



February 5, 2020

SUBJECT: Special Use Permit
3524 Green Street

Chairman and Members
of the
Planning Commission

Ladies and Gentlemen:

Port City Construction is requesting a Special Use Permit to relocate their headquarters to 3524 Green Street. The property is currently zoned C-2 General Retail Commercial. A Special Use Permit is being requested due to the nature of the proposed uses on the property. The applicant has indicated that there will be some administrative offices, as well as indoor storage of construction materials.

The Planning Commission may use the attached resolution in making a recommendation to the City Council regarding this request.

Sincerely,

Ted Woodcock
Planning and Zoning Administrator

TSW/
Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby recommends to the City Council that special land use approval be granted/denied to Port City Construction to relocate their headquarters to 3524 Green Street as per the submitted plans.

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 11th day of February 2020, the foregoing resolution was moved for adoption by Commissioner. The motion was supported by Commissioner.

Ayes:

Nays:

Resolution declared adopted.

Shelly Stibitz, City Clerk



Internal Memo

February 5, 2020

TO: Planning Commission Members

FROM: Ted Woodcock, Planning and Zoning Administrator TSW

SUBJECT: Special Use Permit Request, 3524 Green Street

Following please find comments regarding the Special Use Permit request for a general industrial facility at 3524 Green Street.

MASTER PLAN

The Master Plan is an approved document that is updated generally every five (5) years. The Plan and its subsequent updates allow for City Council to review the land uses and intentions of parcels of land in the City of Norton Shores. Essentially, the Master Plan is the vision for the City. There can be differences between the approved Master Plan and the current zoning of parcels. This is important as this request is for a commercial use in a commercial district but within a residentially-designated area of the Master Plan.

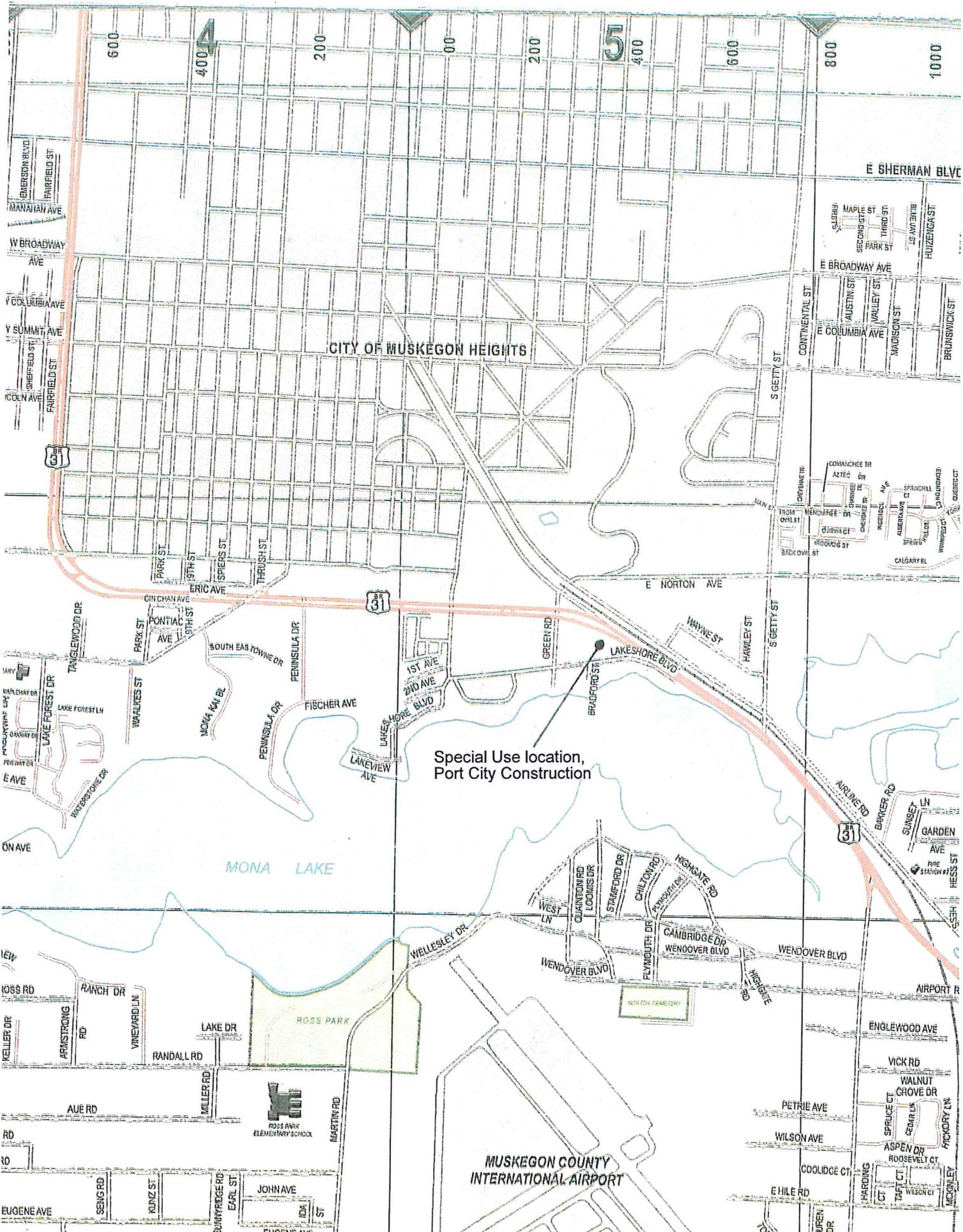
Currently the property is designated as "Medium Density Residential" in the approved Master Plan. The surrounding properties are also designated as "Medium Density Residential". There are actually a few commercially zoned properties in this area of the City, including the property at 3524 Green Street. Although the property has the "Medium Density Residential" designation, the proposed land use would be consistent with its current zoning district, which is C-2 General Retail Commercial.

LAND USE

As aforementioned, the property is currently zoned as C-2 General Retail Commercial. There is another commercial building directly west of the parcel in question. Both commercially zoned parcels are surrounded by higher density single family homes along Lakeshore Blvd. These residences are zoned R-1 Single Family Residential, which is denser than what "Medium Density Residential" calls for. The building has been commercially zoned and used for commercial purposes for at least five decades according to City records. Therefore, I believe that the requested Special Use Permit would be consistent with what the building has been used for in the past, even with a different Master Plan designation.

COMMENTS

There is an existing building on the parcel which will be renovated by Port City Construction to meet their needs. Because there is an existing building, there is no site plan to review as landscaping, parking, and other site work was completed previously and continues to meet City ordinance requirements.



CITY OF MUSKEGON HEIGHTS

Special Use location,
Port City Construction

MUSKEGON COUNTY
INTERNATIONAL AIRPORT



Muskegon
COUNTY
Muskegon County
Property Viewer Map

Type a Map Title Here

Type a Note for the map print here



Scale: 1 to 2,068

Notice: Muskegon County and Muskegon County GIS makes no warranty, expressed or implied, regarding the accuracy, completeness, or usefulness of the information presented. Muskegon County assumes no responsibility for errors that arise from the use of this information.

MUSKEGON COUNTY



Map by Muskegon County GIS
141 E. Apple Ave, Muskegon, MI 49445
P: 231-724-4458 F: 231-724-1129
www.muskegoncountygis.org

Printed from the Muskegon County
GIS Property Viewer

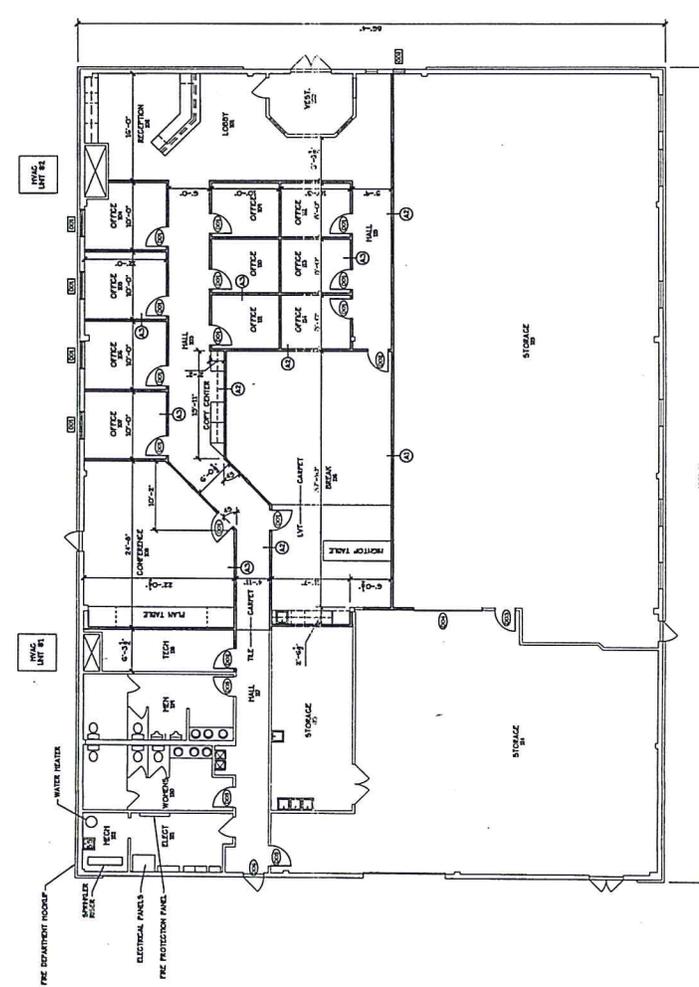
Map Printed 2/4/2020



- WALL TYPES:**
- 1 Full Mason Wall
 - 2 2x4 metal studs @ 16" O.C.
 - 3 Provide acoustical batt insulation to fill cavity - R13 Minimum
 - 4 Full Height Wall
 - 5 2x4 metal studs @ 16" O.C.
 - 6 Provide acoustical batt insulation to fill cavity - R13 Minimum
 - 7 2x4 metal studs @ 16" O.C.
 - 8 Provide acoustical batt insulation to fill cavity - R13 Minimum
 - 9 2x4 metal studs @ 16" O.C.
 - 10 Provide acoustical batt insulation to fill cavity - R13 Minimum
- DOOR TYPES:**
- 1 Interior Door: Wood Full Lin 3'-0" x 7'-0"
 - 2 Interior Door: Wood 3'-0" x 7'-0"
 - 3 Interior Door: Hollow Metal 3'-0" x 7'-0" (30 mks. rating)
 - 4 Interior Door: Rollup Garage 10'-0" x 10'-0" (30 mks. rating)
 - 5 Interior Door: New Door Slab, Wood 3'-0" x 7'-0" (V.I.F.)
 - 6 Replace Door Hardware
- WINDOW TYPES:**
- 1 Install New 4'-0" W x 2'-6" H Window
 - 2 Remove Exit Window / Frame New Wall

WOMEN'S & MEN'S RESTROOM NOTES

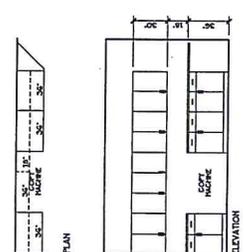
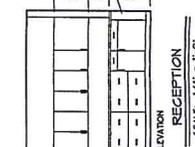
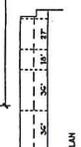
- Replace All the Following:
 - Toilet Partitions
 - Urinals
 - Countertops
 - Toilet Accessories
 - Hand Drying
 - New Tiled Floor
 - New Tiled Walls (9'-0" High)



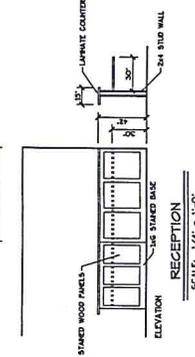
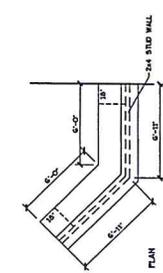
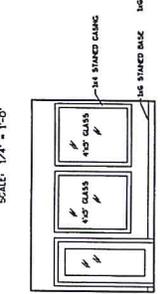
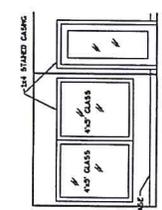
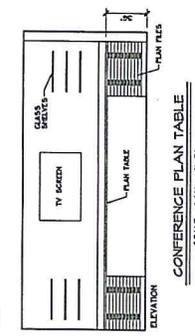
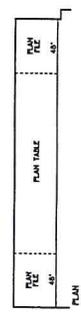
FLOOR PLAN
 SCALE: 1/8" = 1'-0"

CODES USED:
 MICHIGAN BUILDING CODE 2015
 MICHIGAN ELECTRICAL CODE 2014
 MICHIGAN PLUMBING CODE 2015
 MICHIGAN MECHANICAL CODE 2015
 (ORDINANCE 111-1889)

Use Group: B & S1
 Total Building Square Foot = 10,418
 Area of Storage = 6,102
 # of Occupants = 21
 # of Occupants Storage = 21



COPY CENTER
 SCALE: 1/4" = 1'-0"



ROOM #	ROOM NAME	WALLS	FLOOR	CEILING	ITEM
100	VEHICLE	X	X	X	DRINKING WATER
101	LOBBY	X	X	X	DRINKING WATER
102	HALL	X	X	X	DRINKING WATER
103	HALL	X	X	X	DRINKING WATER
104	OFFICE	X	X	X	DRINKING WATER
105	OFFICE	X	X	X	DRINKING WATER
106	OFFICE	X	X	X	DRINKING WATER
107	OFFICE	X	X	X	DRINKING WATER
108	OFFICE	X	X	X	DRINKING WATER
109	OFFICE	X	X	X	DRINKING WATER
110	OFFICE	X	X	X	DRINKING WATER
111	OFFICE	X	X	X	DRINKING WATER
112	OFFICE	X	X	X	DRINKING WATER
113	OFFICE	X	X	X	DRINKING WATER
114	HALL	X	X	X	DRINKING WATER
115	HALL	X	X	X	DRINKING WATER
116	HALL	X	X	X	DRINKING WATER
117	HALL	X	X	X	DRINKING WATER
118	RESTROOM	X	X	X	DRINKING WATER
119	RESTROOM	X	X	X	DRINKING WATER
120	RESTROOM	X	X	X	DRINKING WATER
121	RESTROOM	X	X	X	DRINKING WATER
122	RESTROOM	X	X	X	DRINKING WATER
123	RESTROOM	X	X	X	DRINKING WATER
124	RESTROOM	X	X	X	DRINKING WATER
125	RESTROOM	X	X	X	DRINKING WATER
126	RESTROOM	X	X	X	DRINKING WATER
127	RESTROOM	X	X	X	DRINKING WATER
128	RESTROOM	X	X	X	DRINKING WATER
129	RESTROOM	X	X	X	DRINKING WATER
130	RESTROOM	X	X	X	DRINKING WATER

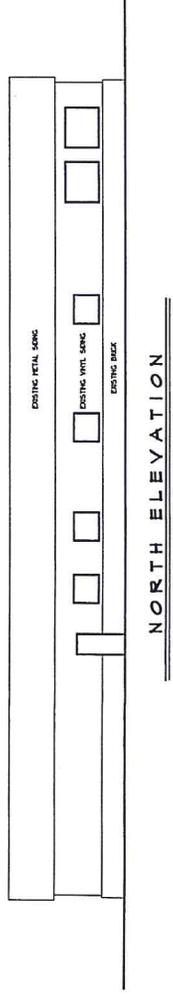
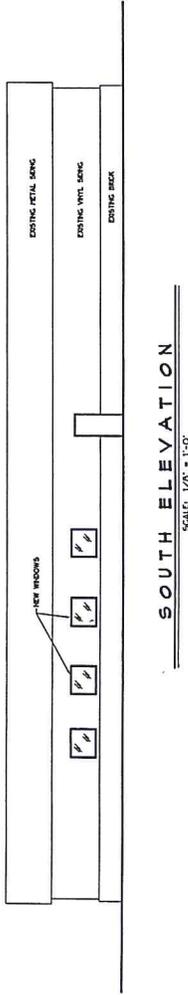
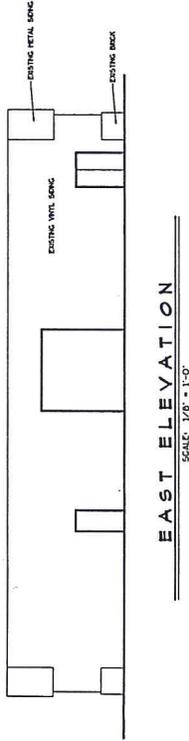
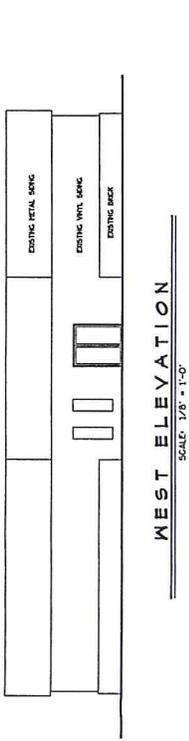
DATE	SCALE	DESCRIPTION	BY

PORT CITY CONSTRUCTION
MUSKEGON, MICHIGAN

JOHN GRACE / PORT CITY CONSTRUCTION
3524 GREEN ST. NORTON SHORES, MI 49444

ELEVATIONS

2
A2



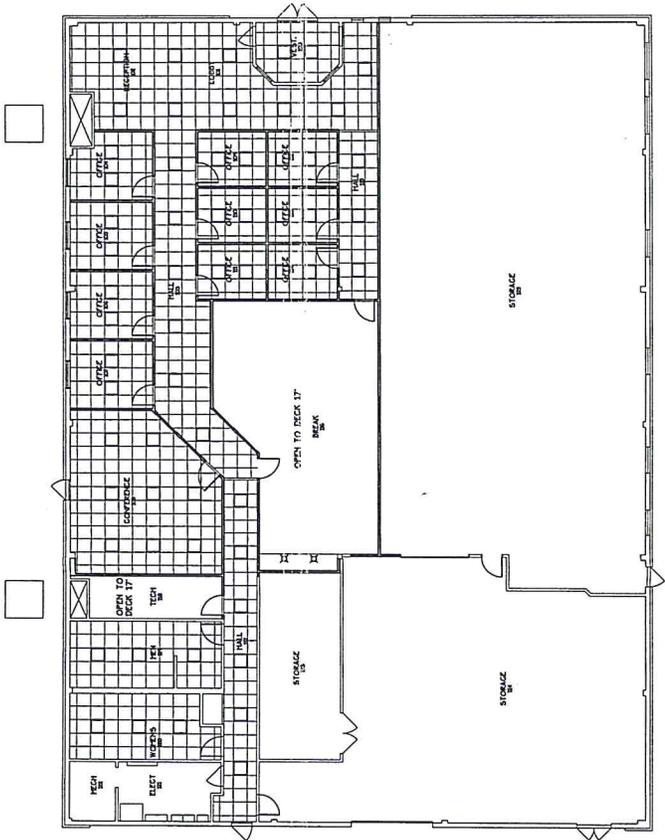
DATE	DESCRIPTION	BY	CHECKED
02/17/2024	FINAL, FOR REVIEW/OWNER REVIEW	AW	AW

PORT CITY CONSTRUCTION
MUSKEGON, MICHIGAN

JOHN GRACE / PORT CITY CONSTRUCTION
3524 GREEN ST. NORTON SHORES, MI 49444

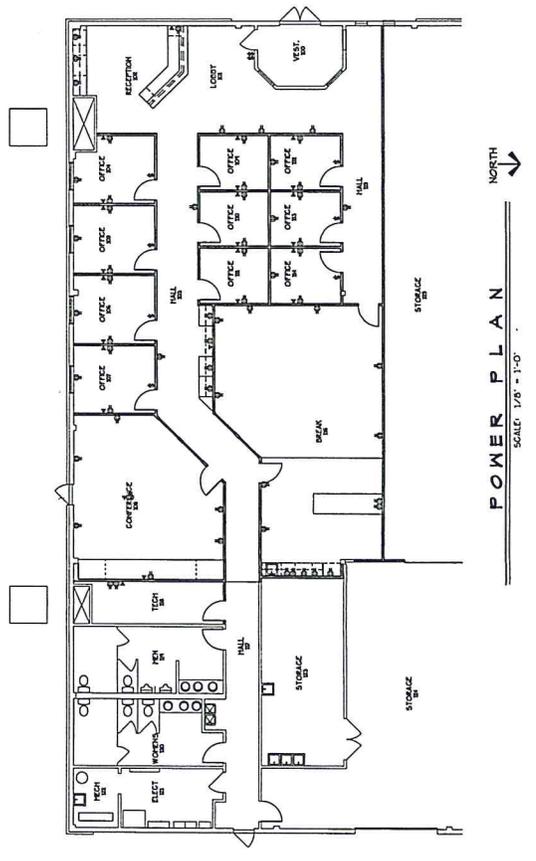
CEILING PLAN

A3

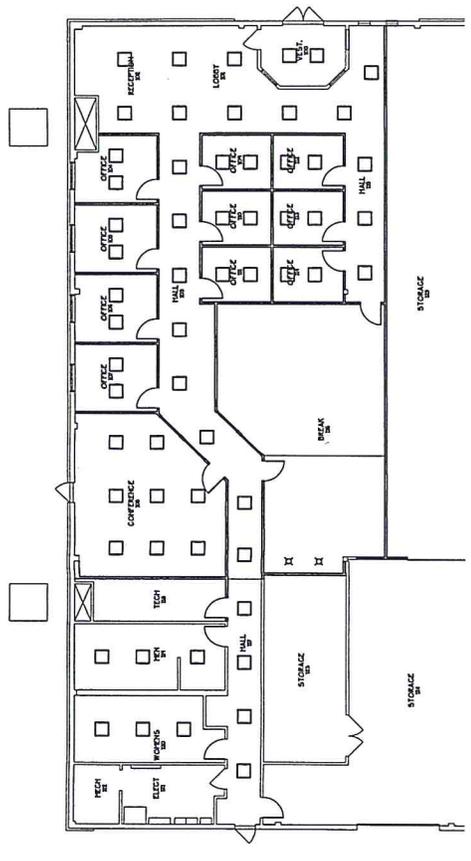


CEILING PLAN
SCALE: 1/8" = 1'-0"

NO.	DATE	BY	CHKD.



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



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