



February 28, 2019

Mtg Date: February 28, 2019
To: Planning Commission
From: Julie Johnston, AICP
Subject: AMENDED Advia Credit Union Site Plan

The staff report dated February 22nd outlined a number of outstanding concerns related to the Advia Credit Union corporate headquarters site plan. The project engineer has provided an updated plan that addresses a number of these issues. In addition, the Township held a meeting on February 26th with Meijer and Bronson, adjacent property owners to the Advia site, and was able to secure verbal confirmation that they would allow cross-access from their properties. This verbal agreement was then strengthened with the attached letters. There are still a few issues to resolve with the site plan, as well as some conditions staff would recommend the Planning Commission consider if amenable to approving the plan. These are outlined below.

Outstanding Concerns Noted in the February 22nd Staff Report

- **Cross access between the neighboring properties was outlined as a condition of the rezoning. The applicant provides a service drive to the western boundary and a proposed drive to the eastern boundary, but to date, no agreements have been signed.**

Letters have been provided by both Meijer and Bronson property owners indicating their willingness to provide cross-access and enter into cross-access agreements. While cross-access agreements are still outstanding, the applicant has worked in good faith to secure the neighboring property owners' consent. A condition is still needed on the plan, but staff is confident the complete service drive will be developed and cross-access agreements signed.

- **Staff is recommending the dashed line that outlines the western nonmotorized path on the site plan be removed and the nonmotorized network be displayed on the landscape plan. In addition, the path should extend to the western property line.**

This request has been completed.

- **Confirmation from MDOT should be provided that the signal has been approved and who will be responsible for installing the infrastructure.**

MDOT was an attendee of the February 26th meeting. They indicated a warrant for the placement of the intersection light has been approved as long as east bound Meijer traffic is diverted from their existing east curb cut to the Advia site. This requires Meijer's east curb cut to be altered to a limited movement curb cut (likely right-in, right-out only). Staff understood Advia would show this on their site plan and include it as part of Phase II of the project. It currently is not shown on the plan.

- **The evergreen trees required by Section 75.130 must be installed within the 100-foot buffer area.**

This requirement has been met. It should be noted that the landscape materials are planned to be placed on the proposed buffer. Staff is concerned about long term viability of the plants and wants to ensure the applicant understands as a requirement of the Ordinance, the trees will have to be replaced if they do not survive, as follows:

Section 75.180.H: Replacement. Withered and/or dead plant materials shall be replaced within a reasonable period of time but no longer than one growing season later.

- **The Planning Commission will need to determine if the undulating berm required by the conditional rezoning is met through the topography of the site or must be installed as part of the 100-foot buffer.**

The applicant has now placed a berm within the 100-foot buffer adjacent to the residentially zoned properties. The grading detail of the berm is found on Sheet C300: Grading Plan. A note is shown on the plan indicating the berm is four feet high and six feet wide at the top. The four-foot height undulates with the existing topography of the site. Some of the berm detail is obscured by retention tables on the plan. We would request the applicant move these tables so the full detail of the berm can be shown. Staff is satisfied the berm meets the requirements of the conditional rezoning.

In addition, now that a berm is being provided, tree protection fencing should be shown on the plan for those trees being preserved and utilized for tree credits. Tree protection fencing is needed to ensure these trees survive. That is especially critical in the northwest corner of the site where grading is occurring for the storm water basin. Staff suggest tree protection fencing be shown soil erosion sheet of the plan set.

- **The lighting specifications for the building and architectural pole lighting needs to be provided to the Township. In addition, a note should be placed on the photometric plan that all lighting will be full cut-off and downward directed. Finally, information needs to be included on the photometric plan related to reduced lighting during non-business hours.**

The applicant has placed notes on the lighting plan that indicate the following:

- All exterior light fixtures shall be reduced to 30% power from midnight to within one hour of the end of business operations, whichever is later, until 6 am or business openings, whichever is earlier (owner programmable time) via timer function through the lighting control panel.
- All light fixtures shall be full cut-off and orientated downward.

Staff believes the first note should have read "*shall be reduced to 30% power within one hour of the end of business operation or midnight, whichever is later...*" The Planning Commission will need to determine if the percentage and timing for reduced lighting is appropriate. The Lighting Ordinance states the following:

Section 78.720.I: For uses requiring site plan review, lighting shall be significantly reduced during non-operational building hours, allowing only lighting necessary for security purposes. The lighting plan submitted for review shall note where this distinction occurs.

The lighting specifications (cut-sheet details) for the building and architectural pole lighting is still needed.

- **Finally, a condition should be included with any considered approval that any final concerns from the Township Engineer will be resolved prior to issuance of a building permit.**

Still needed.

Planning Commission Possible Actions

If the Planning Commission is amenable to approving the site plan, the following conditions should be considered:

1. Cross-access agreements must be signed between Advia and the neighboring properties to the east and west prior to the issuance of a certificate of occupancy.
2. The service drive connection to the west (Phase II) must be constructed and the eastern Meijer curb cut restricted prior to the issuance of a certificate of occupancy.
3. The east service drive (Phase III) must be developed within 12-months of site plan approval for the Bronson property.
4. The installation of the intersection light (Phase II) will be installed prior to the issuance of a certificate of occupancy.
5. The site plan indicates the intersection light poles to be installed "by others." The installation of the intersection light is a condition of the rezoning and therefore must be included with this development. The language "by others" should be removed from the plan prior to issuance of a building permit.
6. The lighting specifications for the building and architectural pole lighting must be provided to the Township prior to the issuance of a building permit.
7. The restricted curb cut for the east Meijer drive should be shown on the site plan and included as part of Phase II prior to the issuance of a building permit.

8. A proposed public sanitary sewer easement shall be provided on the site plan along the eastern property line prior to the issuance of a building permit.
 9. The site plan indicates a 35-foot landscape buffer along the east property line adjacent to the Bronson property. This is incorrect. A 10-foot landscape buffer is required here. This buffer is shown correctly on the landscape plan, but needs to be revised on the site plan, which should be provided to the Township prior to the issuance of a building permit.
 10. The retention pond tables on the grading plan obscure the berm graphic in the northeast corner of the property. Provide an updated grading plan prior to the issuance of a building permit with these tables moved so the full berm can be visualized.
 11. The soil erosion plan shall be amended prior to the issuance of a building permit to show tree protection fencing around those trees intended to be preserved for tree credits.
 12. Any final concerns from the Township Engineer will be resolved prior to the issuance of a building permit.
 13. No curb cuts will be permitted to West Main Street for any future out lots of this parcel. Access will only be granted from the service drive.

The Planning Commission may wish to consider changing the note on the lighting plan regarding the reduction in lighting during nonbusiness hours to be changed to:

14. All exterior light fixtures shall be reduced to 30 percent power at one hour after the end of business operations or 10:00 pm, whichever is later, until 7:00 am or business opening, whichever is earlier via an owner programmable timer through the lighting control panel.

The Planning Commission may also consider postponing approval of the site plan to allow more time for review of the current plan.

Thank you.

Attachments: Bronson Cross-Access Letter
Meijer Cross-Access Letter
Updated Site Plan, Landscape Plan, Grading Plan
CEI suggested changes including table



February 27, 2019

Ms. Julie Johnston
Planning Director
Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009

RE: Proposed Cross Access between Bronson FastCare Site and Advia Credit Union Headquarters

Dear Ms. Johnston:

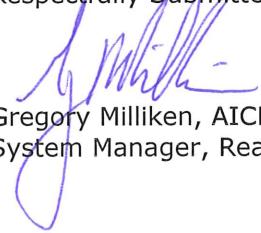
It is our understanding that Advia Credit Union intends to develop the parcel immediately west of our property on West Main Street on which we have built a FastCare facility. As part of their approval process, Advia has been required to build a cross-access drive connecting our property on the east to the Meijer property on the west.

We are very excited about the potential development project and look forward to welcoming our new neighbors to the West Main Street corridor. We are particularly excited that this cross-access drive with signalized access to West Main Street will be included with the project. Bronson has enjoyed rapid and profound success at this location and is looking forward to presenting plans for continued development and expansion of the use of this property yet this year. The importance and impact of this drive and signal as the corridor continues to develop cannot be understated.

Per our conversation yesterday, you indicated an agreement would be required between Advia and Bronson to allow cross access in accordance with Township requirements. We would be happy to execute such an agreement. We will install any necessary shared driveway facilities to support this cross access on our property as part of the proposed future development described above.

Please let me know if you have any questions. I look forward to meeting with you again soon.

Respectfully Submitted,


Gregory Milliken, AICP
System Manager, Real Estate and Properties



Kurt Adams
Director of Property Management
Phone: 616.791.3621
E-Mail: kurt.adams@meijer.com

Letter of Understanding

2350 3 Mile Rd. NW
Grand Rapids, MI 49544
February 26th, 2019

Julie Johnston, Planning Director Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009

Dear Julie Johnston,

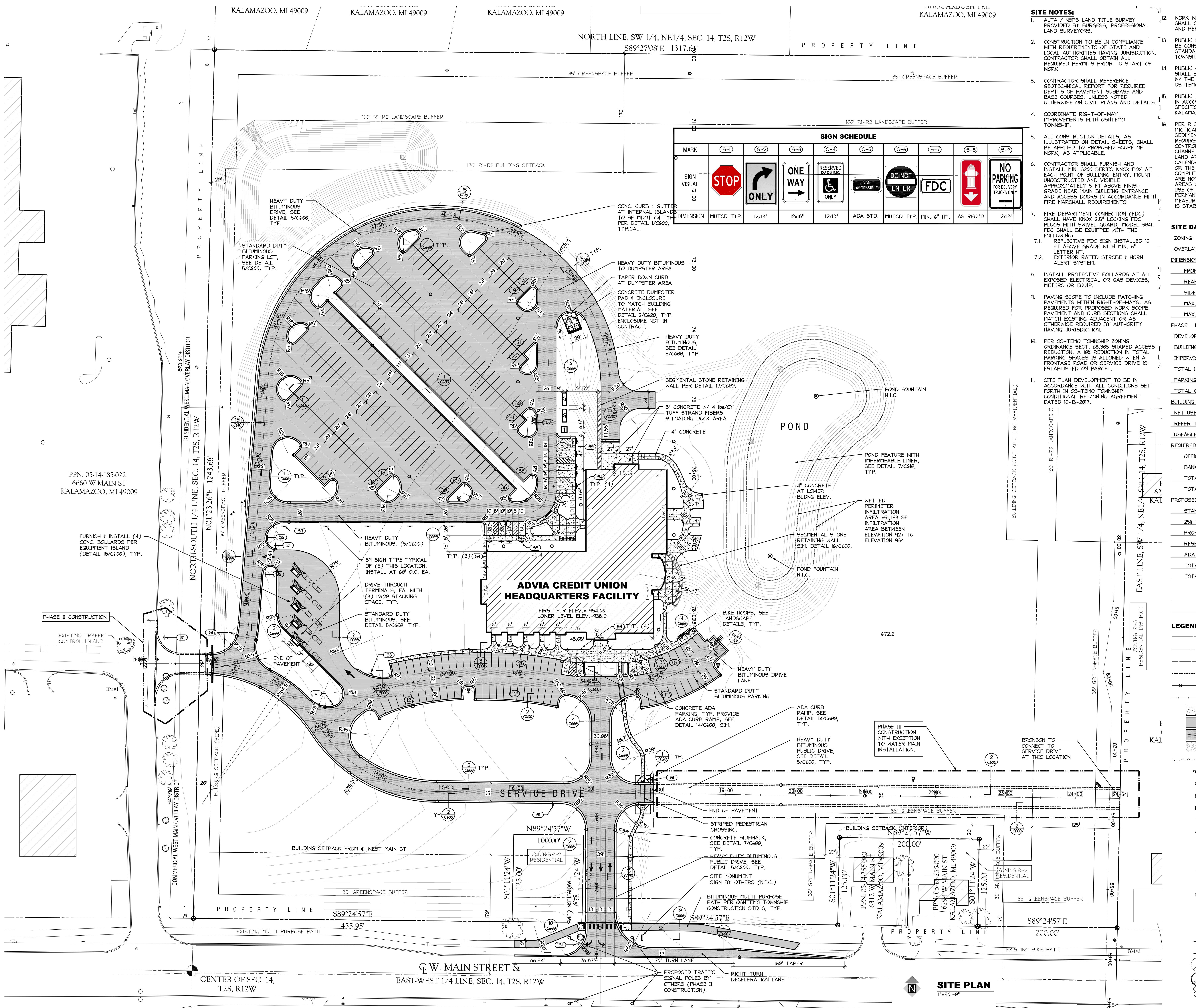
Meijer agrees to work in good faith with Advia Credit Union to establish an agreement to provide cross access between our parcel located at 6660 W Main St, Kalamazoo, MI 49009, and Advia Credit Union's parcel located at 6400 West Main St, Kalamazoo MI 49009, both in Oshtemo Township.

Meijer understands that improvements may need to be completed on Meijer property by others to provide cross access between parcels. Meijer additionally agrees to work towards a temporary access agreement to provide access to the Meijer owned property for required improvements and provide all site-specific information that may be required, provided such information is available.

Kurt Adams

Director of Property Management
Real Estate

New Headquarters Facility for:
Advia Credit Union
6400 WEST MAIN ST. - KALAMAZOO, MI 49009

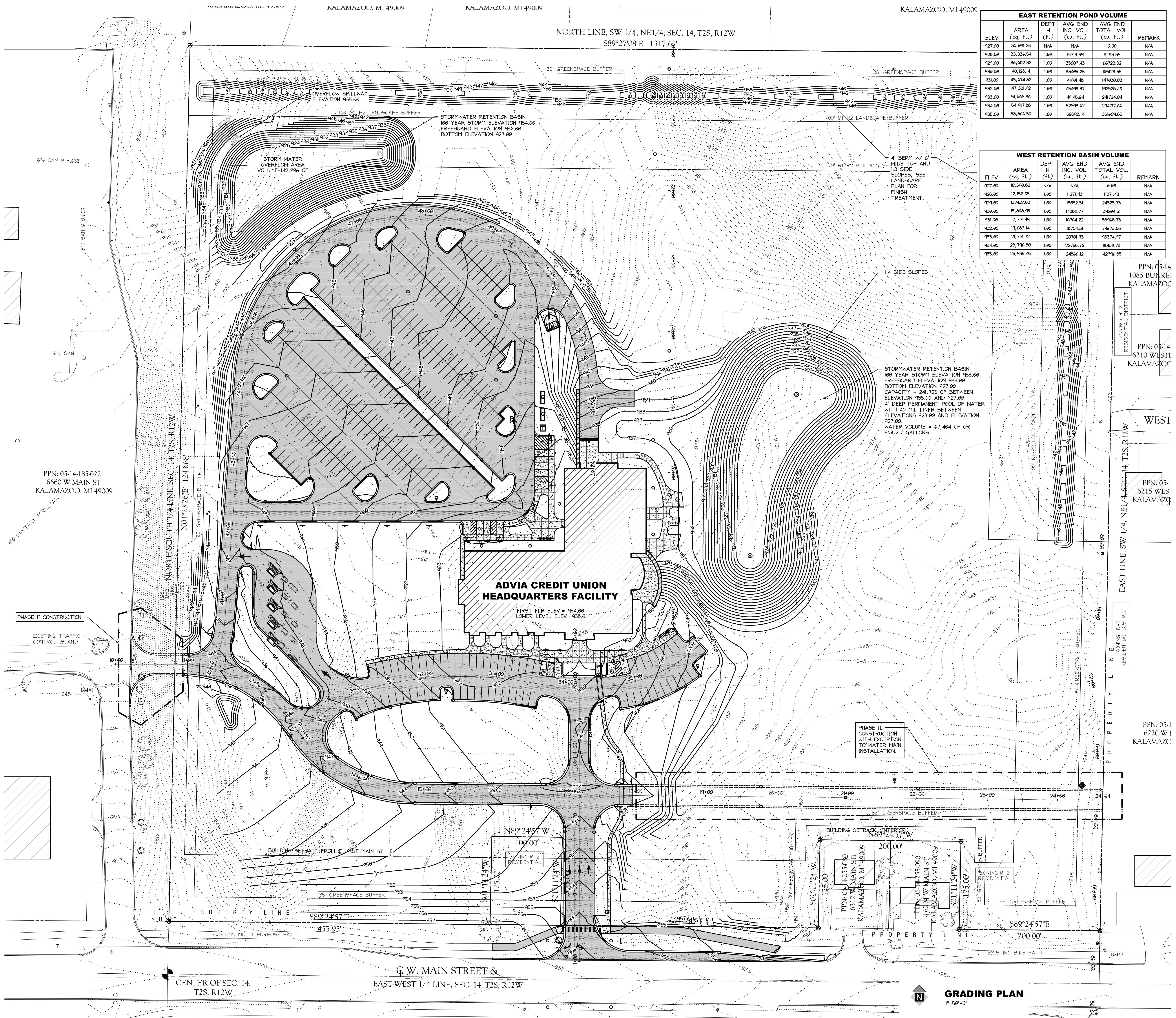


GRADING NOTES:

- FOR GRADING IN AREAS NOT SHOWN, PAVEMENT SLOPES TO BE 2% MINIMUM AND 6% MAXIMUM.
- SPOT ELEVATIONS SHOWN AT CURB AND GUTTER ARE AT THE FLOW LINE.
- CONTRACTOR TO MATCH EXISTING GRADES WHERE NEW WORK MEETS EXISTING PAVEMENT.
- VERIFY LOCATIONS OF ALL BELOW GRADE UTILITIES PRIOR TO BEGINNING WORK. CALL "MISS DIG" 72 HOURS BEFORE YOU DIG AT 1-866-482-1171.
- ALL NEW PAVEMENT SURFACES ARE INTENDED TO DRAIN FREELY WITH NO SURFACE WATER POOLING. THIS CANNOT BE ACHIEVED USING THE PROPOSED GRADES. NOTIFY THE OWNER'S REPRESENTATIVE OR THE ENGINEER IMMEDIATELY FOR RESOLUTION.
- ALL NEW PAVEMENT ELEVATIONS AT EXTERIOR DOORS SHALL MATCH EXISTING FINISH FLOOR ELEVATIONS, TYPICAL.
- FINISH GRADE SLOPE AT ALL BARRIER FREE PARKING SPACES AND ACCESS AISLES SHALL NOT EXCEED 2% IN ALL DIRECTIONS, TYPICAL.
- ADJUST TOP ELEVATIONS OF EXISTING SIDEWALKS, CANTERS, GRATELETS, VAULT COVERS, ETC., AS REQUIRED TO MATCH PROPOSED FINISH GRADES, TYPICAL.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE ALL REQUIRED EARTHWORK VOLUMES BASED ON PROPOSED FINISH GRADES. IF FILL IS REQUIRED, THE CONTRACTOR SHALL INCLUDE THE REQUIRED VOLUME OF IMPORTED CLASS A SAND IN THE BASE BID PROPOSAL. IF EXCESS SOILS NEEDED TO BE SPOILED, THE CONTRACTOR SHALL DISPOSED OF SURPLUS SOILS ON SITE IN THE BASE BID PROPOSAL. NO CONTRACT COST ADJUSTMENTS WILL BE CONSIDERED FOR EARTHWORK REQUIRED TO BALANCE THE SITE.
- APPLY NORTH AMERICAN GREEN SOIL EROSION CONTROL BLANKET TO SIDE SLOPES EXCEEDING 1:4 SLOPE.
- RESTORE ALL DISTURBED AREAS WITH TOPSOIL, SEED & MULCH WHEN NOT RECEIVING OTHER FINISH TREATMENTS. REFER TO LANDSCAPE PLANS FOR LAWN AND PLANTING AREA FINISH TREATMENT.
- A SOILS PROFESSIONAL SHALL OBSERVE THE INSTRUCTION OF THE MAIN STORM WATER BASIN TO ASSURE DRAINAGE SOILS ARE AVAILABLE TO THE FULL EXTENT OF THE AGGREGATE SIDEWALL ABOVE THE LINER (I.E. THE WETTED AREA AVAILABLE FOR DRAINAGE). THE FOLLOWING DRAWINGS INDICATE PORTIONS OF THE BASIN WILL BE CONSTRUCTED INTO OR THROUGH A CONFINING CLAY LAYER. IT WILL BE INCUMBENT TO ADHERE THE OVERALL DESIGN INTENT IS REALIZED AS VER EXCAVATION OF BAD SOILS MAY BE REQUIRED.

EAST RETENTION POND VOLUME					
ELEV	AREA (sq. ft.)	DEPTH H (ft.)	Avg End Inc. Vol. (cu. ft.)	Avg End Total Vol. (cu. ft.)	REMARK
927.00	30,694.23	N/A	N/A	0.00	N/A
928.00	33,336.54	1.00	3173.84	3173.84	N/A
929.00	36,682.32	1.00	35094.43	66723.32	N/A
930.00	40,128.14	1.00	38405.23	10528.55	N/A
931.00	43,674.82	1.00	41861.48	147630.63	N/A
932.00	47,521.37	1.00	45498.37	19258.49	N/A
933.00	51,064.36	1.00	49195.64	241724.04	N/A
934.00	54,917.88	1.00	52993.62	294771.66	N/A
935.00	58,864.59	1.00	56092.19	351601.85	N/A

WEST RETENTION BASIN VOLUME					
ELEV	AREA (sq. ft.)	DEPTH H (ft.)	Avg End Inc. Vol. (cu. ft.)	Avg End Total Vol. (cu. ft.)	REMARK
927.00	10,392.82	N/A	N/A	0.00	N/A
928.00	12,152.05	1.00	11271.43	11271.43	N/A
929.00	13,152.58	1.00	13652.31	24323.75	N/A
930.00	15,008.95	1.00	14860.77	34204.51	N/A
931.00	17,719.49	1.00	16764.22	55964.73	N/A
932.00	19,684.14	1.00	18704.31	74673.05	N/A
933.00	21,714.72	1.00	20701.13	95374.97	N/A
934.00	23,746.89	1.00	22755.76	118130.73	N/A
935.00	25,828.45	1.00	24866.12	142994.85	N/A

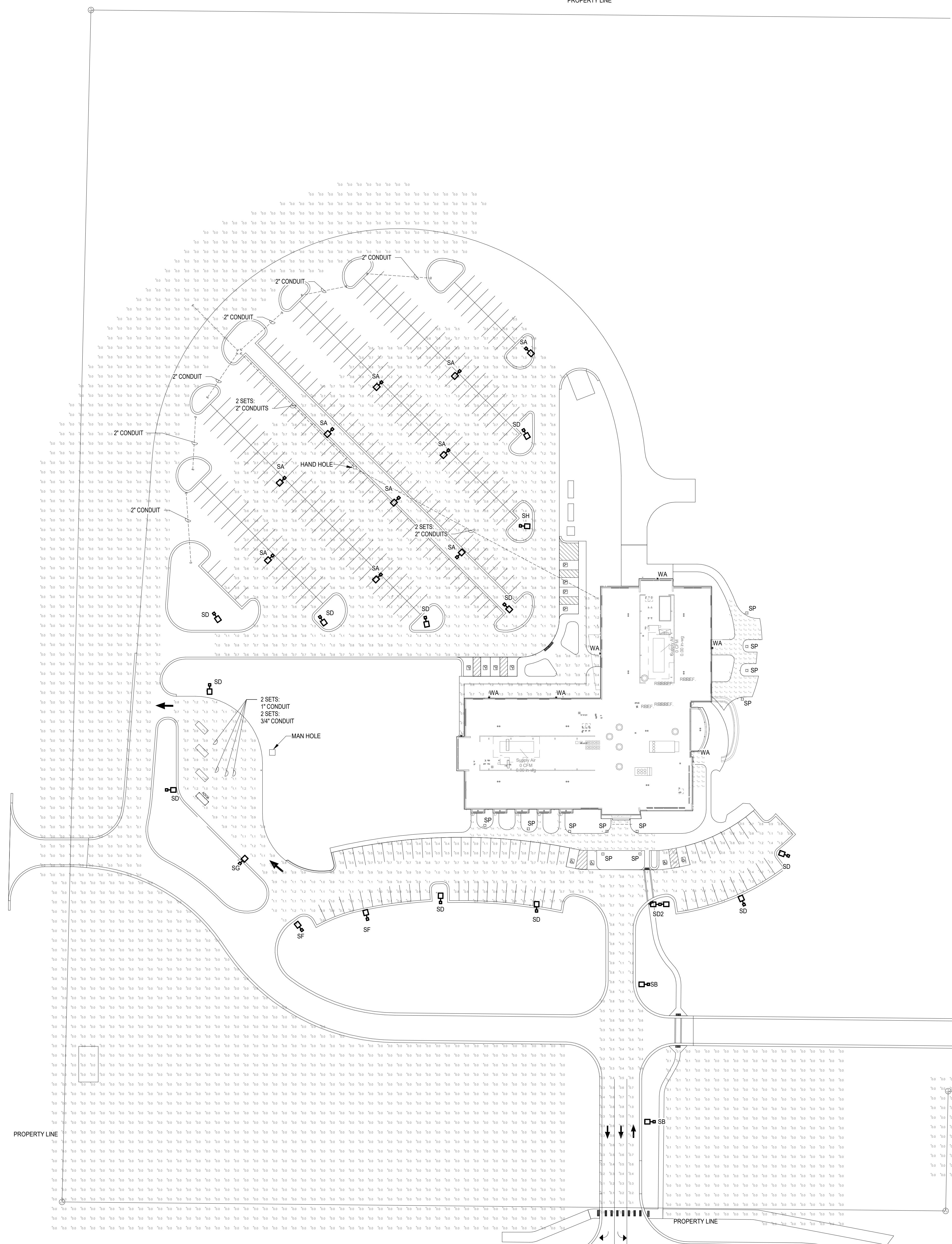


GENERAL ELECTRICAL NOTES:

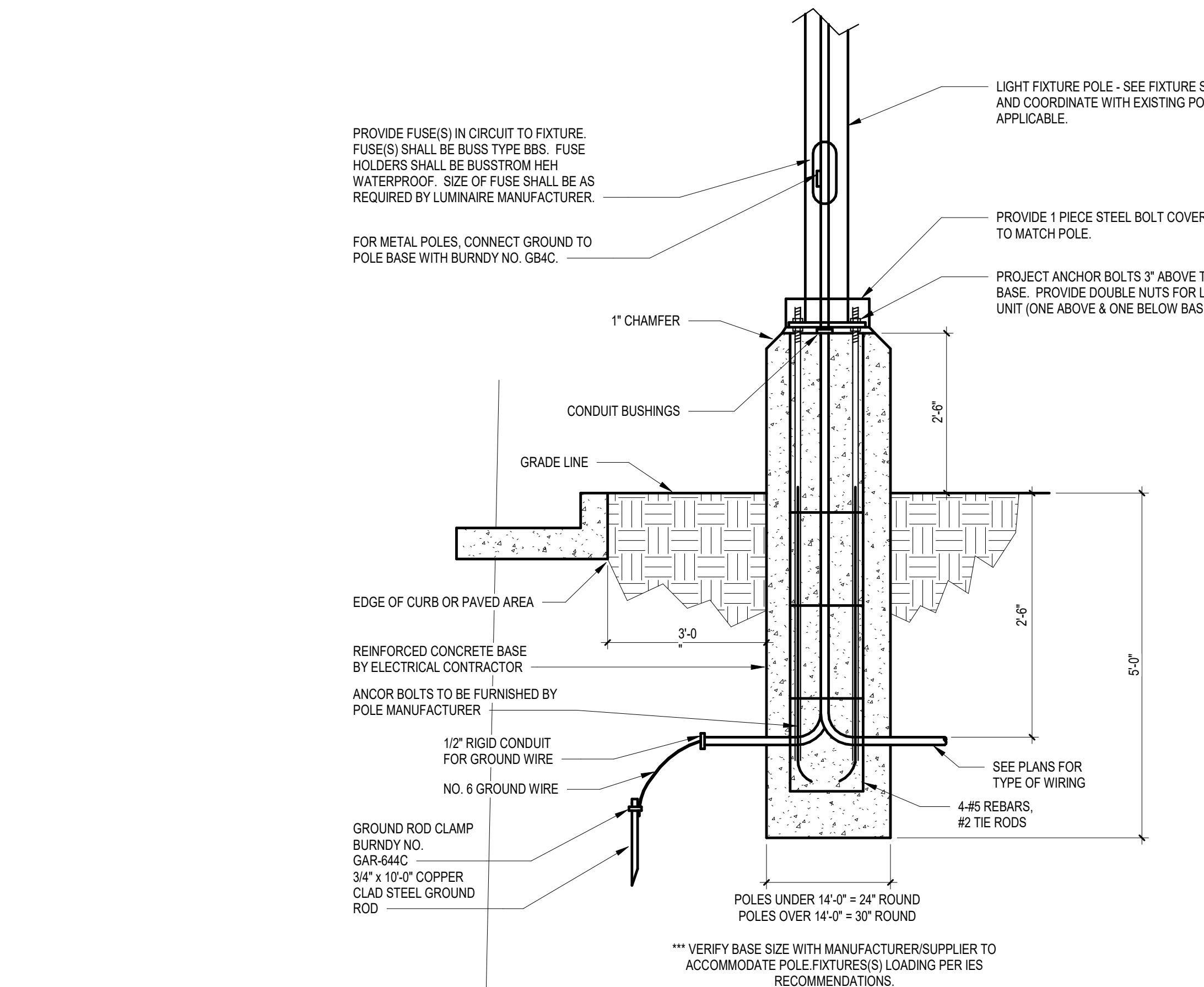
1. ALL ELECTRICAL ITEMS ARE FOR REFERENCE ONLY.

2. ALL EXTERIOR LIGHT FIXTURES SHALL BE REDUCED TO 30% POWER FROM MIDNIGHT TO WITHIN ONE HOUR OF THE END OF BUSINESS OPERATIONS WHICHEVER IS LATER, UNTIL 6 AM OR BUSINESS OPENING, WHICHEVER IS EARLIER (OWNER PROGRAMMABLE TIME) VIA TIMER FUNCTION THROUGH THE LIGHTING CONTROL PANEL.

3. ALL LIGHT FIXTURES SHALL BE FULL CUT-OFF AND ORIENTATED DOWNWARD.



MARK	SYMBOL	LAMPS		MANUFACTURER	MTG.	REMARKS
		WATTS	TYPE			
SA	□	70 W	LED	LITHONIA: #DSX1-LED-P2-30K-T5W-MVOLT-SPA POLE: #SSS-23-4C-DM19AS	POLE 25' ABOVE GRADE	8517 LUMENS.
SB	□	54 W	LED	LITHONIA: #DSX1-LED-P1-30K-T3M-MVOLT-SPA POLE: #SSS-23-4C-DM19AS	POLE 25' ABOVE GRADE	6468 LUMENS.
SD	□	54 W	LED	LITHONIA: #DSX1-LED-P1-30K-T4M-MVOLT-SPA POLE: #SSS-23-4C-DM19AS	POLE 25' ABOVE GRADE	6327 LUMENS.
SD2	□	54 W	LED	LITHONIA: #DSX1-LED-P1-30K-T4M-MVOLT-SPA POLE: #SSS-23-4C-DM28AS	POLE 25' ABOVE GRADE	6327 LUMENS.
SF	□	54 W	LED	LITHONIA: #DSX1-LED-P1-30K-TFTM-MVOLT-SPA POLE: #SSS-23-4C-DM19AS	POLE 25' ABOVE GRADE	6464 LUMENS.
SG	□	102 W	LED	LITHONIA: #DSX1-LED-P3-30K-TFTM-MVOLT-SPA POLE: #SSS-23-4C-DM19AS	POLE 25' ABOVE GRADE	11673 LUMENS.
SH	□	54 W	LED	LITHONIA: #DSX1-LED-P1-30K-T2M-MVOLT-SPA POLE: #SSS-23-4C-DM19AS	POLE 25' ABOVE GRADE	6483 LUMENS.
SP	○	57 W	LED	LOUIS POULEN: #ALB-MIN-PT / 57W LED/3000K / 120-277V/60HZ / Nat paint alu / T-RSA-4.5 IN / DIM 0-10V / 10000103760	POLE 10'-6" ABOVE GRADE	ARCHITECTURAL SHORT POLE.
WA	○	0 W	LED	LITHONIA: #DSXW1-LED-10C-1000-30K-TFTM-MVOLT	WALL 15'-0" AFF	BUILDING EXTERIOR LIGHTING.



(2) LIGHT FIXTURE POLE INSTALLATION DETAIL

SCALE: NONE

New Corporate Headquarters Facility for:
ADVIA CREDIT UNION
6400 WEST MAIN ST. - KALAMAZOO, MI 49009

PRELIMINARY
NOT FOR CONSTRUCTION

New Headquarters Facility for:
Advia Credit Union
W Main Street - Kalamazoo, Michigan

