

**OSHTEMO CHARTER TOWNSHIP
ZONING BOARD OF APPEALS**

**MINUTES OF A REGULAR MEETING HELD AUGUST 23, 2022 AT
OSHTEMO TOWNSHIP HALL, 7275 WEST MAIN STREET**

Agenda

SITE PLAN APPROVAL: FLAVORSUM BUILDING ADDITION

ON BEHALF OF THE OWNER, HCD PROPERTIES, LLC WAS REQUESTING SITE PLAN APPROVAL TO CONSTRUCT A 30,084 SF BUILDING ADDITION, A 749 SF BUILDING ADDITION, AND A 1,023 SF BUILDING ADDITION ONTO THE EXISTING 34,989 SF BUILDING ON-SITE. Parcel Number 05-34-155-050.

A meeting of the Oshtemo Charter Township Zoning Board was held Tuesday, August 23, 2022, beginning at approximately 3:00 p.m.

ALL MEMBERS WERE PRESENT: Anita Smith, Chair
 Dusty Farmer
 Fred Gould
 Harry Jachym
 Micki Maxwell
 Louis Williams, Vice Chair

Also present were Iris Lubbert, Planning Director, Colten Hutson, Zoning Administrator, Jim Porter, Township Attorney, Martha Coash, Recording Secretary, and one guest, Elaine Westhouse of Comprehensive Engineering.

Call to Order and Pledge of Allegiance

Chairperson Smith called the meeting to order and invited those present to join in reciting the "Pledge of Allegiance."

Approval of Agenda

Chairperson Smith determined there were no changes to the agenda, let it stand as published, and moved to the next agenda item.

Public Comment on Non-Agenda Items

As no members of the public were present, the Chair moved to the next item.

Approval of the Minutes of July 26, 2022

Chairperson Smith noted two corrections to the minutes: p. 6 – Mr. needed to be changed to Ms. Maxwell, and on page 7 – wither should have read either. Hearing no further changes, she asked for a motion of approval.

Ms. Maxwell made a motion to approve the Minutes of July 26, 2022, with the corrections as noted. Mr. Williams seconded the motion. The motion was approved unanimously.

Chairperson Smith moved to the next agenda item.

SITE PLAN APPROVAL: FLAVORSUM BUILDING ADDITION
ON BEHALF OF THE OWNER, HCD PROPERTIES, LLC WAS REQUESTING SITE PLAN APPROVAL TO CONSTRUCT A 30,084 SF BUILDING ADDITION, A 749 SF BUILDING ADDITION, AND A 1,023 SF BUILDING ADDITION ONTO THE EXISTING 34,989 SF BUILDING ON-SITE. Parcel Number 05-34-155-050.

Mr. Hutson indicated Comprehensive Engineering, on behalf of the owner, HCD Properties LLC, was requesting site plan approval to construct a 30,084 SF building addition, a 749 SF building addition, and a 1,023 SF building addition onto the existing building located at 3680 Stadium Park Way. Currently serving as an office and a manufacturing facility for food flavorings, the applicant was seeking to expand their business operations. The expansion will provide additional space for warehouse and cold storage.

3680 Stadium Park Way falls within the I-1: Industrial District zoning classification. The existing manufacturing use is a permitted use with conditions within the I-1: Industrial District. The proposed warehouse and cold storage uses are permitted by right within the I-1: Industrial District.

He said when reviewing this site plan review request, there are two sets of criteria that need to be considered: the general site plan review criteria outlined in Section 64, and the conditions for specific permitted use requirements outlined in Section 48.70. He provided an analysis of the proposal against these two code sections. Overall, most of the requirements of Section 64 and Section 48.70 have been met or are not applicable.

Mr. Hutson said the recommendation of approval sets forth a list of eight conditions required to be addressed by the applicant. He provided the following recommendation and conditions for approval and indicated all of the eight required conditions could be handled administratively.

RECOMMENDATION:

Planning Department staff recommended the approval of the proposed Site Plan for a 30,084 SF building addition, a 749 SF building addition, and a 1,023 SF building addition at 3680 Stadium Park Way with the following eight conditions:

- 1) A Soil Erosion and Sedimentation Control (SESC) permit from the Kalamazoo County Drain Commissioner's Office will be required prior to building permit issuance.
- 2) A permit by the Road Commission of Kalamazoo County authorizing work within the public right-of-way will be required prior to building permit issuance.
- 3) An 8" watermain connection is proposed on the north side of the building. All watermain connections shall be coordinated with the City of Kalamazoo Department of Public Services. Water Fees for additional usage shall be paid to the Township prior to building permit issuance. Acceptance of watermain construction and testing must be provided prior to issuing a certificate of occupancy.
- 4) A 6" sanitary sewer connection is proposed to an existing lead off of Stadium Drive. Sewer Fees for additional connection shall be paid to the Township prior to building permit issuance. Prein & Newhof shall be notified in advance for inspection of this connection for any work in the public right-of-way or easements.
- 5) Finalization for the design of the non-motorized facility or any other engineering details shall be subject to the administrative review and approval of the Township Engineer prior to building permit issuance.
- 6) An updated planning and zoning application with the applicant's signature as well as the property owner's signature will be required to be submitted prior to building permit issuance.
- 7) Copies of the necessary recorded easements shall be provided to the Township prior to issuing a certificate of occupancy.
- 8) All non-motorized facilities on the approved site plan shall be installed prior to issuing a certificate of occupancy.

Chairperson Smith asked if Board members had questions.

Mr. Jachym confirmed with Mr. Hutson that all the items that have not yet been met are included in the 8 conditions as set forth by staff.

Chairperson Smith asked if the applicant wished to speak.

Ms. Elaine Westhouse of Comprehensive Engineering, and representing the owner, said they are working with the City of Kalamazoo to finalize the water main loop and with the Oshtemo Engineer regarding the sidewalk placement.

The Chair moved to Board Deliberations.

Ms. Maxwell said the recommendation seemed straightforward; there were no further questions or comments.

Ms. Maxwell made a motion to approve the proposed Site Plan for a 30,084 SF building addition, a 749 SF building addition, and a 1,023 SF building addition at 3680 Stadium Park Way with the eight conditions from staff as listed above. Ms. Farmer seconded the motion. The motion was approved unanimously.

Other Updates and Business

Ms. Lubbert reminded the Board that a change to the ordinance may be coming forward for their feedback which would allow certain site plan submissions to be reviewed administratively rather than require Zoning Board of Appeals review and approval.

Adjournment

Chairperson Smith noted the Zoning Board of Appeals had exhausted its agenda. There being no other business, she adjourned the meeting at approximately 3:16p.m.

Minutes prepared:
August 24, 2022

Minutes approved:
November 15, 2022