fourth Thursdays at 7:00 p.m., and he indicated it would be published unless they had suggested changes. He noted the first meeting in January will include election of officers for 2015.

He informed the Board the zoning ordinance amendments were adopted at the last Township Board meeting and that the Planning Commission received kudos from the Board for its work on that issue.

Mr. Milliken also said a resolution on complete streets was adopted by the Township Board, which is a big step toward implementing the Township's non-motorized plans and goals.

PLANNING COMMISSIONER COMMENTS

Chairperson Schley presented a certificate of appreciation to retiring Board Member Richard Skalski, signed by Commissioners, and thanked him for his good work, noting the Board would miss him and his particular expertise.

Mr. Skalski thanked Planning Commissioners for their insight and support, noting the team effort involved, said he had enjoyed his time on the Board and intended to remain connected to the area.

Mr. Boulding, Sr. thanked Mr. Skalski for befriending him when he joined the Board, and expressed his gratitude for his guidance.

Chairperson Schley expressed his appreciation for Mr. Skalski's service and wished everyone blessings throughout the holiday season.

ADJOURNMENT

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

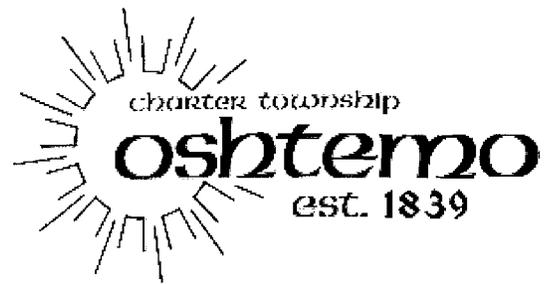
Mr. Boulding, Sr. made a motion to adjourn. Mr. Loy seconded the motion. The motion carried unanimously.

Chairperson Schley adjourned the Planning Commission meeting at approximately 7:34 p.m.

Minutes prepared:
December 12, 2014

Minutes approved:
_____, 2014

February 20, 2015



Mtg Date: February 26, 2015

To: Planning Commission

From: Gregory Milliken, AICP

Applicant: AVB Construction on behalf of First Agency

Owner: Lyndon Cronen

Property: Parcel #3905-12-230-033 (5071 West H Avenue)

Zoning: R-3 – Residence District

Request: Amendment of Special Exception Use to Construct 4,000 Square Foot Storage Building for Existing Office

Section(s): Section 23.000 – R-3 – Residence District
Section 60.000 – Special Exception Uses
Section 82.000 – Site Plan Review

Project Name: First Agency Storage Building

OVERVIEW

The subject property is located at 5071 West H Avenue, which is on the south side of H Avenue at the southwest corner of H Avenue and Drake Road. It is a 3.57-acre property with about 450 feet of frontage on H Avenue and 300 feet of frontage on Drake Road. The existing office building was approved in 1985 with a parking addition approved in 1994.

The property is located in the R-3 zoning district. It is a residential district that allows limited commercial uses with certain restrictions. An office building is a special exception use in the R-3 district, and any expansion of such use must also be approved through the special exception process. Therefore, the proposed storage building to be associated with the business requires special exception approval.

The properties to the north and west are developed with single family homes and are in located in the R-2 district. To the east across Drake Road is Kalamazoo Township where there are homes and a high school. To the south are properties in the R-3 and R-4 districts. This includes a senior center and a historic home. The historic home is also within the historic overlay district, which will be discussed later in the report.

This request was scheduled for review at the January 8th meeting. That meeting was cancelled due to weather. The public hearing was re-noticed for next week's meeting. In addition, the applicant has made revisions to the request to address some of the concerns identified prior to that meeting.

PROPOSED DEVELOPMENT

The applicant is proposing to build a 4,000 square foot accessory building associated with his business use on the subject property. The building would be 100 feet wide, 40 feet deep and have side walls of 12 feet in height. It would be a steel sided building with metal roofing. The proposed structure has six overhead doors on the north side facing H Avenue, four of which would be eight feet tall and two of which would be ten feet tall.

The proposed building is located to the east of the existing building closer to the corner of Drake Road and H Avenue. It would be approximately 90 feet from the Drake Road property line and 105 feet from the H Avenue property line. A driveway extension would curl east and south from the existing driveway to serve the new building. In front of the storage building a 20 foot by 100 foot concrete pad would be located for access to the building and maneuvering.

The applicant has provided a conceptual alternative site plan showing the building set at an angle. This orientation reduces the impact on H Avenue but does open the rear face to greater exposure along Drake Road. If this orientation is preferred by the Commission, the applicant is open to your feedback.

The applicant has provided a conceptual floor plan illustrating how the proposed structure is to be used. A large portion will be used for storage of student insurance brochures that need to be stacked, sorted, and organized by plan, school, and state. Space is allocated for storage of the company truck and trailer. Storage room is also needed for excess furniture and office supplies. Finally, some additional space is provided for future use and growth of previously identified uses.

The structure will be connected to electricity but is not intended to be connected to water or sanitary sewer utilities. It will not be an occupied structure.

SETBACKS

Although the property is large and there is a sizeable amount of vacant land available for development to the east of the existing building, the site is restricted by large setback distances to the north, east, and south.

The Drake Road and H Avenue frontages are subject to enhanced setbacks by Section 64.100 of the Ordinance. The setback from H Avenue is 70 feet from the right of way. The setback from Drake Road is 120 feet from the centerline of the road, which equals 87 feet from the right of way line. To the south, the setback is 100 feet because of the historic overlay district (Section 64.700). The proposed structure satisfies all stated setback requirements.

OTHER REVIEWS

The Township Fire Marshal has reviewed the proposed plans and has indicated he has no problems with the site plan as presented.

The Township Engineer has also reviewed the proposed plans. No specific drainage plans or calculations are provided with the site plan request. The Engineer has indicated however that he believes adequate green space is available on site to accommodate the anticipated volume of stormwater to be generated from the proposed improvements. Therefore, he was comfortable with the plan as presented.

LANDSCAPING

Since the last submittal, the applicant has provided substantial information regarding the landscaping existing on site and proposed with the development. A series of 10 photo sheets has been provided along with a map showing where the photos were taken to illustrate the existing landscaping on site as well as the topography and berms. A cross section / sight lines sheet has also been provided showing the existing berms that exist along the street frontages and their impact on visibility of the proposed structure.

The applicant is proposing to maintain a wide patch of existing landscaping along the street frontages, which includes a variety of materials such as canopy trees and underbrush thereby providing a decent amount of screening along both street frontages. There is also a four to five foot natural berm along these boundaries. The greenspace requirements along these frontages are as follows. Along H Avenue, a C greenspace is required. This is 20 feet wide with a total of 4 canopy trees, 6 understory trees, and 8 shrubs required. Along Drake Road, a C greenspace is also required. This is 20 feet wide with a total of 6 canopy trees, 9 understory trees, and 12 shrubs required. It is believed that the existing landscaping at the site satisfies these requirements, although confirmation should be required at time of building.

Along the south property line adjacent to the Historic Overlay Zone, an E greenspace is required to be installed. There is about 250 feet of shared property line between the historic property and the portion of the subject property impacted by development. The required greenspace is 30 feet wide and includes 10 canopy trees, 15 understory trees, 30 shrubs, and 5 evergreen trees. This is also the lowest and most exposed portion of the site in terms of the existing landscape; the existing berm on Drake Road phases out before the south end of the property. Therefore, the applicants have proposed creation of a four foot berm extending from the point where the existing berm on Drake Road ends and curling around the south property line. This would then be lined with landscaping in compliance with the Ordinance requirements. The proposed design would provide the required screening not only from the historic property from the south but also from traffic on Drake Road heading north.

OTHER IMPROVEMENTS

Section 78.650 requires all uses undergoing site plan review provide a sidewalk consistent with the Township's Non-motorized Plan. No sidewalk is provided on the plan, due to the fact that the applicant is using the original site plan from 1985 before such improvements were required. It is recommended that the applicant sign a commitment not to protest a special assessment district should such a facility be proposed along the H Avenue or Drake Road frontages.

STANDARDS FOR APPROVAL

Section 23.404 provides specific requirements for office buildings in the R-3 district. This is not an office building, but it serves as an expansion of the office building use in that district. Therefore, it should be consistent with the requirements for such use. A review of these requirements shows that the

proposed improvement is consistent with these standards and that the overall use of the property will remain in compliance with the stated requirements.

Section 60.100 of the Zoning Ordinance provides the criteria for consideration when reviewing a special exception use.

A. Is the proposed use compatible with the other uses expressly permitted within the Residential District?

The proposed use is consistent with the other uses permitted in the R-3 district. The development is an expansion of the existing office use and does not exceed the requirements for an office in the R-3 district.

B. Will the proposed use be detrimental or injurious to the use or development of adjacent properties or to the general public?

This is an important one for the Planning Commission to consider. The existing office building fits in nicely with adjacent properties and is certainly consistent with the transitional intent of the R-3 district. The design of the proposed storage building has been substantially updated since the last submittal. It includes wainscoting, dimensional shingles, enhanced trim pieces, and one concept shows enhanced, residential style overhead doors. The existing berms and landscaping will screen substantial portions of the building from adjacent roadways and properties. It will also not result in any increased traffic or noise impacts unlike other uses that could be developed at that location. All of this being said, it is still a 4,000 square foot metal pole building.

C. Will the proposed use promote the public health, safety, and welfare of the community?

It is not anticipated that the proposed improvements will have substantial impacts on the public use, safety, and welfare.

D. Will the proposed use encourage the use of the land in accordance with this character and adaptability?

The proposed design and the existing screening minimize the impacts created by the large metal pole building. The design fits with the rural residential character of the surrounding area and the maintenance of the existing landscaping and land along the perimeter of the site further preserves this character and minimizes the impact of the proposed structure.

CONCLUSION

We appreciate the challenges the applicant has had trying to develop the site considering the constraints of the setbacks and access limitations. We also appreciate the applicant's desire for additional storage; as stated previously, there is not a concern with the office use or the reasonable expansion of the office use at this site.

The efforts to address previously identified concerns regarding design and screening are recognized and welcomed. The building now fits much better with the rural residential character of the surrounding H Avenue / Drake Road area. Additional information about screening and proposed landscaping also helps to demonstrate the building will not be as prominent at the site as previously considered.

If the Commission is inclined to approve the request, we would suggest the following conditions be included:

1. A detailed landscape plan be submitted to Staff confirming that existing landscape materials along Drake Road and H Avenue satisfy greenspace requirements and demonstrating proposed plantings throughout site.
2. A commitment – in a form approved by the Township Attorney – is made for the installation of sidewalk along Drake Road and H Avenue in the future when the broader sidewalk is constructed along the corridor.
3. Site plan approval is subject to the approval of the Fire Department, pursuant to adopted codes.
4. 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
Plans
Review letter from Fire Marshall and Engineer



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

PLEASE PRINT

PROJECT NAME & ADDRESS FIRST AGENCY STORAGE BLDG.
5071 WEST "H" AVE. KAL. 49009
PLANNING & ZONING APPLICATION

Applicant Name: DARYL RYUD
Company AVB CONSTRUCTION
Address 4200 W. CENTRE AVE.
PORTAGE, MI 49024

E-mail daryld@avbinc.com
Telephone (269) 217-5581 Fax _____
Interest in Property OWNER REPRESENTATIVE

OWNER*:
Name LYNDON CRONEN
Address 5071 WEST "H" AVE.
KALAMAZOO, MI. 49009
Email lyndon_cronen@hotmail.com
Phone & Fax (269) 381-4630 (269) 377-9663

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

Received From: 1ST AGENCY
Date: 11/24/2014 Time: 1:03:27 PM
Receipt: 110283
Cashier: LINDA I

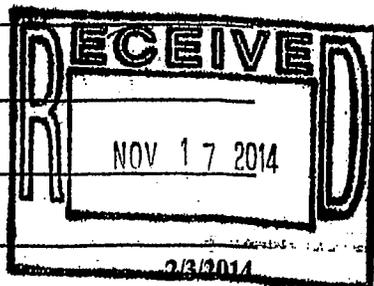
ITEM REFERENCE	AMOUNT
1042 PLANNING ESCROW	
PLANNING ESCROW	\$250.00
1085 SPECIAL EXCEPTION USE	
SPECIAL EXCEPTION USE	\$300.00
TOTAL	\$550.00
CHECK 66506	\$550.00
Total Tendered:	\$550.00
Change:	\$0.00

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

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

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary):

STORAGE BUILDING



LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):

ATTACHED

PARCEL NUMBER: 3905- 05-12-230-033

ADDRESS OF PROPERTY: 5071 WEST "H" AVE.

PRESENT USE OF THE PROPERTY:

PRESENT ZONING R-3 OVERLAY SIZE OF PROPERTY 3.48 ACRES

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

Name(s)

Address(es)

NONE

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.

Lyndon L. Crane

Owner's Signature (* If different from Applicant)

11/8/14

Date

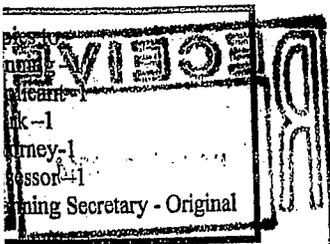
[Signature]

Applicant's Signature

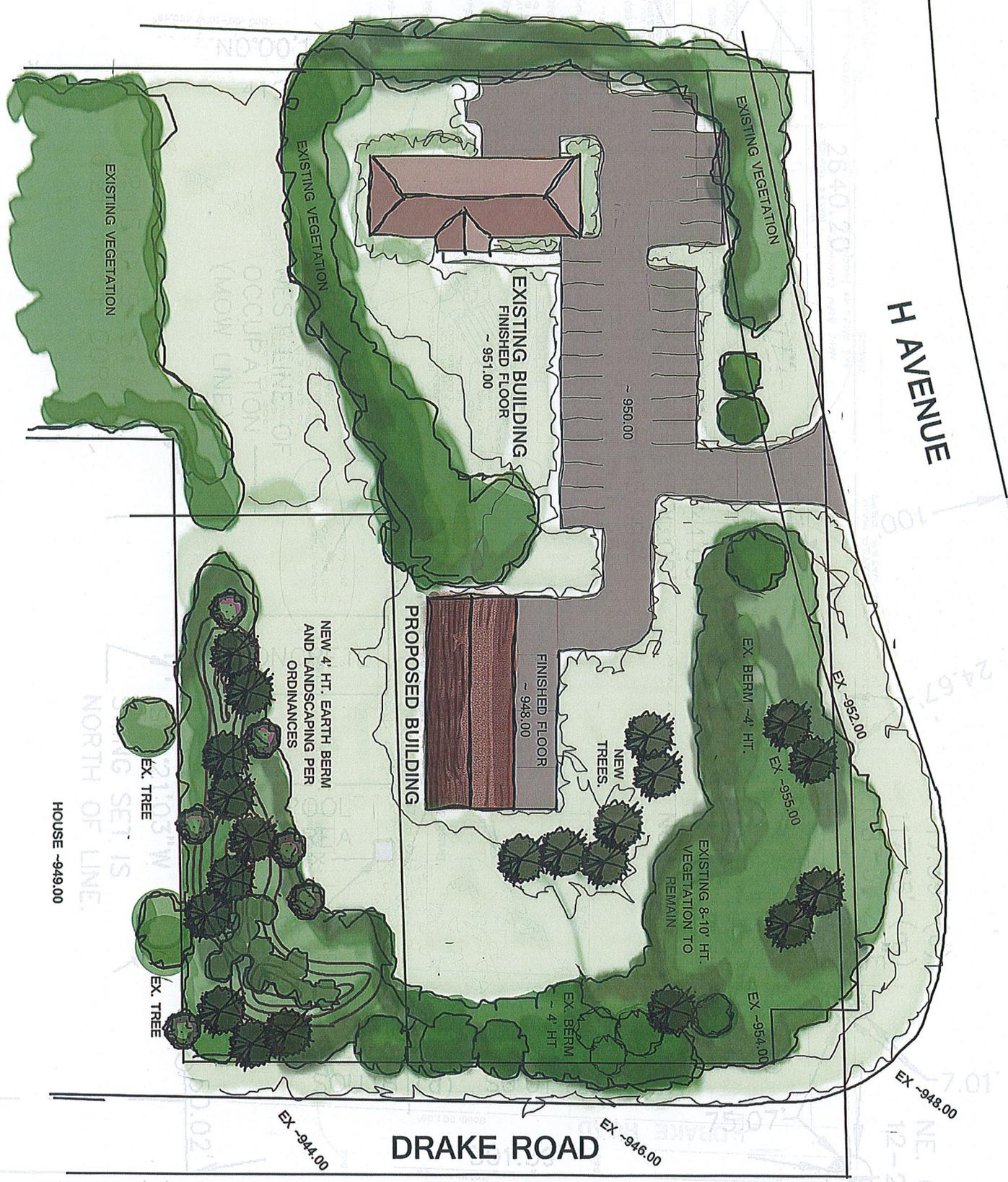
11/17/14

Date

PLEASE ATTACH ALL REQUIRED DOCUMENTS



FIRST AGENCY LANDSCAPE CONCEPT

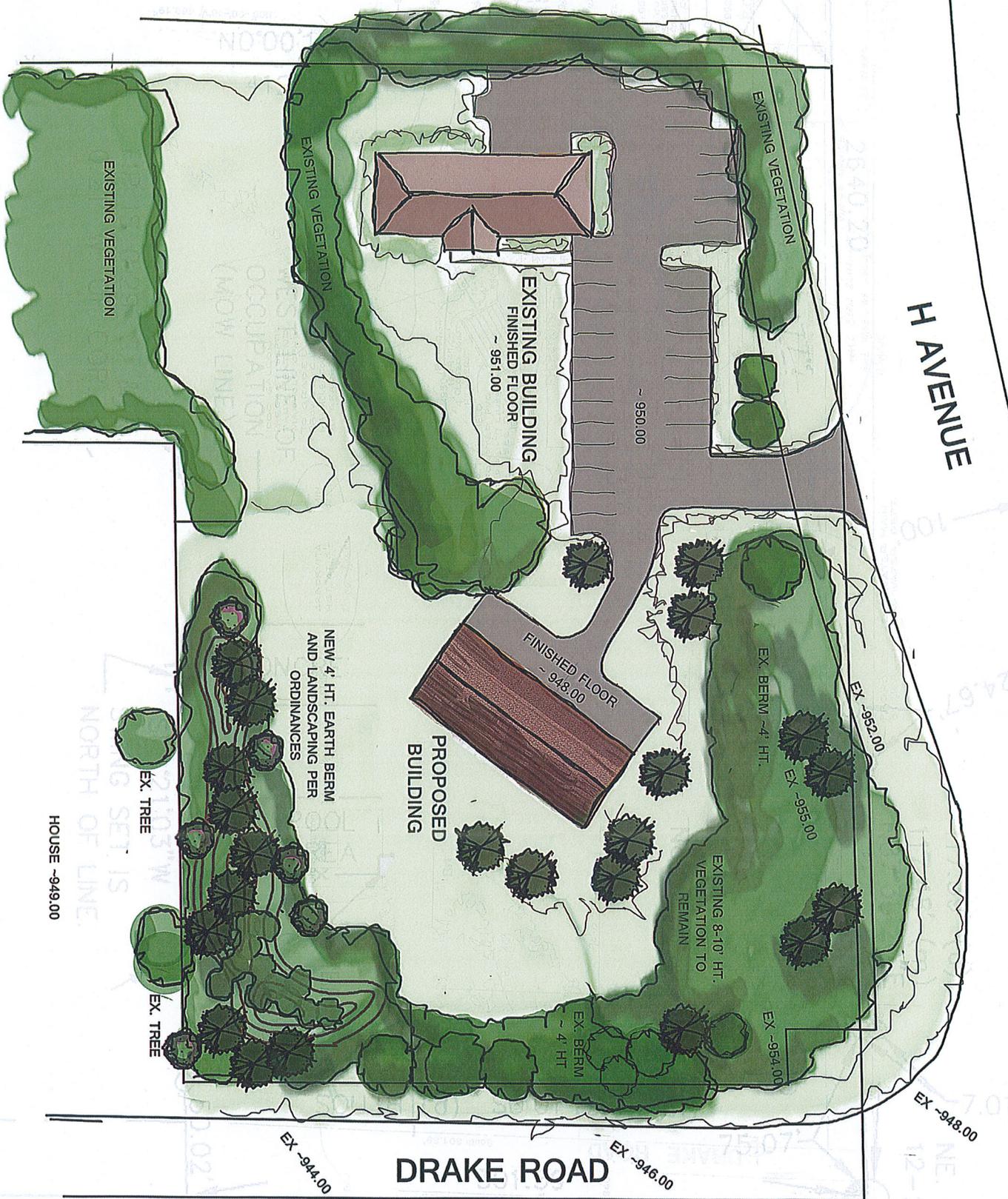


H AVENUE

DRAKE ROAD

HOUSE -949.00

**FIRST
AGENCY
LANDSCAPE
CONCEPT**



H AVENUE

DRAKE ROAD

**EXISTING BUILDING
FINISHED FLOOR
~951.00**

**FINISHED FLOOR
~948.00**

**PROPOSED
BUILDING**

**NEW 4' HT. EARTH BERM
AND LANDSCAPING PER
ORDINANCES**

EX. BERM ~4' HT.

EX. ~955.00

**EXISTING 8-10' HT.
VEGETATION TO
REMAIN**

EX. ~954.00

**EX. BERM
~4' HT**

EXISTING VEGETATION

EX. TREE

EX. TREE

HOUSE ~949.00

NORTH OF LINE

EX. ~944.00

EX. ~946.00

EX. ~948.00

47.84

2640.20

100

24.67

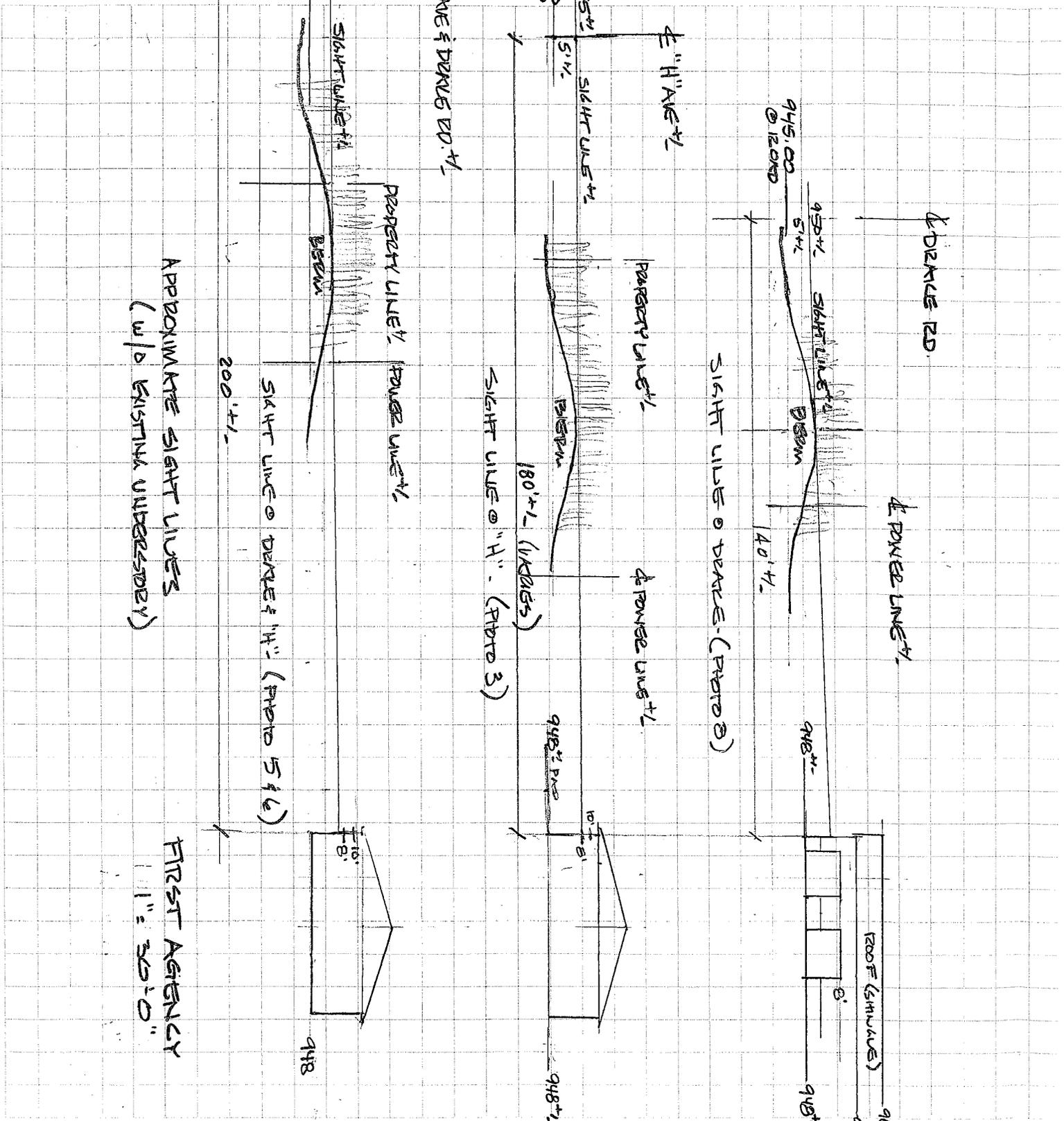
75.07

12-2-12

NE COR

project: _____

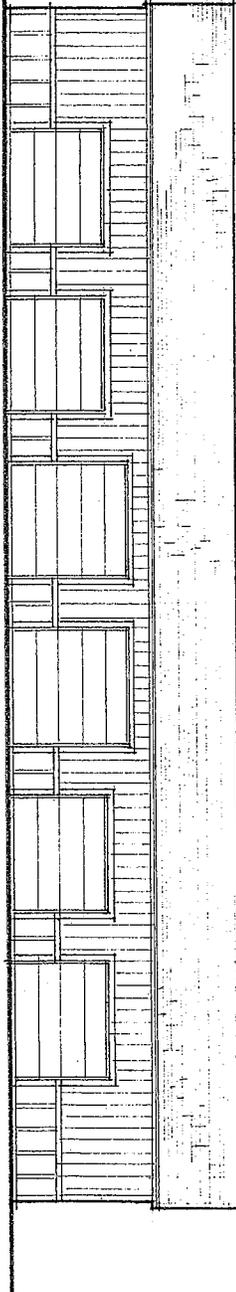
date: _____



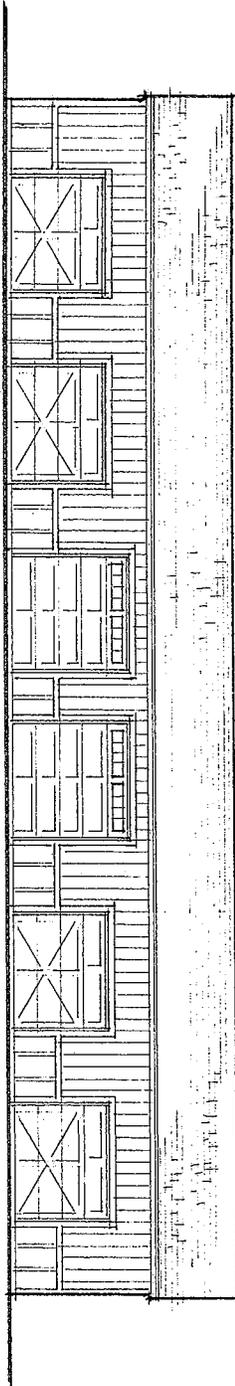
APPROXIMATE SIGHT LINES
(w/o EXISTING UNDERSTORY)

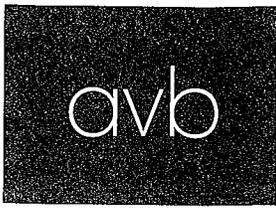
FIRST AGENCY
11" = 30' 0"

DESIGN A



DESIGN B

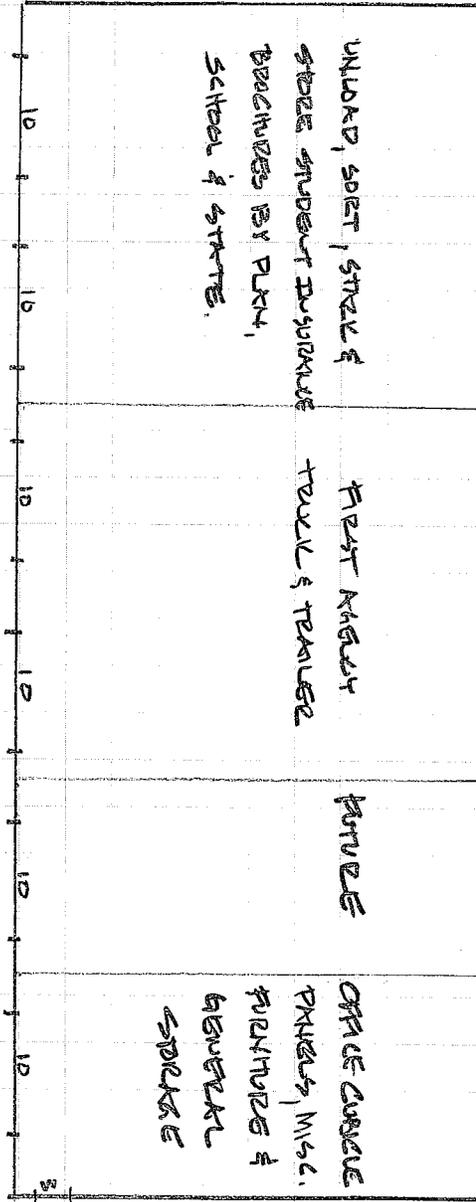




BUILD SOMETHING BETTER.

project: _____ date: _____

sheet _____ of _____



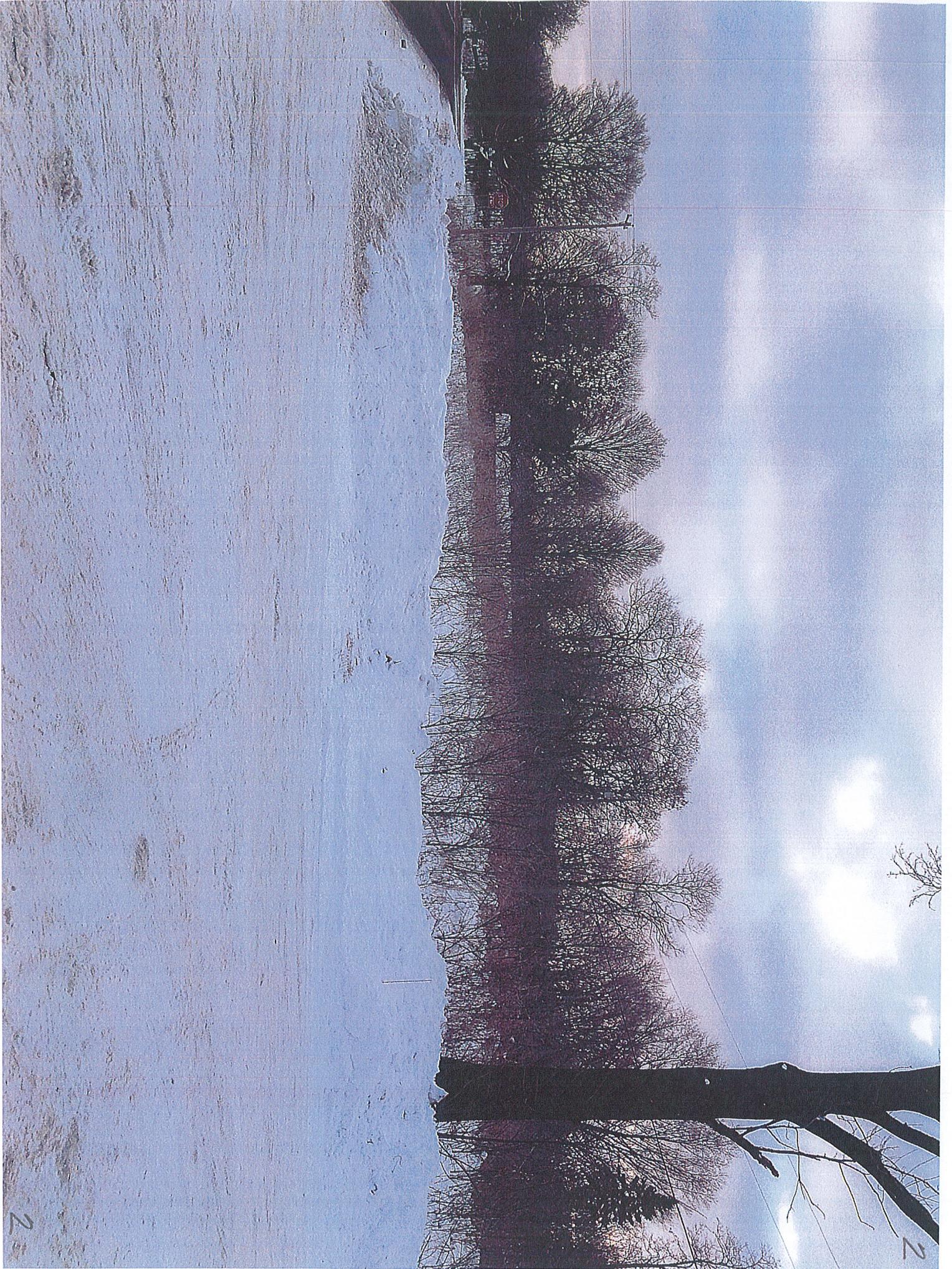
FIRST KENLY
STORAGE BUILDING UTIZANDIO
No. 115"



1

3

1



2

2









Student Work
1/13/20
703-307-5107
703-307-5107





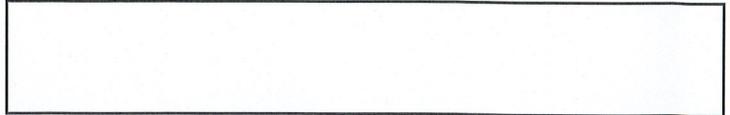




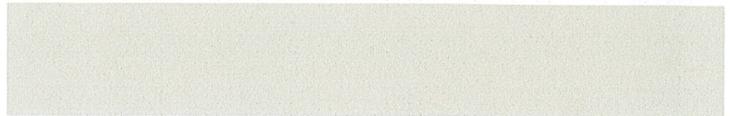
FABRAL®

ENDURACOTE® COLOR CHART

BRITE WHITE 824 IR=.60



WHITE 899 IR=.54



IVORY 883 IR=.62



LIGHT STONE 887 IR=.51



TAN 855 IR=.38



COCOA BROWN 856 IR=.35



DARK BROWN 859 IR=.30



ANTIQUÉ BRONZE 854 IR=.29



CARIBBEAN BLUE 881 IR=.27



GALLERY BLUE 826 IR=.29



BRICK RED 898 IR=.31



BRITE RED 845 IR=.32



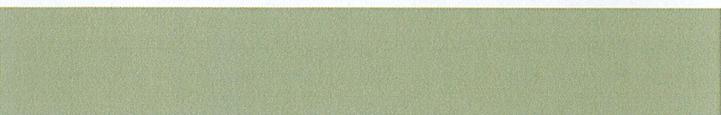
CLASSIC BURGUNDY 853 IR=.26



HICKORY MOSS 870 IR=.36



PATINA GREEN 893 IR=.38



EVERGREEN 875 IR=.27



LIGHT GRAY 889 IR=.31



CHARCOAL GRAY 851 IR=.35



TRUE BLACK 882 IR=.30

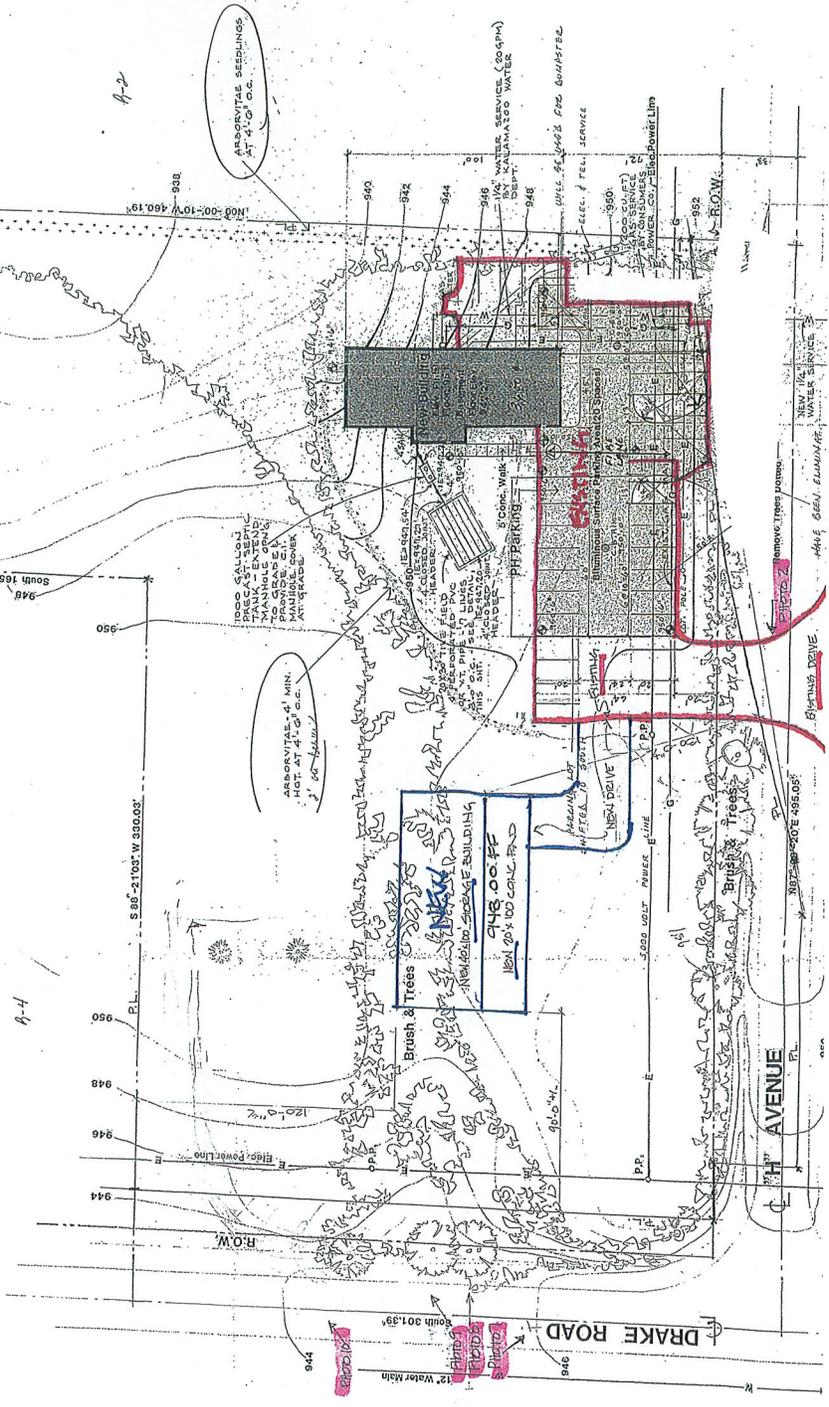
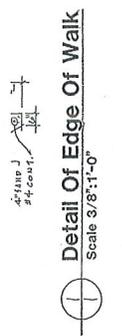
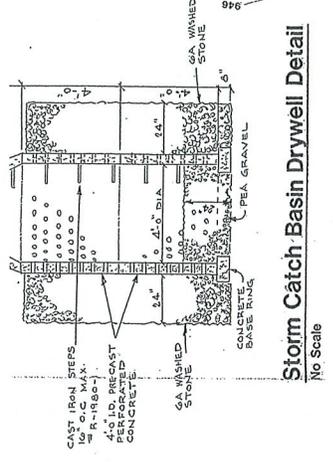
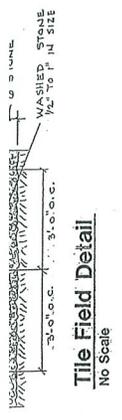


HARTFORD GREEN 821 IR=.29



Colors are as actual as allowed by the printing process. Actual metal samples are available; request samples prior to installation.
Note: colors vary depending on position and angles.

To learn more contact us at 800.477.2741 or Fabral.com





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

Memorandum

Date: November 24, 2014

To: Greg Milliken

From: Marc Elliott *ME*

Subject: First Agency Storage Building, 5071 W H Ave., Site Plan Review

I have reviewed the proposed site plan for the addition of a storage building at the reference location. I note that the parcel has considerable green space and that the proposed location of structural improvements will generally drain to a large flat area that should adequately absorb the increased runoff generated. That is, in lieu of requesting a detailed drainage plan, I am willing to accept the implied assumption that the runoff will be sufficiently managed on site. Corrective action, if discovered in the future to be necessary, should be relatively trivial to address.

I have also observed from the aerial photograph that an old swimming pool may still be physically present. I therefore recommend that this structure be investigated to determine whether it may be a safety or nuisance issue if there is a fall hazard or stagnate water is allowed to collect. If removal is warranted, then I would suggest that the final grading incorporate a shallow depression in this general area to further assure excess runoff from overall site's impermeable land cover is better intercepted and infiltrated.



BUILD SOMETHING BETTER.

February 11, 2015

Gregory Milliken, AICP
7275 W. Main Street
Oshtemo, MI 49009

Re: First Agency Storage building

Greg,

Attached please find the packet of additional information reviewed during our meeting yesterday. This information is being provided to provide more clarity and address questions raised in your communication to the Planning Commission dated January 8, 2015. More specifically this is intended to address the appearance and character of the proposed building as well as the screening from the road(s) and the property to the south. Conditions for approval raised regarding the commitment for installation of sidewalks in the future if required in a form approved by the Township Attorney have been verbally agreed to.

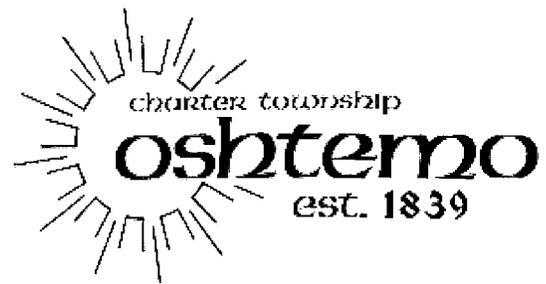
The packet includes two conceptual site plans. These differ only in that one shows an alternate angled orientation of the building to both H Avenue and Drake Road should that be preferred. These plans along with the ten pictures included show the existing berms, understory vegetation and trees that exist, all of which will remain. The plans show constructing a new berm along the southern portion of Drake Road and along the south property line. The conceptual landscaping is shown which is to be executed in accordance with the requirements of the Ordinance. A sheet showing three cross sections of sight lines at points from H Avenue, Drake Road and the intersection of the two is included. These are referenced to the photos which are also referenced to the 11 X 17 site plan. The sight lines approximate the visibility of the building without consideration for the existing understory vegetation or any added landscape material.

There is a sheet showing two elevations of the building marked as "Design A" and "Design B". Both show six doors versus eight and the addition of wainscote for the siding which will be utilized on all four sides of the building. "Design B" also shows the addition of raised panel overhead doors along with wider trim. Design B is proposed.

A color chart for the siding is included for reference. Two earth tone color option ranges are being considered. One would utilize brown tones with the Light Stone (or possibly Tan) for the upper siding and one of the brown sidings (Hickory Moss, Cocoa Brown, Dark Brown or Antique Bronze) for the lower wainscote and building trim. The other option would be gray tones utilizing the Light Gray for the upper siding and the Charcoal Gray for the lower wainscote and trims. It is anticipated that the upper siding color will blend best and be utilized for the overhead doors. A dimensional shingle will be used in lieu of a metal roof in either a Weatherwood or Driftwood Blend color with the gray tones or a Heather Blend, Burnt Sienna or Resawn Shake color with the brown tones. A shingle sample board will also be available as well as the color chart for the siding and trim.



February 20, 2015



Mtg Date: February 26, 2015

To: Planning Commission

From: Gregory Milliken, AICP

Applicant: Kristopher Nelson, AIA (Schley Architects)

Owner: PNV Investments, LLC

Property: Parcel # 3905-25-332-020 (5659 Stadium Drive)

Zoning: R-3 – Residential

Request: Addition to an Existing Office Building

Section(s): Section 23.000 – R-3 Residence District
Section 60.000 – Special Exception Uses

The applicant is requesting special exception use approval to build a 2,800 square foot addition onto the west side of an existing office building. Office buildings are a special exception use in the R-3 district. Therefore, the expansion of said use requires special exception use approval. In addition, you will note that the proposed addition is located 15 feet from the west property line. The required setback is 20 feet. Therefore, a variance is required for this setback encroachment. The ZBA will hear the variance request on February 24th prior to the public hearing on the special exception use.

SUBJECT PROPERTY

The subject property is located at 5659 Stadium Drive. It is on the south side of Stadium Drive west of 11th Street. The property has a shared private entry onto Stadium Drive with the Bronson medical facilities to the east. The parcel is an office condominium with two office buildings. The proposed addition is located on the southern of the two buildings.

The building is part of a two-unit office condominium with each building representing a unit in the condominium. The balance of the site is general common element for the benefit of the condominium. Notwithstanding, several years ago, the site was divided into two separate parcels. This was not really appropriate for this type of development as it should all be under the same parcel number. Having the parcel line through the middle creates complications from a setback and easement standpoint. Therefore, as a condition of any action taken on this request, it should be required that the master deed be amended to reflect the expansions to the units (buildings). Staff has already taken steps to make the necessary revisions to the parcel arrangement from the Township perspective. The bottom line is that the Commission should not be concerned about the fact that it appears the addition crosses over a property line to the south.

This southern building is a two-story building totaling approximately 6,921 square feet. The building houses office space for two tenants – attorney office and physical therapy clinic – with the addition providing space for a physical therapy gym.

As stated above, the property is located in the R-3 district, which is a residential district that serves in a transitional capacity allowing low-intensity commercial uses. Office buildings are a special exception use in the R-3 district, and have some additional requirements for approval that will be discussed here as well.

PROPOSED ADDITION

The 2,800 square foot addition will extend 25 feet, 5 inches from the existing building to align with the west wall of the northern building on the property that currently sits 15 feet from the side property line. Although the existing building is a two-story building, the addition is one story in height.

The addition will house a physical therapy gym associated with a new therapy tenant in the building. A site plan and elevations are provided. The addition has been designed to blend in and match the existing buildings on the site.

Three parking spaces will be removed as a result of the addition and its extension of the building to the north.

One of the conditions of having an office building in the R-3 district is that it be less than 10,000 square feet in area. The intent of this is to avoid single structures with a substantial mass that are substantially larger than typical residential units and are therefore out of character with what one might expect in the R-3 district. With the 2,800 square foot addition, the total square footage of building 2 (the south building) will be 9,714 square feet, which is within the allowable area.

The proposed addition is a single-story structure with a maximum height of just over 11 feet.

The side and rear yard setbacks for office buildings in the R-3 district is 20 feet. As stated previously, a variance has been requested due to the proposed 15 foot setback to the west property line. The building wall will be aligned with the west wall of the northern building on the property.

PARKING

The property will utilize the existing access points for the property from the shared drive along with the existing circulation and parking area. For the two buildings, a total of 63 parking spaces are required. However, Section 67.600.2 allows for a 10% reduction in parking spaces for uses that utilize a shared driveway. This reduces the parking requirement to 57 spaces. With the removal of three parking spaces to accommodate the addition, a total of 60 spaces remain on the plan.

Although much of the parking is provided in the setback area, which is in conflict with the requirements of Section 23.404, this parking is already existing on the site and is not proposed to be modified or expanded as part of the project.

The Non-Motorized Plan calls for a sidewalk along Stadium Drive. The proposed plan has included this facility in accordance with the Plan.

LANDSCAPING

Due to the location of the addition, greenspace is only required along the west property line. For this greenspace area, three canopy trees and six understory trees are required. The existing landscaping in this area includes three canopy trees and 15 understory trees. The applicant intends to maintain as much of this as possible during the construction process. Provided this is successful, no additional landscaping is needed along this boundary.

When parking lots are simply being milled and resurfaced, the Ordinance indicates that bringing them into conformance with landscaping requirements is encouraged (Section 75.140). Currently, there is no landscaping provided. For a lot with 60 parking spaces, 1,500 square feet of landscape area with eight canopy trees and 15 shrubs is required. The applicants have proposed the addition of four new landscape islands totaling 500 square feet including three canopy trees and five shrubs. Although not quite fully compliant, it is closer than the site is currently and a good addition to the site.

LIGHTING

A lighting plan is provided on sheet C2.0. A total of four new LED pole mounted lights are proposed around the parking lot to provide site lighting. The light levels shown on the photometric plan are maintained on the property and do not spill over onto adjacent properties or right of ways. The proposed fixtures satisfy the requirements for height and wattage.

OTHER REVIEWS

The Fire Marshal has reviewed the plans and did not have any specific concerns regarding the site plan proposed.

The Township Engineer has also reviewed the plans and has submitted his comments in an attached memo. The applicant has addressed the majority of these concerns on the revised site plan submitted in the attached packet. Stormwater will be addressed through leaching basins and infiltration.

The building is currently served by private well and septic. As part of this project, the applicant will be connecting the building to the public water and sanitary sewer system and abandoning the existing well and septic tank system.

STANDARDS FOR APPROVAL

Section 60.100 of the Zoning Ordinance provides the criteria for consideration when reviewing a special exception use.

A. Is the proposed use compatible with the other uses expressly permitted within the Residential District?

The proposed use is consistent with the other uses permitted in the R-3 district. It satisfies the standards for an office building in the R-3 district. There are already two existing office buildings on the property, and the proposed addition will not substantially alter the intensity or impact of the use on the site.

B. Will the proposed use be detrimental or injurious to the use or development of adjacent properties or to the general public?

The proposed development is consistent with the character and nature of development existing already on the property. It is consistent with development trends along this portion of Stadium Drive and adjacent properties. Therefore, it should not be detrimental or injurious to adjacent properties or the general public.

C. Will the proposed use promote the public health, safety, and welfare of the community?

It is not anticipated that the proposed use will have substantial impacts on the public use, safety, and welfare.

D. Will the proposed use encourage the use of the land in accordance with this character and adaptability?

The proposed use and improvements are consistent with the character of the property and existing development.

Section 23.404 provides specific standards for office buildings in the R-3 district to be considered in the review of the special exception use. The following are a few comments related to these requirements:

- The addition is just over 11 feet tall at its highest point.
- The square footage of the south building with the addition is 9,714 square feet.
- The total building coverage on the site of both buildings is 26.6%.
- A variance has been requested for the setback on the west side (15 feet versus 20 feet required) and will be decided by next week's meeting.

CONCLUSION

The applicants propose to construct a 2,800 square foot addition on the west side of an existing office building. It is a special exception use due to the fact that it is an expansion of an office in the R-3 district. The applicants are seeking a variance for the setback on the west property line, and that hearing will take place prior to the Planning Commission meeting. It is not anticipated that the proposed addition will have any significant impacts on adjacent properties or the surrounding area. Therefore Staff recommends approval of the request with the following conditions:

1. Compliance with required landscaping along the west property line should existing landscaping be removed.

2. The Master Deed and any other legal documents associated with the Stadium Drive Office Condominium be amended as necessary to reflect the expansion to the office building (condominium unit) and recorded copies be provided to the Township.
3. Variance approval is required for the setback along the west property line, and if not granted, the site plan will need to be modified to conform with Ordinance requirements.
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
Review letter from Fire Marshall and Engineer



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

PLEASE PRINT

PROJECT NAME & ADDRESS Addition Project to 5659 Stadium Drive

PLANNING & ZONING APPLICATION

Applicant Name : Kristopher Nelson, AIA, Agent
 Company Schley Architects
 Address PO Box 19640
Kalamazoo, MI 49019-0640
 E-mail knelson@schley-aia.com
375-8360
 Telephone _____ Fax _____
 Interest in Property Architect

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

Received From: SCHLEY ARCHITECTS
 Date: 02/04/2015 Time: 3:39:08 PM
 Receipt: 112773
 Cashier: BJEAN

OWNER*:

Name PNV Investments, LLC
 Address 5659 Stadium Drive
Kalamazoo, MI 49009
 Email pvlachos61@gmail.com
375-6646 375-2616
 Phone & Fax _____

ITEM REFERENCE	AMOUNT
1042 PLANNING ESCROW	
PLANNING ESCROW	\$1,000.00
1088 SITE PLAN REVIEW	
SITE PLAN REVIEW	\$600.00
1085 SPECIAL EXCEPTION USE	
SPECIAL EXCEPTION USE	\$300.00
TOTAL	\$1,900.00
CHECK 2453	\$1,900.00
Total Tendered:	\$1,900.00
Change:	\$0.00

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

- | | |
|--|---|
| <input checked="" 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 checked="" 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): Site Plan Reivew for a
new 2,800 SF addition to an existing office building at 5659 Stadium Drive. New addition will
include a Physiotherapy exercise area.

LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):

Please see attached.

PARCEL NUMBER: 3905- Please see attached legal description.

ADDRESS OF PROPERTY: 5659 Stadium Drive, Kalamazoo, MI 49009

PRESENT USE OF THE PROPERTY: Law Office/Physiotherapy/Medical Clinic

PRESENT ZONING "R-3" **SIZE OF PROPERTY** +/-1.16 Acres

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

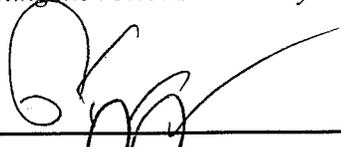
Name(s)

Address(es)

Name(s)	Address(es)
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SIGNATURES

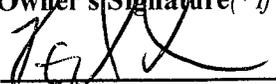
I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting 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)

2/3/15

Date



Applicant's Signature

2/3/15

Date

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

PLEASE ATTACH ALL REQUIRED DOCUMENTS

PNV INVESTMENTS, L.L.C.

5659 Stadium Drive
Kalamazoo, Michigan 49009
(269) 375-6646
Fax (269) 375-2616

February 16, 2015

Oshtemo Township
7275 W. Main Street
Kalamazoo, Michigan 49009

RE: 5659 Stadium Drive - Expansion

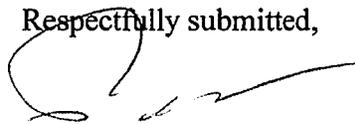
Ladies and Gentlemen:

We have presented, through Schley Architects, zoning and planning information in connection with a proposed one story 2,800 square foot addition to our South existing building.

The purpose of this proposal is to create additional space for a gymnasium to be used for pediatric physical therapy by our existing tenant, PhysioKids. The pediatric clinic will be occupying the lower level and addition of the South existing building. The North building will be occupied by Physiotherapy Associates adult clinic.

We believe this proposal will help maintain the business of our tenants here in Oshtemo Township and is consistent with the character and growth in the immediate vicinity.

Respectfully submitted,



Paul T. Vlachos

PTV:dkp

cc: Schley Architects

OSHTEMO FIRE DEPARTMENT SITE PLAN CONCERNS LIST

Applicant: Vlachos and Vlachos
Project: Proposed new addition.
Location: 5659 Stadium Drive.
Date: February 11, 2015
Site Plan Date: February 2, 2015

Identified Concerns:

A 15 foot vertical clearance is required throughout the site and shall include all vegetation. This is mentioned at this time for consideration of plant growth in 10 – 15 years.

The access road shall be 24 foot minimum in width and maintained year round and shall support the live load of fire apparatus. This is mentioned at this time for future consideration after the certificate of occupancy has been issued and it becomes the responsibility of the property owner during all weather conditions.

Fire lane signs shall be posted and shall read “FIRE LANE – NO STOPPING, STANDING OR LOADING” and shall be installed prior to any occupancy. Signs shall be of white background with red lettering. Signs shall be installed mounted on a post with sign facing the flow of traffic with the height of 6’- 8” to the bottom of the sign. Signs shall be placed no more than 60’ on center. Please contact this office for placement locations, which shall also be shown on the site plan.

Approved access routes shall be required prior to and during construction at this site. Access routes shall be (24) feet in width and shall support the live load of the department apparatus. Access routes shall extend to within one hundred fifty, (150) feet of all portions of the building or any of the exterior of the building.

An address clearly visible both during and after completion of this project is required.

Any egress points from the building shall terminated at a paved surface and be connected by continuous means.

Fire alarms systems shall meet NFPA 72 requirements.

Fire Sprinkler systems shall meet NFPA 13 requirements.

If by any code adopted by Oshtemo Township or by the Owners choice, there is going to be a fire sprinkler system installed, a remote fire department connection away from the building shall be required and shall have locking Knox StorzGuard kits with locking cap installed. These are available on line at @ www.knoxbox.com.

This building will be required to have a fire department Knox key box installed. This is mentioned at this time so if a recessed style is desired it may be incorporated into the building plans. You may order a Series 3200 Key Box online @ www.knoxbox.com, as it may take 4-6 weeks for delivery of this lock box.

Prior to final occupancy, Fire extinguishers meeting the minimum rating of 2A10BC shall be installed at not more than 75 feet of travel distance from any point in the building.

This list shall not be considered as all inclusive as other requirements may be necessary when more information becomes available.

Should you have any questions regarding this matter, please feel free to contact me.

Jim Wiley
Assistant Fire Chief / Fire Marshal
Oshtemo Township Fire Department
P. 269.544.2081
F. 269.544.2082
jwiley@oshtemo.org



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

Memorandum

Date: February 9, 2015

To: Greg Milliken

From: Marc Elliott

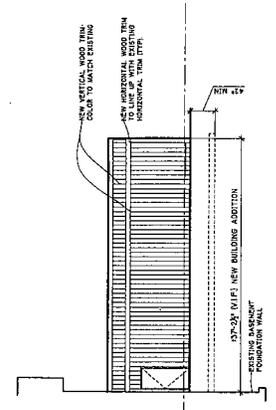
Subject: SPR: Vlachos, 5659 Stadium Dr.

I have reviewed the site plan dated February 2, 2015 for the proposed addition to the structure on parcel 05-25-332-020. I understand this to be the south unit of a two (2) unit commercial site condominium, Stadium Drive Office Plaza. The following items are noted:

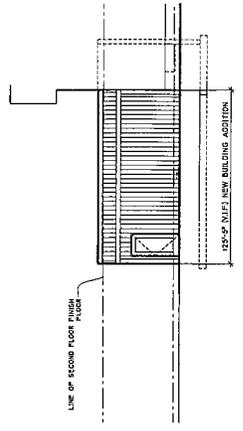
1. It appears the proposed building addition will extend onto the adjoining parcel to the north. I would expect that the proposed edition will either require an assembly of the two parcels, or a division and reassembly of the parcel lines to assure proper integrity of the parcels.
2. Please note that I am unaware of any current drainage concerns in the location. However, the plans are without sufficient detail to determine how storm water is currently managed on-site. A topographic survey or other detailed elevation information is typically required to convey sufficient information to assure excess runoff is not conveyed off-site. In some cases, spot elevations, and the identification of swales, flow lines and storm structures may be sufficient to convey this information. (I was unable to find the site-condo plans.)
3. Oshtemo requires that the storm water system manage the 100 year, 24-hour rainfall event for the project site (pervious and impervious). The stated design intent is to capture runoff into low areas and allow infiltration. While this is an acceptable strategy, the plan needs sufficient detail to assure the runoff containment area is sufficiently sized to assure the flows are adequately captured. Claims of capacity require volume tabulations, and wetted-area assumptions for the proposed infiltration rates. Infiltration is commonly based on local soils data, soil borings or permeability tests. Guidelines of the Kalamazoo County Drain Commission present a collection of generally accepted procedures to demonstrate compliance.
4. It appears the proposed storm water design depends use of the adjacent parcel to the south. Since this is a separate parcel, this reliance and obligation between the two parcels will need to be defined in a storm water easement.
5. We note that the adjoining south parcel also contains a septic system that the project site currently uses. Since the plan proposes to abandon the on-site septic system, there will be no need to define a septic system easement among the two parcels.
6. We understand the parcel is currently served by a private well.
7. The fee required to connect the current parcel to public sanitary sewer is tabulated in a separate attachment to this memo.
8. We note that this building and the building on the adjacent parcel to the north have the same physical address. In consideration of the move towards advanced 911 addressing, it is strongly recommended that separate addresses be assigned.

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

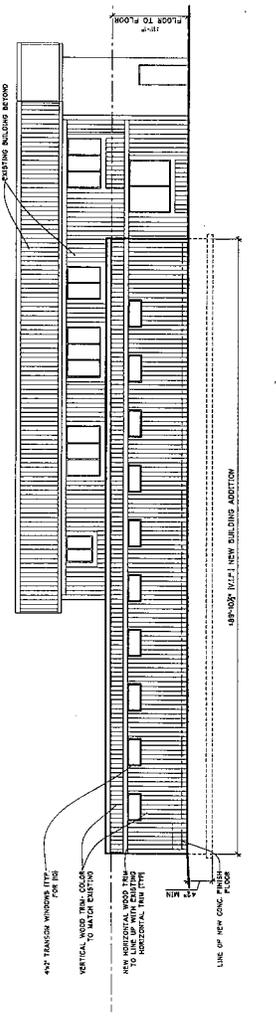
Attachment:



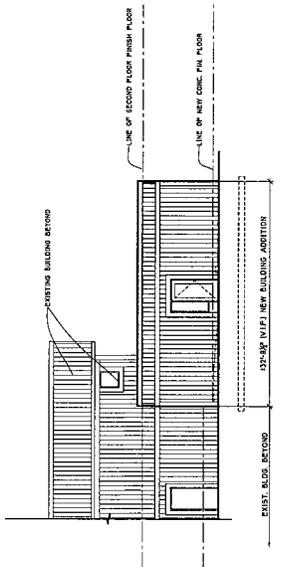
EAST ELEVATION
 1/8" = 1'-0"



SOUTH ELEVATION
 1/8" = 1'-0"



WEST ELEVATION
 1/8" = 1'-0"



NORTH ELEVATION
 1/8" = 1'-0"

