

**MUSKEGON CHARTER TOWNSHIP
PLANNING COMMISSION MINUTES
PC-21-6
DECEMBER 13, 2021**

CALL TO ORDER

Chairperson Bouwman called the meeting to order at 7:00 p.m.

Present: Singerling, VandenBosch, Bouwman, Hughes, Borushko

Excused: Frein and Hower

Absent: None

Also Present: Planning / Zoning Administrator Brian Werschem and 2 guests.

Approval of Agenda

Motioned by Hughes supported by Singerling to amend the Agenda for the December 13, 2021 Agenda to add Election of Officers 2022 and 2022 Meeting Schedule.

Ayes: Singerling, VandenBosch, Bouwman, Hughes, Borushko

Nays: None

Motion carried.

Approval of Minutes

Motioned by Singerling supported by Borushko to approve the minutes of October 11, 2021 as presented.

Ayes: Singerling, VandenBosch, Bouwman, Hughes, Borushko

Nays: None

Motion carried.

Communications

**October 4, 2021, October 18, 2021, November 1, 2021 and November 15, 2021 Board Minutes Reviewed with no comment
Master Planning Update report received and acknowledged with no comment
Staff Report acknowledged**

Unfinished Business - None

New Business –

1. PC 21-24 Site Plan

Name: Biggby Coffee – Bcubed
Address: 1800 Holton Road
PP#: 61-10-215-000-0009-00
Zoning: C2 – Shopping Center
Purpose: Biggby Coffee BCubed Drive Thru

Planner Werschem informed the PC that Meijer has leased space to Biggby coffee to install a drive thru only Biggby Coffee in a prefabricated cubed style construction.

Matt Corbeil, 16301 VanWagner Rd, Spring Lake Michigan is the franchisee and introduced his project to the Planning Commission.

The Standards for Site Plan approval were reviewed as follows.

- (b) Each site plan shall conform to all applicable provisions of this chapter and the following standards:
 - (1) All elements of the site plan shall be designed to take into account the site's topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. 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 chapter.

PC determined that all elements of the site plan are designed to take into account the site's topography, the size and type of the lot, the character of adjoining property and the type and size of buildings. The site is developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.

- (2) The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.

PC determined that all there is minimal impact to landscaping as very little if any landscaping exists. The site is currently a mostly open or parking area. The additional landscaping provided is an improvement to the property.

(3) Storm water and erosion protection.

- a. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties, the public storm water drainage system, or nearby bodies of water.

PC determined that all appropriate measures are taken to ensure that removal of surface waters will not adversely affect neighboring properties, the public storm water drainage system, or nearby bodies of water.

- b. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust.

PC determined that a soil and erosion permit will be required before construction is to begin.

- c. The use of detention/retention ponds may be required.

PC determined that detention / retention ponds are not necessary and calculated leaching is adequate for the use.

- d. Surface water on all paved areas shall be collected at locations so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water that may interfere with this traffic.

PC determined that surface water on all paved areas are being collected at locations so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water that may interfere with this traffic.

- 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.

PC determined that none exist upon parcel other than the man made areas for storm water management.

- f. Catch basins or other protective measures 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.

PC determined that none is required at this time. All surface waters are maintained onsite and use natural leaching and do not discharge into natural drainage systems as permitted by law.

- g. Compliance with the requirements of [section 58-487](#) shall also be demonstrated.

Section 58-47 provisions shall apply to all businesses and facilities, including private and public facilities, which use, store or generate hazardous substances and polluting materials in quantities greater than 100 kilograms per month, equal to about 25 gallons or 220 pounds, and which require site plan review under the provisions of this article or other township ordinances. This project will produce no hazardous materials so this section does not apply.

- (4) The site plan shall provide reasonable, visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.

No dwellings located therein.

- (5) Every structure or dwelling unit shall have access to a public street, unless otherwise provided in an approved PUD.

PC determined that adequate public street access is provided

- (6) A pedestrian circulation system which is insulated as completely as reasonably possible from the vehicular circulation system shall be provided.

PC determined that the pedestrian circulation system is not required.

- (7) Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within the site shall be provided. Drives, streets and other elements shall be designed to promote safe

and efficient traffic operations within the site and at its access points.

PC determined that the site plan accommodates safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within the site and the drives, streets and other elements are designed to promote safe and efficient traffic operations within the site and at its access points.

- (8) The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways in the area.

PC determined that the proposed is adequate.

- (9) All streets shall be developed in accordance with [chapter 42](#), subdivisions and the county road commission specifications.

PC determined that the existing is adequate with no additional streets required.

- (10) All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the fire and police departments.

PC determined that the buildings are arranged to provide emergency vehicle access. Approved by the Fire Marshall.

- (11) The site shall be adequately served by water supply and sewage collection and/or treatment.

PC determined water and sewer services are required and proposed for this business.

- (12) All loading or unloading areas and outside storage areas, including refuse storage stations, shall be screened from view of the street and/or adjacent properties by a vertical screen consisting of structural or plant materials.

PC determined that this requirement is met with the proposed fencing, buffer and screenings.

- (13) Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets.

PC determined that all exterior lighting proposed remains onsite and no light trespass is occurring onto neighboring properties.

- (14) Site plans shall conform to all applicable requirements of state and federal statutes and approval must be conditioned on the applicant receiving necessary state and federal permits before final site plan approval or an occupancy permit is granted.

This should be a condition of approval.

Motion by Singerling and supported by VandenBosch to approve the Site Plan at 1800 Holton Rd., PP# 61-10-215-000-0009-00, having met all the Site Plan standards 58-486 of the Muskegon Charter Township Code of Ordinances contingent upon all federal, state, county and local ordinances and regulations being met.

Roll Call:

Ayes: Singerling, VandenBosch, Bouwman, Hughes, Borushko

Nays: None

Motion Carried.

2. Election of Officers for 2022

Motion by Borushko second by Singerling to retain the existing slate of officers for 2022 as follows:

Chairman: Greg Bouwman

Vice Chair: Joe Singerling

Secretary: Sandra Frein

Roll Call:

Ayes: Singerling, VandenBosch, Bouwman, Hughes, Borushko

Nays: None

Motion Carried.

3. 2022 Planning Commission Calendar

Motion by Singerling second by Borushko for Planning Commission meetings to be held on the second Monday of every month at 7:00pm as follows:

January 10, 2022
February 14, 2022
March 14, 2022
April 11, 2022
May 9, 2022
June 13, 2022
July 11, 2022
August 8, 2022
September 12, 2022
October 10, 2022
November 14, 2022
December 12, 2022

Roll Call:

Ayes: Singerling, VandenBosch, Bouwman, Hughes, Borushko

Nays: None

Motion Carried.

Public Comments: Mike Dowdy, 3187 E. Laketon asked for the Planning Commission to include his property in the Marihuana overlay district and rezone his property to Industrial. Chairman Bouwman directed Mr. Dowdy to the Planning / Zoning Department to follow proper procedure regarding his requests.

Announcements: Next Planning Commission meeting will be January 10, 2021.

Motion by Hower, and supported by Singerling, to adjourn the meeting at 7:28 P.M. and Merry Christmas

Roll Call:

Ayes: Borushko, Frein, Hughes, Bouwman, Singerling, VandenBosch, Hower

Nays:

Motion Carried

Respectfully submitted by,

Sandra Frein
Secretary