

CITY OF NORTON SHORES
PLANNING COMMISSION MEETING
December 10, 2024
5:30 p.m.
Agenda

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Correspondence
5. Public Comment - Agenda
6. Minutes
 - a. Minutes of the November 12, 2024 Planning Commission Meeting
7. Pending Business
8. New Business
 - a. Site Plan Request – 676 E. Ellis Rd., InterDyne
 - i. Certification of mailing and publishing
 - ii. Public hearing
 - iii. Resolution
 - b. Election of Chairperson & Vice-Chairperson
9. Public Comment – General
10. Adjournment

**THE PLANNING COMMISSION MEETING WILL BE HELD AT 5:30 P. M. AT THE NORTON SHORES
BRANCH LIBRARY, 705 SEMINOLE ROAD**

CITY OF NORTON SHORES
PLANNING COMMISSION MEETING
November 12, 2024

A regular meeting of the Norton Shores Planning Commission was called to order on Tuesday, November 12, 2024 at 5:30 p.m. in the community room of the Norton Shores Branch Library, 705 Seminole Road.

Present: Chair Carroll, Commissioners Johnson, Kell, Lans, Morano, Philips, Westgate; also, Doug Hughes, Lexi Stibitz, and Ted Woodcock.

Absent: Commissioners Romine and Trygstad

24-P25 Minutes

Commissioner Lans moved to approve the minutes of the October 8, 2024 Planning Commission meeting. The motion was supported by Commissioner Philips and carried unanimously.

Public Comment – Agenda

None

24-P26 Land Division – 4155 Dunes Pkwy, Anthony Sainz

Deputy Clerk Stibitz certified the October 25, 2024 publication and mailing of notices. A public hearing was held.

Anthony Sainz, 4155 Dunes Pkwy, the property owner was present to discuss his plans for the land division.

Tony Nanna, 4091 Dunes Pkwy, expressed concerns with the land divisions not being buildable due to the critical dunes.

Sarah Sainz, 4155 Dunes Pkwy, stated that they were not looking to build on the land, just sell the lot.

Commissioner Lans made a motion to recommend to the City Council that permission be granted to Anthony Sainz, the property owner, to divide the property at 4155 Dunes Pkwy to create a new parcel due to the new parcel meeting minimum lot requirements. The motion was supported by Commissioner Kell and carried unanimously.

24-P27 Land Division - 3541 & 3549 Wickham Dr, Thomas Serio

Deputy Clerk Stibitz certified the October 25, 2024 publication and mailing of notices. A public hearing was held.

Thomas Serio, 3541 & 3549 Wickham Dr, the applicant discussed his proposed plan for the land division.

Commissioner Lans made a motion to recommend to the City Council that permission be granted to Thomas Serio, the property owner, to divide the properties at 3541 & 3549 Wickham Dr to create three new parcels due to the parcels meeting all minimum lot requirements. The motion was supported by Commissioner Philips and carried unanimously.

24-P28 Land Division – 313 E Mt Garfield Rd, Jerry Vanderstelt

Deputy Clerk Stibitz certified the October 25, 2024 publication and mailing of notices. A public hearing was held.

Jerry Vanderstelt, 1915 Crestwood Ln, the property owner discussed the proposed land division.

Commissioner Morano made a motion to recommend to the City Council that permission be granted to Jerry Vanderstelt, the property owner, to divide the property at 313 E Mt Garfield to create a new parcel due to the proposed division meeting the minimum lot requirements, the 1:3 width-to-depth ratio, and has access to ingress and egress utilities via an easement. The motion was supported by Commissioner Kell and carried unanimously.

General Public Comment

None

Meeting adjourned at 5:47 p.m.

Lexi Stibitz, Deputy Clerk



December 3, 2024

Planning Commission Meeting of December 10, 2024

SUBJECT: Site Plan Request
676 E. Ellis Rd., InterDyne

Chairman and Members
of the
Planning Commission

Ladies and Gentlemen:

InterDyne, the current property owner, is seeking approval for a site plan to expand their existing industrial facility at 676 E. Ellis Rd. The facility's current use was authorized through a Special Use Permit several years ago, and this proposed addition marks the second expansion the company has put forward in the past seven years.

The Planning Commission may use the attached resolution to either approve or deny the submitted site plan.

Sincerely,

Ted Woodcock
Planning and Zoning Administrator

Attachment

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission approves/denies the site plan to InterDyne for the building addition at 676 E. Ellis Rd. with the following condition:

1. All staff revisions must be approved prior to final site plan approval being granted, including all applicable codes and City ordinances.

At a regular meeting of the Planning Commission of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 10th day of December 2024, the foregoing resolution was moved for adoption by Commissioner. The motion was supported by Commissioner.

Ayes:

Nays:

Excused:

Resolution declared adopted.

Lexi Stibitz, Deputy Clerk



Internal Memo

December 3, 2024

TO: Planning Commission Members

FROM: Ted Woodcock, Planning and Zoning Administrator *TSW*

SUBJECT: Site Plan Request, 676 E. Ellis Rd., InterDyne

Following, please find comments regarding the site plan request:

MASTER PLAN

The property is currently zoned SUD (Special Use District) and is designated as "Industrial" in the approved Master Plan. The neighboring parcels also fall under the SUD zoning district and share the "Industrial" designation in the Master Plan. Located within the Muskegon County Airport Business Park, the property occupies lots #9 and #10 for its operations.

LAND USE & COMMENTS

The proposed expansion marks the second addition to the facility in the past seven years. The new addition will span 12,400 square feet (measuring 124 feet by 100 feet), bringing the total building size to roughly 50,000 square feet.

City staff is continuing to work with Concept Design Studios to review the proposed plans and ensure that all feedback and necessary adjustments are addressed before the project receives final staff approval.



NORTON SHORES

IT'S IN OUR NATURE.

copy

SITE PLAN REVIEW APPLICATION

City of Norton Shores
4814 Henry Street
Norton Shores, MI 49441
www.nortonshores.org

Applicant Information

Name: Brad Van Bergen
Phone: 231-894-8409 E-mail: brad@winbergconstruction.com
Mailing Address: 8868 Water St. Montague, MI 49437

Architect/Engineer Information

Name: Concept Design Studio
Phone: 231-799-4838 E-mail: kwilffis@conceptdesignstudio.net
Mailing Address: 800 E Ellis Rd #508 Norton Shores 49441

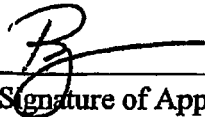
Property Information

Site Address: 676 E Ellis Road
Parcel Number: 27-648-000-0009-00
Present Zoning: SUD

Proposed Development

Proposed Development:
New Manufacturing Addition

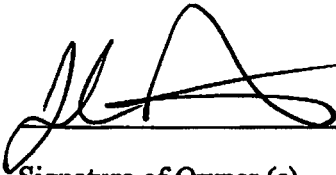
I (we) swear and attest that I (we) are owners of the above parcel of property and the information is true and accurate according to my (our) knowledge. I (we) also grant permission to authorized City Council, Planning Commission, Zoning Board of Appeals and City staff members to access the above referenced site address for inspection purposes.



Signature of Applicant (s) Date

10/4/24

Date



Signature of Owner (s) Date

10/4/24

Date

ALL OWNER/APPLICANTS MUST SIGN

LEGAL DESCRIPTION

WARRANTY DEED - PARCEL NO. 61-27-648-000-0009-00:
 LOT 9, MUSKOGON COUNTY AIRPORT BUSINESS PARK AS RECORDED IN LIBER 23 OF PLATS, PAGES 96, 97 AND 98, MUSKOGON COUNTY RECORDS.

WARRANTY DEED - PARCEL NO. 61-27-648-000-0010-00:

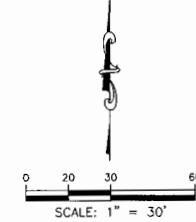
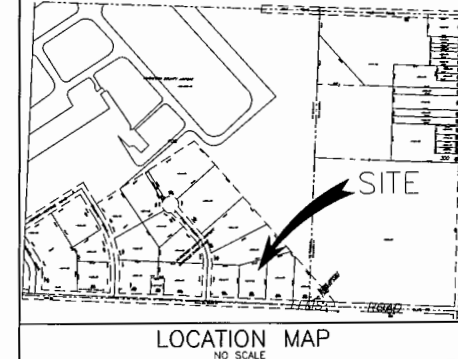
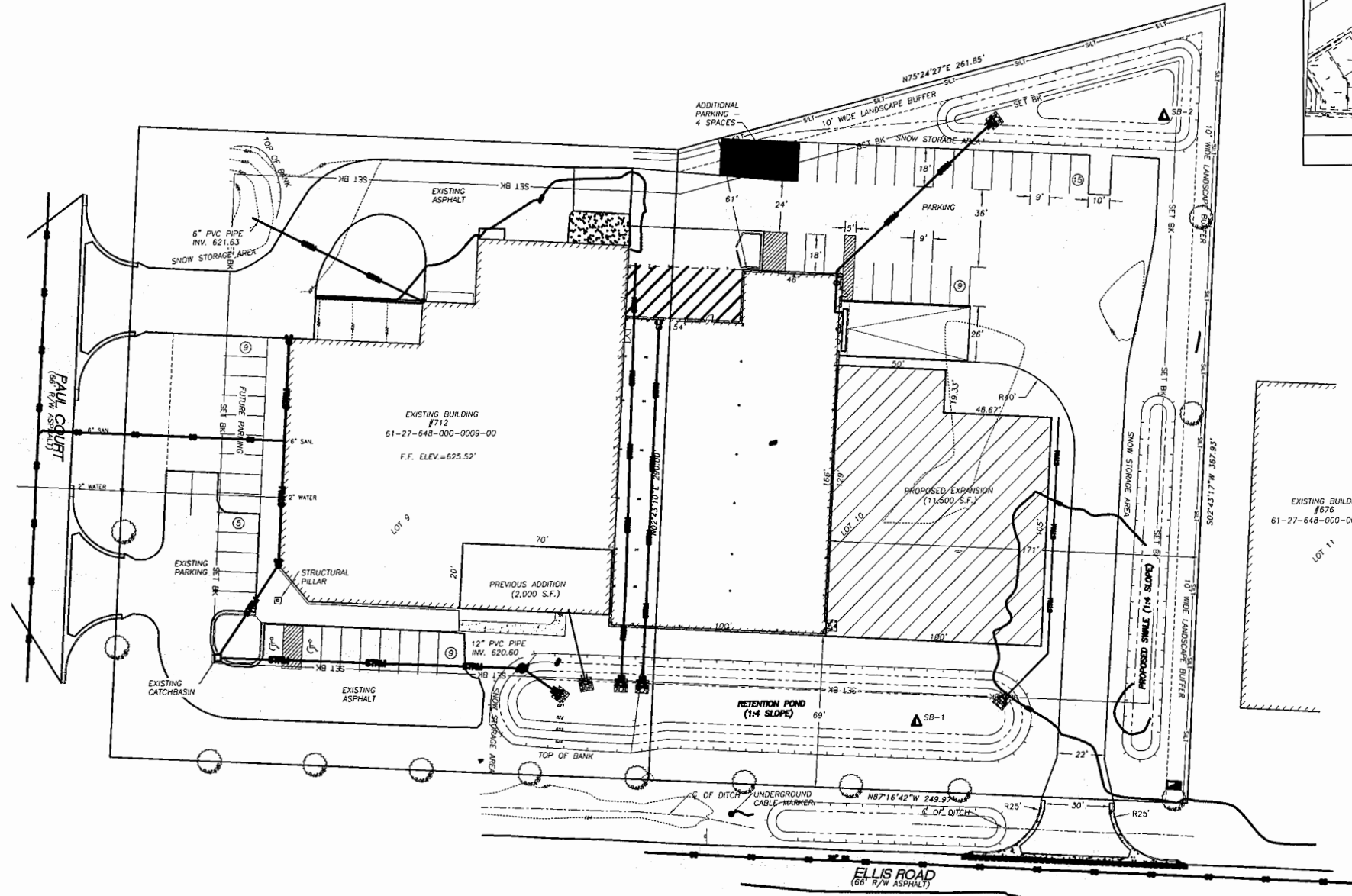
LOT 10, MUSKOGON COUNTY AIRPORT BUSINESS PARK, PART OF THE SOUTHWEST 1/4 AND PART OF THE SOUTHEAST 1/4 OF SECTION 27, ALSO PART OF THE SOUTHWEST 1/4 OF SECTION 16, TOWN 9 NORTH, RANGE 16 WEST, AS RECORDED LIBER 23 OF PLATS, PAGES 96, 97 AND 98, MUSKOGON COUNTY RECORDS.

PROPERTY OWNER:

ID SYSTEMS INC.
 876 E. ELLIS RD.
 NORTON SHORES, MI 49441

PROJECT DESIGNER:

CONCEPT DESIGN STUDIO, INC.
 800 E. ELLIS RD., SUITE 508
 NORTON SHORES, MI 49441



- LEGEND**
- SET IRON
 - FOUND IRON
 - LIGHT POLE
 - UTILITY POLE
 - TELEPHONE RISER
 - SANITARY MANHOLE
 - SOIL BORING
 - TRANSFORMER
 - CONCRETE
 - ASPHALT
 - GRAVEL
 - STAND PIPE
 - CULVERT
 - EXISTING DECIDUOUS TREE
 - SS — EXISTING SANITARY SEWER
 - D/W — EXISTING WATERMAIN
 - G — EXISTING GAS MAIN
 - STRM — EXISTING WATERMAIN

- PROPOSED LEGEND**
- PROPOSED CONCRETE
 - PROPOSED ASPHALT
 - PROPOSED CULVERT
 - PROPOSED DECIDUOUS TREE (7 TOTAL)
 - PROPOSED WALL MOUNTED LIGHT (4 TOTAL)
 - x — PROPOSED FENCE
 - STRM — PROPOSED STORM SEWER
 - SILT — PROPOSED SILT FENCE

ZONING:

SUD - SPECIAL USE DEVELOPMENT
 MIN. FRONT YARD SETBACK = 45'
 MIN. FRONT YARD SETBACK = 20'

GENERAL NOTES:

- COORDINATE ROAD CUTS AND TRAFFIC CONTROL WITH THE CITY OF NORTON SHORES DPW.
- ALL PROPOSED LIGHTING SHALL BE DIRECTED DOWNWARD, FULLY SHIELDED AND "NIGHT-SKY FRIENDLY".

SOIL EROSION CONTROL NOTES:

- SOIL EROSION PERMIT WILL BE REQUIRED FROM MUSKOGON COUNTY DPW.
- PLACE SILT SACKS IN ALL CATCH BASINS LOCATED WITHIN 100-FOOT OF EARTH MOVING ACTIVITY.
- CONSTRUCTION DEBRIS DEPOSITED OFF SITE SHALL BE SWEEP AND/OR REMOVED AT THE END OF EACH WORK DAY OR AS DIRECTED BY COUNTY OR CITY STAFF.

LANDSCAPE NOTES:

- ALL DISTURBED AREAS TO BE RESTORED WITH 3" MIN. TOPSOIL AND COMMERCIAL LAWN SEED

LIGHTING NOTES:

- ALL BUILDING MOUNTED SITE LIGHTING SHALL BE DIRECTED DOWNWARD, ALL LIGHTING SHALL BE CONTAINED ON SITE

STORM DESIGN:

NOAA ATLAS 14, 100-YEAR MUSKOGON CO. AP STATION

REQUIRED VOLUME: 15,514 C.F.
 PROVIDED VOLUME: 16,317 C.F.
 INFILTRATION (5"/HR): 0.94 CFS

SOIL INFORMATION:

SOIL BORING 1 (SB-1)
 0'-8" TOPSOIL
 8"-10" GREY SAND
 10"-16" MEDIUM BROWN SAND
 16"-24" DARK BROWN SAND
 24"-36" MEDIUM DARK BROWN SAND
 36"-72" LITE DARK BROWN SAND
 MOTILE OBSERVED AT 42"

SOIL BORING 2 (SB-2)
 0'-10" TOPSOIL
 10"-22" DARK RED SAND
 22"-36" MEDIUM DARK BROWN SAND
 36"-41" MEDIUM BROWN SAND
 41"-59" LITE BROWN SAND
 59"-72" CLAY
 MOTILE OBSERVED AT 44"

PARKING:

REQUIRED: 20 + 1 PER 2,000 S.F.
 CURRENT PROPOSED + ADDITION = $\frac{11,500 \text{ S.F.}}{2,000} + 20 = 38$ SPACES (INCLUDING 2 ADA)
 FUTURE EXPANSION = $\frac{11,500 \text{ S.F.}}{2,000} = 8$ SPACES
 TOTAL = 46 SPACES
 PROVIDED: CURRENT + PROPOSED = 38 SPACES
 FUTURE = 9 SPACES
 TOTAL = 47 SPACES (INCLUDING 2 ADA)

PUBLIC UTILITIES:

- WATER AND SEWER WILL BE EXTENDED FROM EXISTING BUILDING

NO.	DATE	DESCRIPTION	BY	CHK'D	DATE
1	09/16/24	PER CITY PRELIMINARY REVIEW	TWD		

DATE:	09/12/24
DRAWN BY:	TJB
CHECKED BY:	TWD
DESIGNED BY:	TWD
DWG. NAME:	TOPO

2834 Beck Creek Road
 Muskegon, MI 49444
 Ph: (231) 777-3447
 Fax: (231) 773-3453
 Service@WestshoreConsulting.com

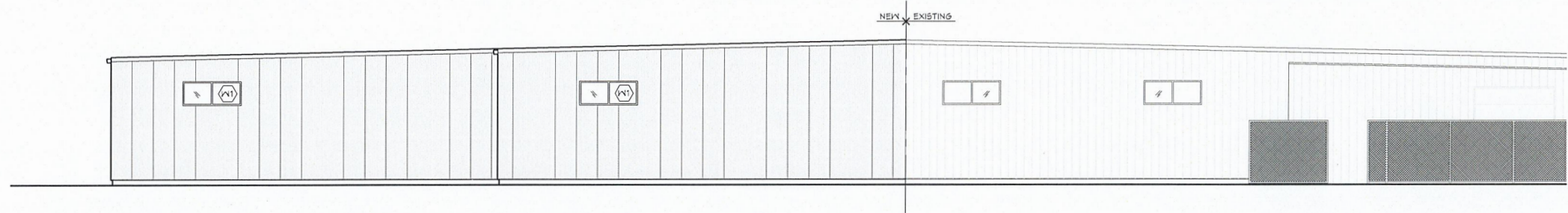
WESTSHORE
 ENGINEERING & SURVEYING
 ENVIRONMENTAL

PROJECT NAME:
 TOPOGRAPHIC SURVEY
 712 ELLIS ROAD
 NORTON SHORES, MICHIGAN
 MUSKOGON COUNTY, MICHIGAN

SITE PLAN
 PROJECT: 4125-10
 SHEET: 1 OF 1

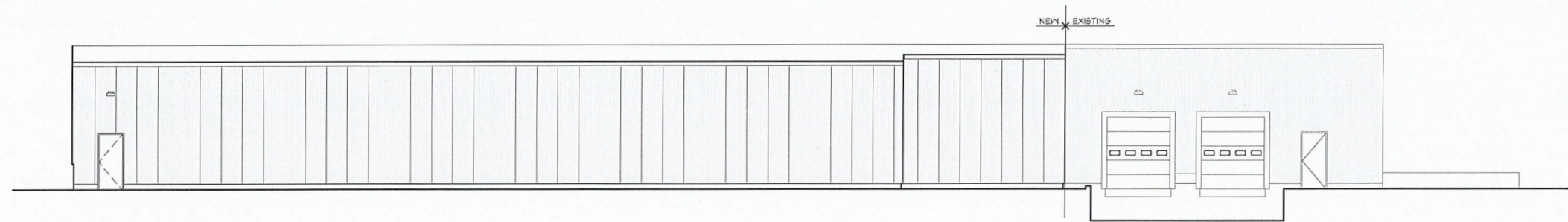


9/12/2024 8:13 AM Z:\P&O\EC\151914-24 Inter Dyne Systems Warehouse Expansion\Drawings\1519-24-A3.01.dwg



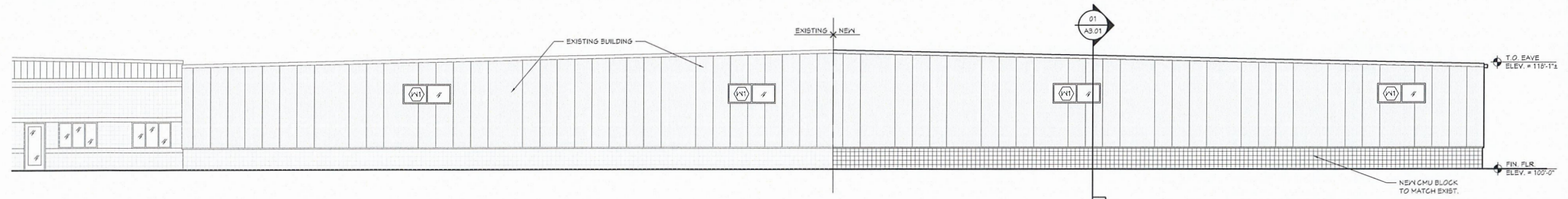
PARTIAL NORTH ELEVATION

SCALE: 1/8" = 1'-0"



EAST ELEVATION

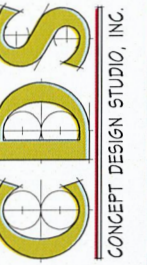
SCALE: 1/8" = 1'-0"



PARTIAL SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

CONCEPT DESIGN STUDIO, INC.
800 E. ELLIS ROAD, SUITE 508
NORTON SHORES, MI 49441
PH. (231) 799-4836
FAX (231) 799-4837



CONCEPT DESIGN STUDIO, INC.

PROPOSED ADDITION FOR
INTER DYNE SYSTEMS
676 E. ELLIS RD. - NORTON SHORES, MICHIGAN

PROJECT # 1519-24

ISSUANCES

PERMITS & CONSTRUCTION 04.11.2024

REVISIONS

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DRAWN BY KO

SHEET TITLE
EXTERIOR ELEVATIONS

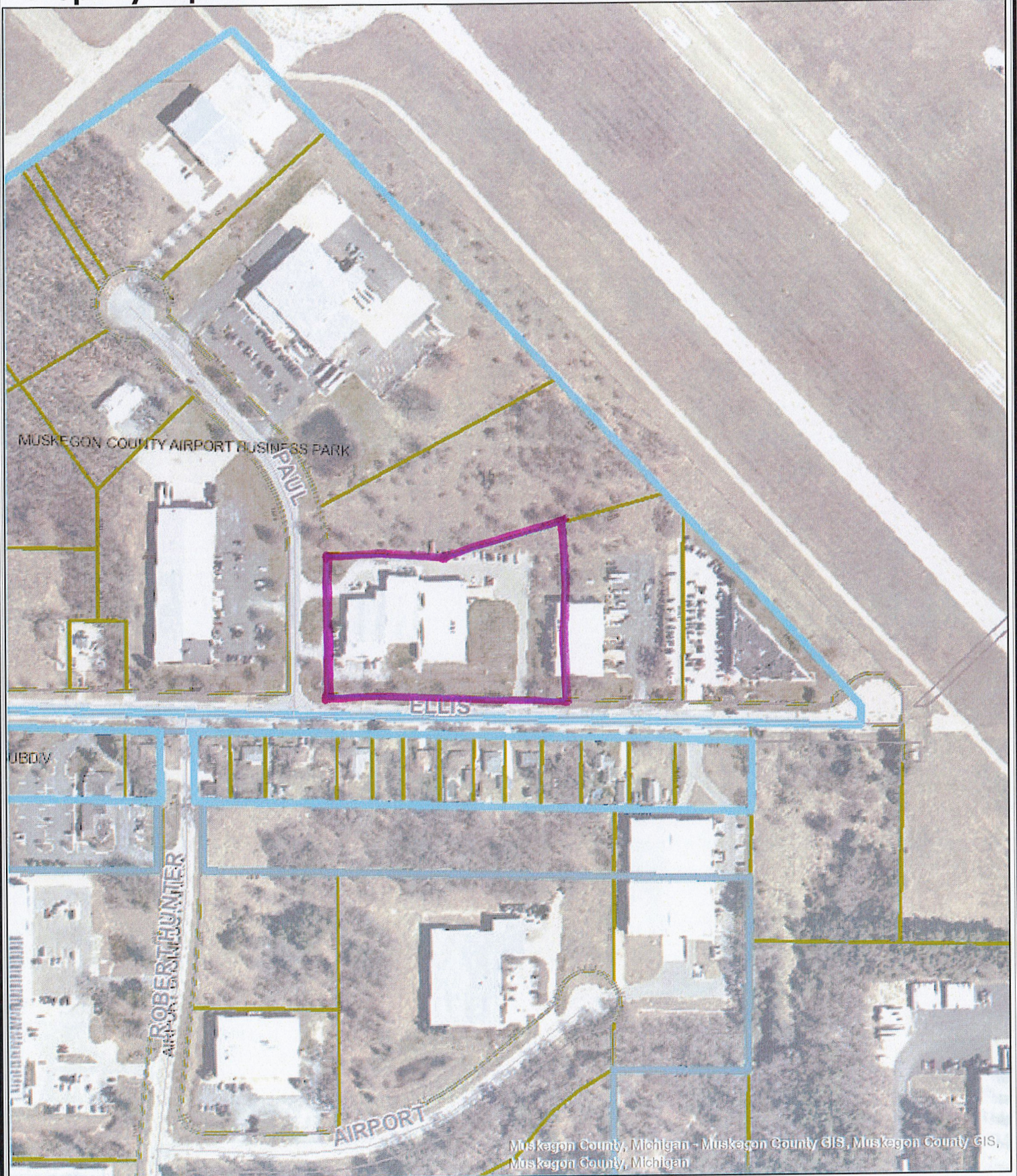
SHEET NO.

A3.01

Muskegon County Property Viewer Print

Report generated 12/3/2024 at 12:27:41 PM

This report has been generated from the Muskegon County GIS Property Viewer. While every effort has been made to provide accurate information, Muskegon County and Muskegon County GIS shall not be held liable for the information presented herein. All data shall be verified by the municipal assessor.



Internal Memo



**NORTON
SHORES**

IT'S IN OUR NATURE.

December 3, 2024

TO: Planning Commission Members

FROM: Ted Woodcock, Planning and Zoning Administrator *TSW*

SUBJECT: Planning Commission Election of Officers

Attached with this memo is a list of current Planning Commission members appointment dates. Traditionally, the PC has chosen to appoint the PC Chairperson and Vice-Chairperson to two (2) one-year consecutive terms and when those terms are completed, a new Chairperson and/or Vice-Chairperson may be elected. However, the PC can decide to not follow that pattern, or members may choose to not serve in either role.

Planning Commission

Code of Ordinances, Chapter 14: (created in accordance with Public Act 285 of 1931; replaced with Public Act 33 of 2008), Section 14-17 and 14-18: "The Planning Commission shall consist of nine members who shall represent, insofar as possible, different professions or occupations, who shall be appointed by the Mayor, subject to the approval of the City Council, for three-year terms, staggered so that the terms of three members expire each year."

	<u>First Appointed</u>	<u>Term Expires</u>
JJ Westgate	05/20/14	May 31, 2026
Nicolas Morano	05/16/17	May 31, 2026
*Morgan Carroll	11/19/19	May 31, 2026
Judy Kell	01/16/24	May 31, 2027
Robert (Sandy) Philips	05/04/21	May 31, 2027
Amy Johnson	07/02/24	May 31, 2027
**Sarah Romine	11/06/23	May 31, 2025
Marc Lans	11/06/23	May 31, 2025
Donald Trygstad	09/01/98	May 31, 2025

*Selected Chair – 1st year October 2023

**Selected Vice Chair 2nd year October 2023