

Watertown Charter Township

12803 S. Wacousta Road, Grand Ledge MI 48837 | (517) 626-6593

October 24, 2011 Planning Commission Special Meeting Minutes

CALL TO ORDER: The meeting was called to order at 7:06pm by Chair Keri Kittmann with the Pledge of Allegiance.

PLANNING COMMISSIONERS PRESENT: Chair Keri Kittmann, Vice-Chair Beth Ball, ZBA Representative Ronald Overton, Donald Hartwick, Charles Openlander, Jessie Stipcak and Richard Turcotte. Absent: John Maahs

Ball will act as Secretary for the meeting.

STAFF PRESENT: Planning Director Andrea Polverento

COMMUNICATIONS RECEIVED: Polverento reviewed the communications received.

AGENDA APPROVAL:

Motion by Openlander, seconded by Hartwick, to approve the agenda as presented. Motion carried.

PUBLIC COMMENT, NON-AGENDA ITEMS: None

APPROVAL OF MINUTES: None.

PUBLIC HEARING: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Secretary Election

Overton nominated Turcotte for the office of Secretary. Hartwick supported the nomination. There were no other nominations, and nominations were closed.

Motion by Hartwick, seconded by Overton, to elect Richard Turcotte for the office of secretary of the Planning Commission to fill the vacant term to expire in April, 2012. Motion carried.

B. Case No. 11-01 SPR: Eckhart & Associates

Polverento reviewed the staff report.

Turcotte questioned a number of items, including lighting and whether the drainage swale would be adequate.

Mr. Bob Breard, Eckhart & Associates, described the drainage swale and its location and function.

Overton asked Breard to briefly describe his business and the reason for needing the building. Breard explained the work their business conducts.

Turcotte asked about the zoning board of appeals case and the variance that was previously approved. It was noted where the architect had described the variance on the site plan.

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Overton asked that the zoning ordinance section that regards landscape requirements be included in the conditions of approval along with the landscape plan.

Joe Cimala, 5860 State Road, asked the applicant if long term, the building would be big enough to satisfy their needs, and also if there was existing vacant warehouse space could satisfy their needs. Breard stated that their company had looked at other buildings nearby but was unable to come up with a solution that would work.

Cimala asked about a wet area on the north side of State Road and whether the drainage swale was impacting the drainage in that area. Polverento referenced the drainage map, and it did not appear that runoff from the Eckhart site would have an impact on drainage on the north side of State Road.

Cimala asked if there would be any storage on the north side of the building. Breard replied there would not.

Cimala asked about exterior lighting on the east or west sides of the building. Breard replied that the only lighting would be on the south side.

Cimala asked if State Road would be paved in the future, if the building would be setback far enough from the road to facilitate paving. It was noted that the building placement would not affect future road paving.

The Planning Commission went over the site plan review standards.

SITE PLAN REVIEW STANDARDS (Sec. 28-82)

The following standards are taken from Division 2 of the Zoning Ordinance, and are the basis for review by both Township staff and the Planning Commission. Staff has reviewed each standard, and suggests the following conclusions:

- A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

Complies Does not Comply Condition of Approval Not Applicable

Comments: The proposed use should not affect the public health, safety, or welfare, nor should it impede the orderly development of surrounding property.

- B. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. Drives, streets and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

Complies Does not Comply Condition of Approval Not Applicable

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Comments: The construction of this building will not impact the existing circulation from National Parkway. The existing driveway will be extended to meet the new building.

- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area shall be planned to provide a safe and efficient circulation system for traffic within Watertown Charter Township.

Complies Does not Comply **Condition of Approval** Not Applicable

Comments: The vehicular connections to National Parkway are sufficient. The construction of this building will not impact circulation.

- D. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission, or Township Board when considering the site plan as part of an application for a Special Land Use, may require that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

Complies Does not Comply **Condition of Approval** Not Applicable

Comments: The landscape plan submitted by the applicant must be installed to the satisfaction of the Zoning Administrator.

- E. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.

Complies Does not Comply **Condition of Approval** Not Applicable

Comments: The applicant shall comply with the requirements of the Clinton County Drain Commissioner.

- F. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein, and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.

Complies Does not Comply **Condition of Approval** Not Applicable

Comments: There are no dwelling units nearby. No additional fencing, walls, barriers or landscaping beyond a moderate buffer is required nor proposed. The landscape plan must be implemented to the satisfaction of the Zoning Administrator.

- G. All buildings and groups of buildings shall be arranged so as to permit reasonable necessary emergency vehicle access as requested by the Fire Department serving the Township.

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Complies Does not Comply **Condition of Approval** Not Applicable

Comments: The proposed use shall comply with the requirements of the Looking Glass Regional Fire Authority.

- H. All streets and driveways shall be developed in accordance with the Township Subdivision Control Ordinance, the Clinton County Road Commission, or Michigan Department of Transportation specifications, as appropriate, unless developed as a private road in accordance with the requirements for private roads in this Ordinance. Except that the Planning Commission, or Township Board when considering the site plan as part of an application for a Special Land Use, may impose more stringent requirements than those for the Road Commission or Michigan Department of Transportation with respect to driveway location and spacing. In addition, sidewalks or similar walkways may be required if determined to be necessary or appropriate for pedestrians and non-motorized vehicles.

Complies Does not Comply Condition of Approval **Not Applicable**

Comments: No new streets are proposed. No new driveway connections to existing streets are proposed.

- I. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system. Other provisions may be required to contain runoff or spillage from areas where hazardous materials are stored, or proposed to be stored.

Complies Does not Comply **Condition of Approval** Not Applicable

Comments: The proposed use shall comply with the requirements of the Clinton County Drain Commissioner. A Soil Erosion and Sedimentation Control Permit from the Clinton County Drain Commission shall also be obtained prior to a building permit being issued.

- J. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not interfere with the vision of motorists along adjacent streets. Lighting of buildings or structures shall be minimized to reduce light pollution and preserve the rural character of the Township.

Complies Does not Comply **Condition of Approval** Not Applicable

Comments: Parking lot lighting currently complies with the requirements of Section 28-577, "Outdoor lighting." New lighting on the building shall comply with the requirements of Section 28-577 and the building code.

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- K.** All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from Residential Districts or public streets, shall be screened by a vertical screen consisting of structural or plant materials no less than six feet in height. The finished side of any wall, fence, or other screen shall face adjacent properties.

Complies Does not Comply Condition of Approval **Not Applicable**

Comments: None

- L.** Entrances and exits shall be provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site. The number of entrances to and exits from the site shall be determined with reference to the number of dwelling units or other land uses within the site, the nature and location of the surrounding streets, the effect of traffic in the area, nearby topography, and other factors.

Complies Does not Comply Condition of Approval Not Applicable

Comments: The proposed entrances and exits are appropriate for the convenience and safety of those entering the site.

- M.** Site plans shall conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances. Approval may be conditioned on the applicant receiving necessary County, State, Federal, and Township permits before final site plan approval or an occupancy permit is granted.

Complies Does not Comply **Condition of Approval** Not Applicable

Comments: This is a regular requirement of all applicants.

- N.** Appropriate fencing may be required by the Planning Commission, or Township Board when considering the site plan as part of an application for a Special Land Use, around the boundaries of the development if deemed necessary to minimize or prevent trespassing or other adverse effects on adjacent lands.

Complies Does not Comply Condition of Approval **Not Applicable**

Comments: No fencing is required nor proposed.

- O.** The general purposes and spirit of this Ordinance and the Comprehensive Development Plan of Watertown Charter Township shall be maintained.

Complies Does not Comply Condition of Approval Not Applicable

Comments: The proposed use is consistent with the Future Land Use Map, and the goals and objectives of the Master Plan. The intended use is not expected to create hazards, offensive or loud noises, or excessive vibration, smoke or glare.

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Motion by Turcotte, seconded by Hartwick, that the Planning Commission approve Case #11-01 SPR for Eckhart & Associates, Inc., for final site plan review for a warehouse facility at 16185 National Parkway, in Section 35 of Watertown Charter Township, provided that conformance to conditions 1-9, as noted below, are achieved to the satisfaction of the Township Zoning Administrator as being in accordance with the requirements of the Watertown Charter Township Zoning Ordinance. **Motion carried.**

A. Applicant tasks to receive **Final Site Plan Approval:**

1. The applicant shall comply with requirements of Clinton County Drain Commissioner and submit written approval. Soil Erosion and Sedimentation Control Permits shall be obtained.
2. The applicant shall comply with the requirements of the Southern Clinton County Municipal Utilities Authority.
3. The applicant shall comply with requirements of the Township Engineer to the satisfaction of the Township Zoning Administrator.
4. The applicant shall comply with the requirements of the Looking Glass Regional Fire Authority.
5. The applicant shall obtain building and trades permits from Watertown Charter Township and comply with the requirements of the Michigan Building Code to the satisfaction of the Township Building Official.
6. The applicant shall comply with the requirements of Section 28-693 and complete landscaping as noted in the landscape plan as weather permits to the satisfaction of the zoning administrator.
7. Outdoor lighting shall comply with Section 28-577 of the Watertown Charter Township Zoning Ordinance.
8. A sign and building permit shall be obtained prior to construction of any signage.
9. Applicant must comply with all applicable State, Federal and Township laws.

COMMITTEE AND STAFF REPORTS:

- A. Executive Committee Report – None
- B. Ordinance Review Committee Report – None
- C. Site Plan Review Committee Report – None
- D. Board of Trustees Report – None
- E. Zoning Board of Appeals Report – None
- F. Capital Improvements Committee Report – None
- G. Staff Reports: Assistant & Director's Reports - None

COMMENTS AND QUESTIONS FROM AUDIENCE, STAFF AND COMMISSIONERS: None

ADJOURNMENT:

Motion by Overton, seconded by Openlander to adjourn the meeting. Motion carried.

The meeting was adjourned at 7:58pm.

Date approved: November 2, 2011

Keri Kittmann, Chair

Beth Ball, Acting Secretary