

CITY OF NORTON SHORES
PLANNING COMMISSION MEETING
January 9, 2018
5:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Minutes:
 - a. Minutes of December 12, 2017, Planning Commission Meeting
4. Correspondence
5. Consent Agenda:
6. Public Hearings:
 - a. Resolution: Special Use Permit - 5169 S. Harvey Street, Matt Corbeil
 1. Certification of publishing and mailing
 2. Public hearing
 3. Resolution
7. Old Business
8. New Business:
 - a. Resolution: Site Plan Review – 1285 E. Pontaluna Road, Scentlok
9. Public Comment
10. Adjournment

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

CITY OF NORTON SHORES
PLANNING COMMISSION MEETING
December 12, 2017

AGENDA 3A
DATE 1-9-18

A regular meeting of the Norton Shores Planning Commission was called to order on Tuesday, December 12, 2017 at 5:30 p.m. in the Community Room, Norton Branch Library, 705 Seminole Road.

Present: Chairman Olson, Commissioners Cross, Drier, Morano, Otto, Pittman, and Westgate; also, Jerry Bartoszek and Shelly Stibitz

Absent: Commissioners Ruitter and Trygstad

17-P29 Minutes

Commissioner Drier moved to approve the minutes of the November 14, 2017, Planning Commission meeting. The motion was supported by Commissioner Morano and carried unanimously.

17-P30 Schedule Public Hearing – 5169 S. Harvey Street, Matt Corbeil

Commissioner Cross moved to approve scheduling a public hearing on January 9, 2018 to consider a request from Matt Corbeil for drive thru usage for the property at 5169 S. Harvey Street. The motion was supported by Commissioner Drier and carried unanimously.

17-P31 Variance – 493 W. Norton Avenue, Woman Care

Commissioner Westgate moved to recommend to the Zoning Board of Appeals that a variance be granted allowing Lourice David of Woman Care to replace an existing 36 square foot freestanding sign at 493 W. Norton Avenue with a 50 square foot sign, said sign being the second freestanding sign on the premises as opposed to the single sign permitted by Ordinance based on 1) the square footage would not exceed the size allowed; and 2) the request is to modify a previously approved variance. The motion was supported by Commissioner Morano and carried unanimously.

Training Session

Attorney Susan Franklin of the City's legal counsel team Williams Hughes Law gave a presentation detailing the duties of the Planning Commission, following Open Meetings Act regulations and the efficiencies of Parliamentary Procedure in conducting a public meeting.

Meeting adjourned at 6:00 p.m.



Shelly Stibitz, City Clerk



January 3, 2018

SUBJECT: Special Use Permit/Site Plan Request
5169 S. Harvey Street

Chairman and Members
of the
Planning Commission

Ladies and Gentlemen:

Matt Corbiel has requested a Special Use Permit for drive thru usage for the property at 5169 S. Harvey Street. He has plans to locate a Biggby Coffee in this multi-tenant building and will be seeking accompanying site plan approval.

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

Sincerely,

Robert W. Bilkie
City Planner

RWB/sr
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 a Special Use permit be granted/denied to Matt Corbeil for drive thru usage on the property at 5169 S. Harvey Street.

BE IT FURTHER RESOLVED that the recommendation is based on the following reasons:

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 9th day of January, 2018, the foregoing resolution was moved for adoption by Commissioner. The motion was supported by Commissioner.

Ayes:

Nays:

Excused:

Resolution declared adopted/denied.

Shelly Stibitz, City Clerk

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby grants/denies site plan approval to Matt Corbell for drive thru usage on the property at 5169 S. Harvey Street as per the submitted plans with the following condition:

1. The requested Special Use Permit will be granted by the City Council.

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 _____ day of _____, 2018, the foregoing resolution was moved for adoption by Commissioner _____. The motion was supported by Commissioner _____.

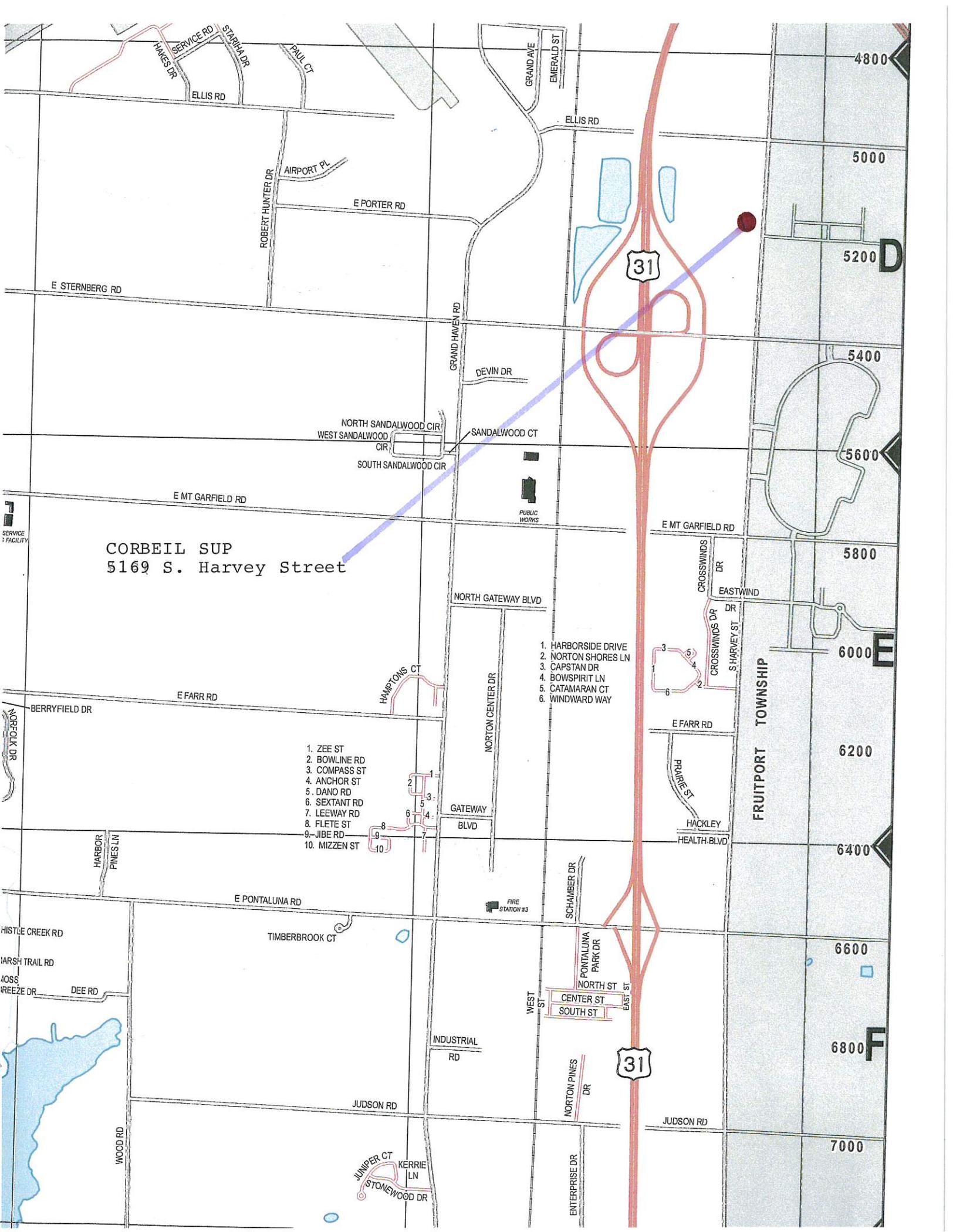
Ayes:

Nays:

Excused:

Resolution declared adopted/denied.

Shelly Stibitz, City Clerk



CORBEIL SUP
5169 S. Harvey Street

- 1. HARBORSIDE DRIVE
- 2. NORTON SHORES LN
- 3. CAPSTAN DR
- 4. BOWSPIRIT LN
- 5. CATAMARAN CT
- 6. WINDWARD WAY

- 1. ZEE ST
- 2. BOWLINE RD
- 3. COMPASS ST
- 4. ANCHOR ST
- 5. DANO RD
- 6. SEXTANT RD
- 7. LEEWAY RD
- 8. FLETE ST
- 9. JIBE RD
- 10. MIZZEN ST

4800
5000
5200
5400
5600
5800
6000
6200
6400
6600
6800
7000

FRUITPORT TOWNSHIP



D

E

F



FIRE STATION #3

WEST ST

CENTER ST

SOUTH ST

EAST ST

NORTON PINES DR

ENTERPRISE DR

JUDSON RD

NORTON PINES DR

INDUSTRIAL RD

JUDSON RD

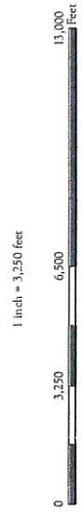
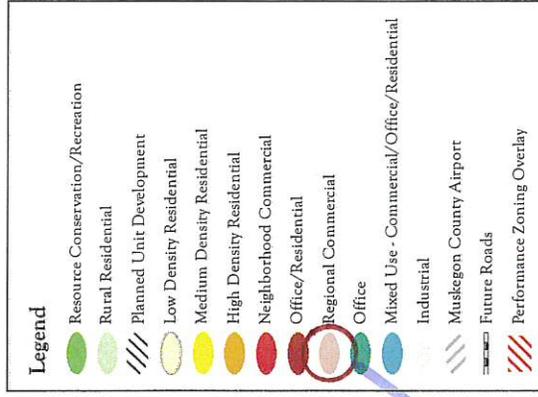
EAST ST

PONTALUNA PARK DR

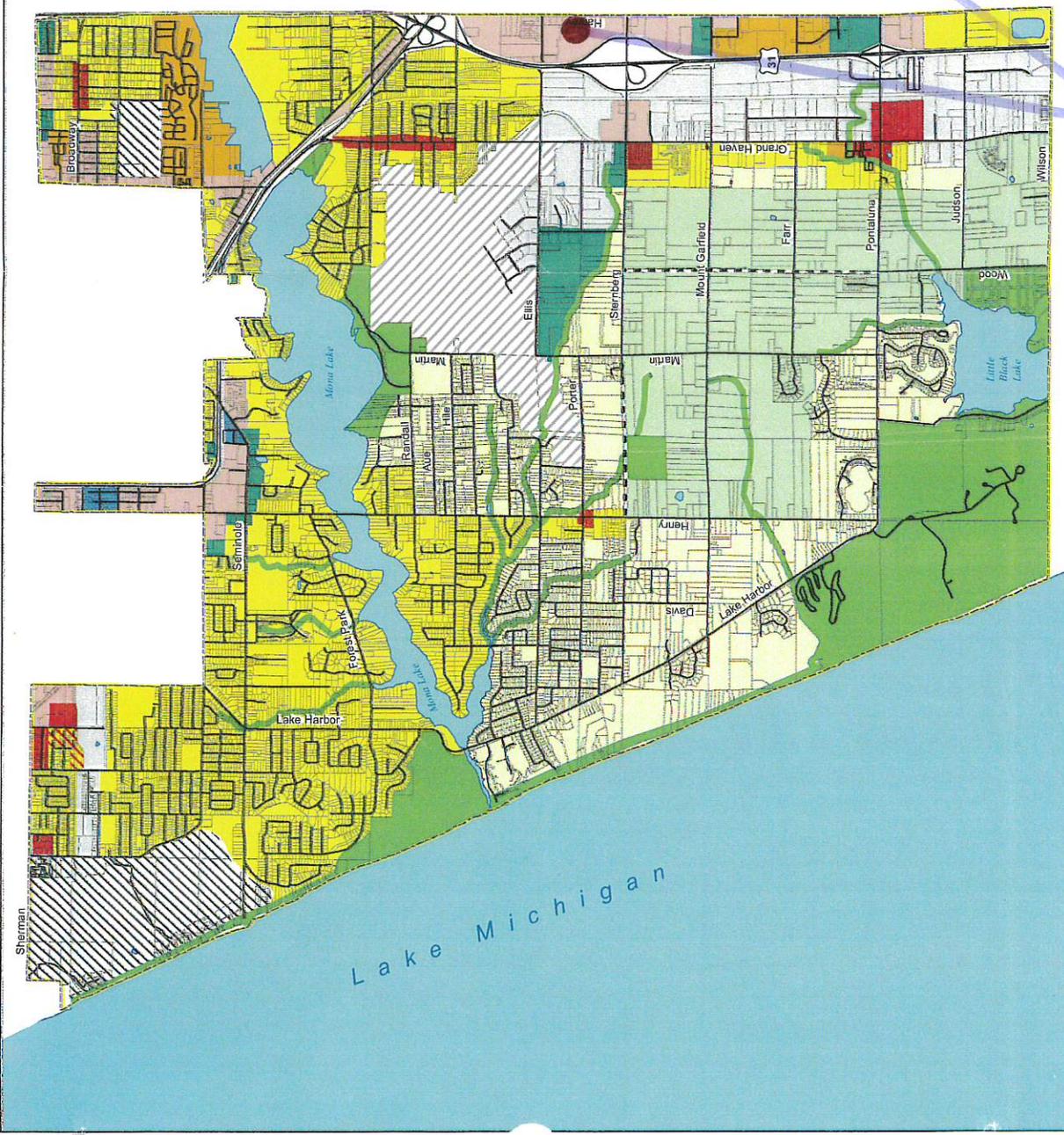
SCHAMBER DR

WEST ST

2014 Adopted Future Land Use



Williams & Works



CORBEIL SUP



Internal Memo

DATE: January 3, 2018

TO: Planning Commission Members

FROM: Robert W. Bilkie, City Planner

SUBJECT: 5169 S. Harvey Street Special Use Permit Request

Following please find comments regarding the special use permit request of Matt Corbeil.

MASTER PLAN

The Master Plan designation for the property and those surrounding it is Regional Commercial. The intent of this classification is to provide goods and services to meet the needs of the larger West Michigan region.

LAND USE

The existing surrounding land uses are exclusively retail commercial.

COMMENTS

Matt Corbeil has requested a Special Use Permit for drive-thru usage in an existing multi-tenant commercial facility on S. Harvey Street. Drive-thru restaurants are listed as a special use in the Zoning Ordinance due to the impact they may or may not have on adjacent roadway systems.

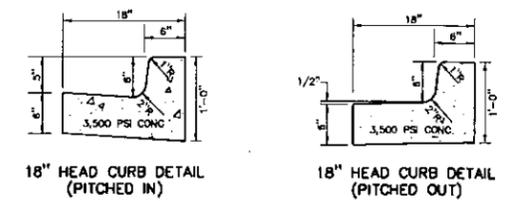
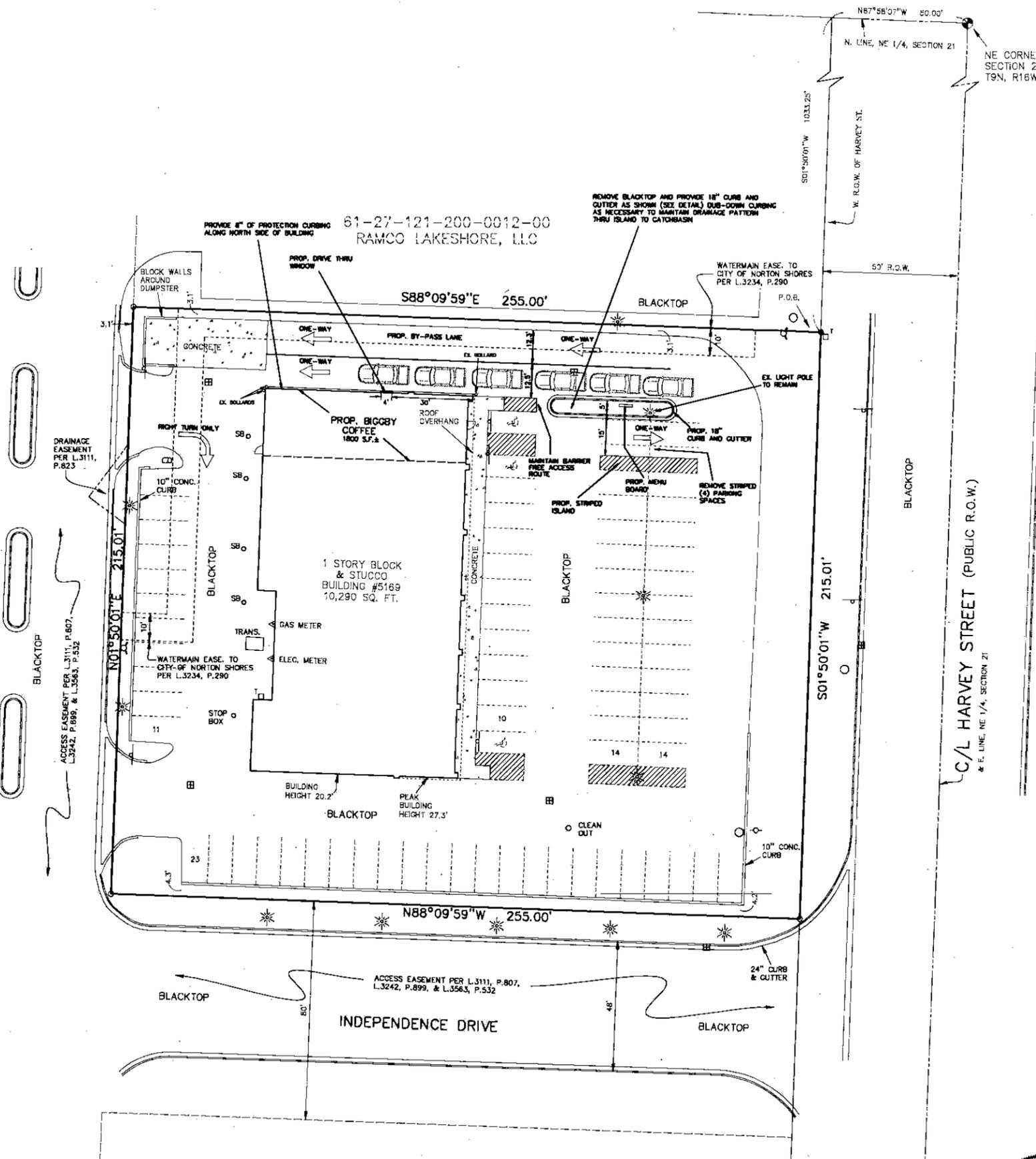
The site plan locates the drive-thru window and lane on the north façade of the structure and the parking lot will be reconfigured so that all stacking of vehicles will occur on-site as opposed to the internal driveway system of the Lakeshore Marketplace development. The applicant has also completed a Traffic Impact Statement due to the aforementioned special use permit requirement. The statement concludes that there will not be a change in the level of service on S. Harvey Street as a result of the drive-thru facility, and there will not be a significant impact on the adjacent road network. Additionally, there will be no roadway improvements required as a result of the development.

Property Description (based on furnished description from File No.: 15-10760):

Property situated in the City of Norton Shores, County of Muskegon, State of Michigan, described as follows:
 Parcel 1:
 Part of the Northeast 1/4 of Section 21, Town 9 North, Range 16 West, described as follows: Commence at the Northeast corner of said Section 21; thence North 87 deg, 58' 07" West, along the North line of said Section, a distance of 50.00 feet; thence South 01 deg, 50' 01" West, parallel to the East line of Section and being the West right-of-way of Harvey Street, a distance of 1033.25 feet to the point of beginning; thence South 01 deg, 50' 01" West parallel to the East line of Section a distance of 215.01 feet; thence North 88 deg, 09' 59" West, a distance of 255.00 feet; thence North 01 deg, 50' 01" East, a distance of 215.01 feet; thence South 88 deg, 09' 59" East, a distance of 255.00 feet to the point of beginning.
 Parcel 2:
 A non-exclusive easement for ingress and egress as more fully set forth in Access Easement Agreement as recorded in Liber 3111, Page 807, Muskegon County Records.
 Tax ID No.: 27-121-200-0013-00

NOTES:
 1. EXISTING ZONING OF THE PROPERTY AND PROPERTIES TO THE NORTH, SOUTH AND WEST IS (PUD) PLANNED UNIT DEVELOPMENT.
 2. WITH EXAMINATION OF 4 PARKING SPACES, TOTAL SPACES AVAILABLE IS 66 SPACES. 10,290 S.F./788 = 151 S.F./SPACES. FOR MULTY TENANT COMMERCIAL ESTABLISHMENT REQUIRED PARKING = 1 SPACE PER 300 S.F.
 3. FOR DRIVE THRU WINDOW 3 STAGING SPACES ARE REQUIRED, 6 SPACES ARE PROVIDED.

51-27-121-200-0007-00
 RAMCO LAKESHORE, LLC



- LEGEND
- = IRON STAKE FOUND
 - = IRON STAKE SET
 - ⊙ = MONUMENT
 - ⊕ = UTILITY POLE & GUY WIRE
 - ⊙ = LIGHT POLE
 - ⊙ = SIGN
 - ⊙ = HYDRANT
 - ⊙ = VALVE
 - ⊙ = CATCH BASIN
 - ⊙ = MANHOLE
 - SB ⊙ = STOP BOX
 - ⊙ = MAILBOX
 - ⊙ = TELEPHONE BOX



SCALE: 1" = 20'

SITE PLAN - PROP. BIGGBY COFFEE DRIVE THRU.
 FOR: CORBEIL GROUP, LLC RE: 5169 HARVEY STREET
 ATTN: MATT CORBEIL
 13305 WIND SPRINT DR.
 GRAND LEDGE, MI 49837
 IN: PART OF THE NE 1/4, SECTION 21, T9N, R16W,
 FRUITPORT TOWNSHIP, MUSKEGON COUNTY, MICHIGAN

REVISIONS:		
DRAWN BY: JSD	FILE NO.: 172044E	
APPROVED BY: 000		
DATE: 11/28/2017	SHEET 1 OF 1	



811
 Know what's below.
 Call before you dig.



January 3, 2018

SUBJECT: Site Plan Approval
1285 E. Pontaluna Road

Chairman and Members
of the
Planning Commission

Ladies and Gentlemen:

Scentlok has requested an amendment to a previously approved site plan for the property at 1285 E. Pontaluna Road. They were originally granted approval in June of 2016 to construct a 60,000 square foot manufacturing and warehouse facility on this property. At this time, they are proposing some minor changes to the plan with an increase to 68,000 square feet. The proposed site plan calls for the placement of the structure towards the rear of the site with parking and internal driveways located on the north and west sides of facility. An 80-space paved parking lot has been provided with access to the Pontaluna Shores private roadway. All on-site lighting, both in the parking lot and on the building, will be Night-Sky friendly to avoid off-site glare. All setback, fire access and storm water drainage plans have been submitted and approved. All greenbelt requirements have been met and the applicant has provided a landscape plan detailing various plantings for screening and aesthetics.

A prepared resolution is attached for the Commission's use.

Sincerely,

Robert W. Bilkie
City Planner

RWB/ts

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 grants/denies site plan approval to Scentlok for light industrial usage on the property at 1285 E. Pontaluna Road 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 9th day of January, 2018, the foregoing resolution was moved for adoption by Commissioner. The motion was supported by Commissioner.

Ayes:

Nays:

Excused:

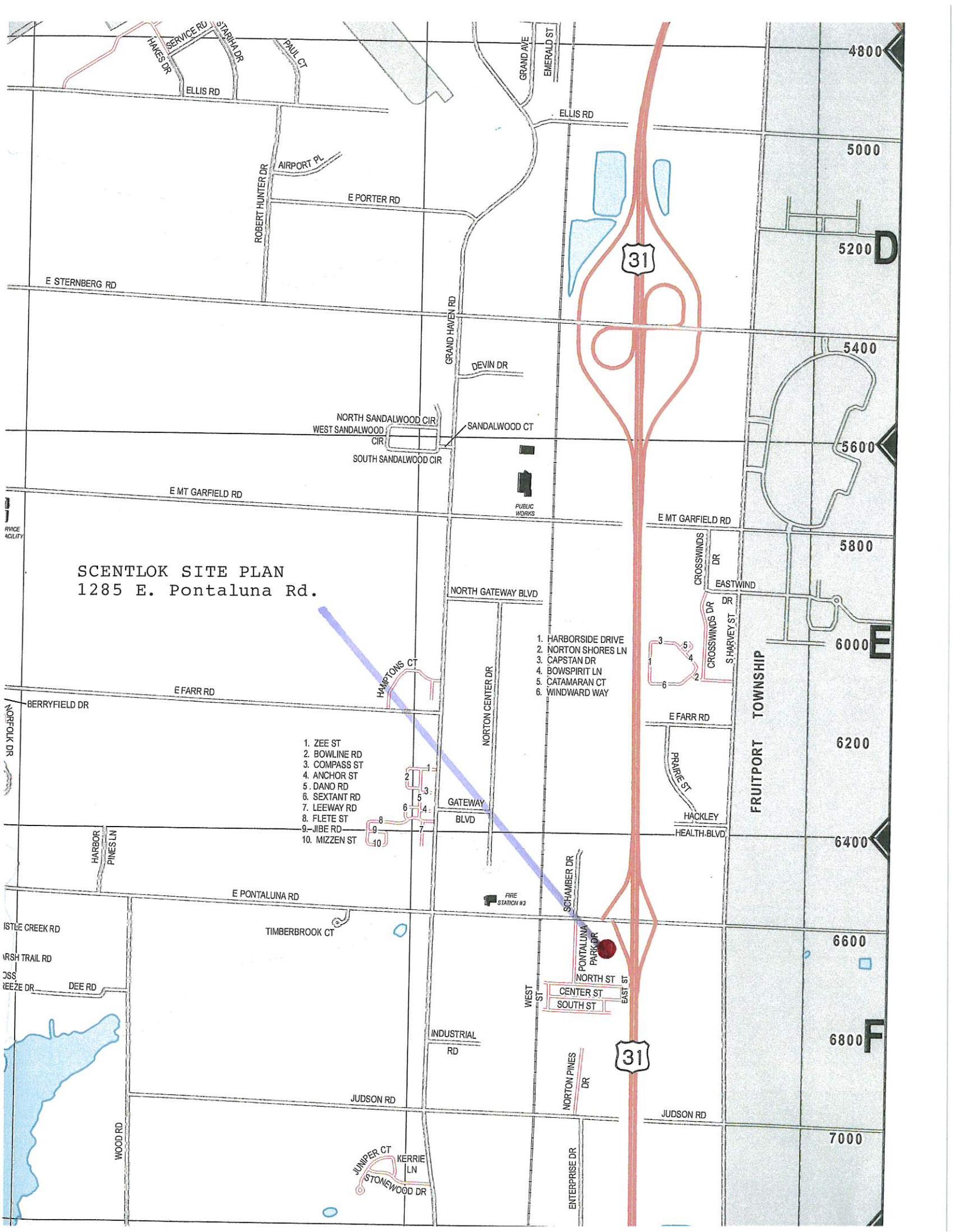
Resolution declared adopted/denied.

Shelly Stibitz, City Clerk

SCENTLOK SITE PLAN
1285 E. Pontaluna Rd.

1. ZEE ST
2. BOWLINE RD
3. COMPASS ST
4. ANCHOR ST
5. DANO RD
6. SEXTANT RD
7. LEEWAY RD
8. FLETE ST
9. JIBE RD
10. MIZZEN ST

1. HARBORSIDE DRIVE
2. NORTON SHORES LN
3. CAPSTAN DR
4. BOWSPIRIT LN
5. CATAMARAN CT
6. WINDWARD WAY



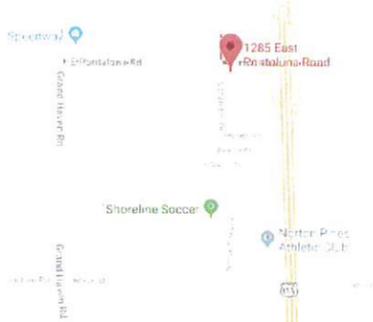


FIGURE 1: NEARBY ZONING TYPES

FIGURE 2: AERIAL VIEW- BOUNDARY IS APPROXIMATE

FIGURE 3: SOUTHEAST STREET VIEW FROM PONTALUNA RD

GENERAL NOTES & INFORMATION

PROPERTY OWNER: TYSMAN PONTALUNA LLC
 OWNER'S CONTACT: (231) 780-2541
 OWNER'S ADDRESS: 18000 COVE ST. STE. 201 SPRING LAKE, MI 49456

DEVELOPER: 3RD COAST BLDG CO LLC
 DEVELOPER'S CONTACT: (231) 220-1609
 DEVELOPER'S ADDRESS: 1731 WERENGO DR MUSKEGON, MI 49442

1. THIS DRAWING IS PROVIDED FOR PLAN REVIEW AND SHOULD NOT BE USED FOR CONSTRUCTION
2. WETLAND AREA IS BASED ON NWI 2005 SURVEY
3. STORM WATER CALCULATIONS ARE BASED ON A 25-YEAR, 24-HOUR STORM. PEAK FLOW RATES ARE BASED ON TIME OF CONCENTRATION (T_c) CALCULATED FOR THE PARCELS INCLUDED ON THIS SITE PLAN.
4. PROPOSED DETENTION BASINS ARE DESIGNED TO LIMIT OUTFLOW TO CITY SEWERS TO 0.2 CFS PER CITY OF NORTON SHORES REQUIREMENTS. NET VOLUME ABOVE HIGH WATER LEVEL WAS USED TO CALCULATE DETENTION STORAGE VOLUME

5. ADDITIONAL DAILY TRAFFIC DURING PEAK HOURS*
 1285 E. PONTALUNA RD: 50 TRIPS

*INSTITUTE OF TRANSPORTATION ENGINEER'S (ITE) THRESHOLD RECOMMENDATION:
 Any proposed site plan or subdivision plan which would be expected to generate over one hundred (100) directional trips during the peak hour of the traffic generator or the peak hour on the adjacent streets, or over seven hundred fifty (750) trips in an average day.

6. WETLANDS
 AREA AFFECTED BY DEVELOPMENT: 0.74 ACRES

In accordance with Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection, 1994 PA 451: Wetlands less than 5 acres can be regulated by local governments. If a local government wishes to regulate a wetland less than 2 acres in size, the local government must grant a permit unless it is determined that the wetland is essential to the preservation of the community's natural resources.

7. DRAINAGE CALCULATIONS- 1285 PONTALUNA RD*
 TOTAL AREA OF PARCEL: 5.65 ACRES
 NEW IMPERVIOUS AREA: 3.52 ACRES
 LANDSCAPED AREAS: 1.48 ACRES
 NON-CATCHMENT AREA**: 0.65 ACRES

**existing rights-of-way, slopes naturally to existing drainage ditch along Pontaluna Rd

RATIONAL FORMULA ASSUMPTIONS:
 IMPERVIOUS AREAS, C=0.95
 LANDSCAPE-NATURAL AREAS, C=0.35
 TIME OF CONCENTRATION: 30 MIN

25-YR, 24-HR STORM TOTAL: 4.48"
 25-YR, 30-MIN STORM TOTAL: 1.66"

$Q_p = (3.52)(0.95)(1.66) + (1.48)(0.35)(1.66) = 6.41$ CFS
 ASSUME 30-MIN @ Q_p FLOW: S=0.26 ACRE-FT
 ASSUME 90-MIN @ Q_p FLOW: S=0.79 ACRE-FEET

PROVIDE MIN. 1.2X DETENTION STORAGE VOLUME: 0.79 X 1.2 = 0.95 ACRE-FEET

8. FIRE-FLOW REQUIREMENTS

CONSTRUCTION TYPE: II-B
 BUILDING AREA: 68,000 SF
 REQUIRED FLOW: 5,500 GPM
 REDUCTION FOR SPRINKLERS: -4125 GPM
 CALCULATED NET FLOW: 1375 GPM
 MINIMUM IFC FLOW REQUIREMENT: 1500 GPM
 MAXIMUM HYDRANT SPACING: 500 FT
 NUMBER OF NEW HYDRANTS: 2

SYMBOL LEGEND

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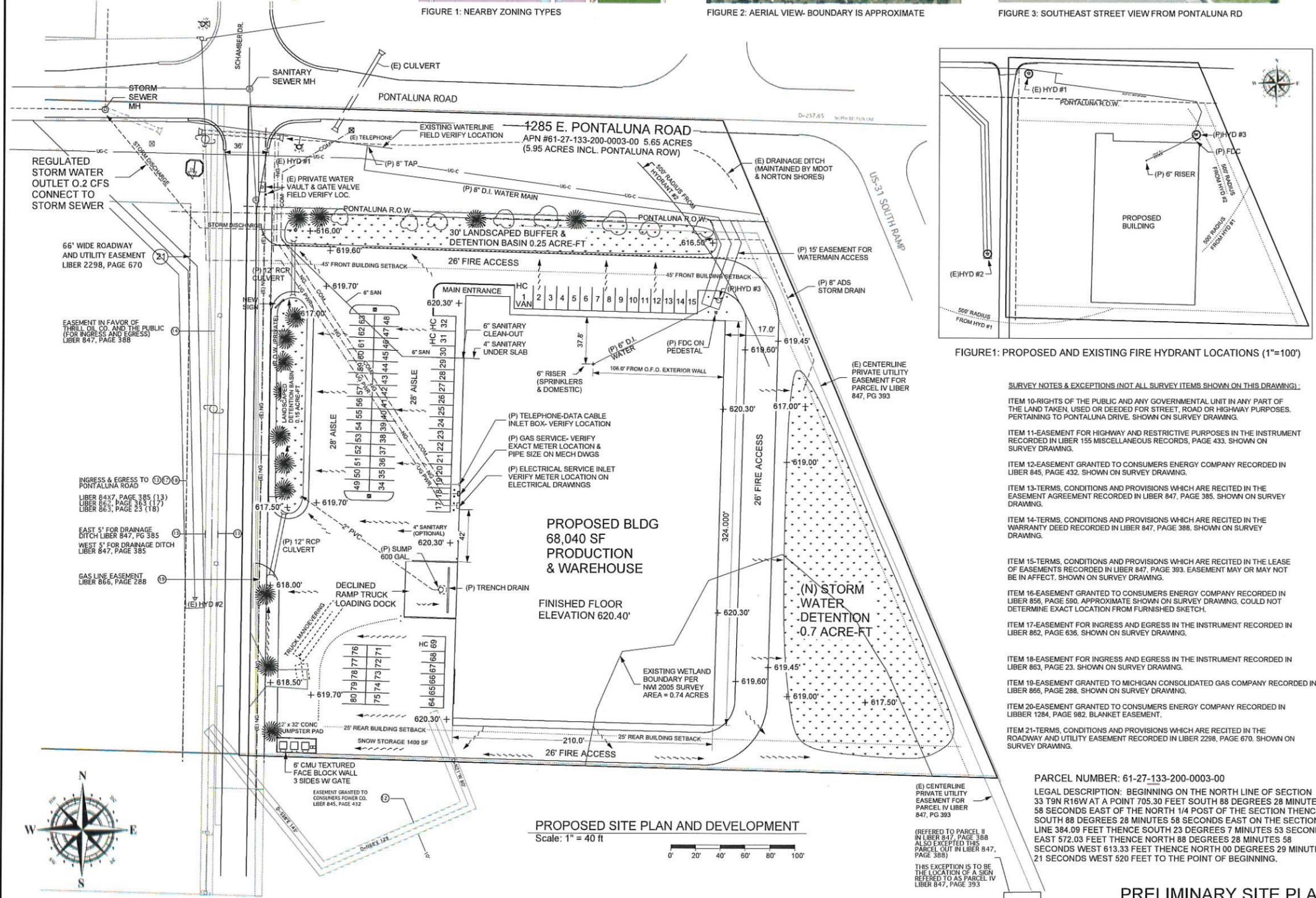


FIGURE 1: PROPOSED AND EXISTING FIRE HYDRANT LOCATIONS (1"=100')

- SURVEY NOTES & EXCEPTIONS (NOT ALL SURVEY ITEMS SHOWN ON THIS DRAWING):**
- ITEM 10-RIGHTS OF THE PUBLIC AND ANY GOVERNMENTAL UNIT IN ANY PART OF THE LAND TAKEN, USED OR DEEDED FOR STREET, ROAD OR HIGHWAY PURPOSES, PERTAINING TO PONTALUNA DRIVE. SHOWN ON SURVEY DRAWING.
 - ITEM 11-EASEMENT FOR HIGHWAY AND RESTRICTIVE PURPOSES IN THE INSTRUMENT RECORDED IN LIBER 155 MISCELLANEOUS RECORDS, PAGE 433. SHOWN ON SURVEY DRAWING.
 - ITEM 12-EASEMENT GRANTED TO CONSUMERS ENERGY COMPANY RECORDED IN LIBER 845, PAGE 432. SHOWN ON SURVEY DRAWING.
 - ITEM 13-TERMS, CONDITIONS AND PROVISIONS WHICH ARE RECITED IN THE EASEMENT AGREEMENT RECORDED IN LIBER 847, PAGE 385. SHOWN ON SURVEY DRAWING.
 - ITEM 14-TERMS, CONDITIONS AND PROVISIONS WHICH ARE RECITED IN THE WARRANTY DEED RECORDED IN LIBER 847, PAGE 388. SHOWN ON SURVEY DRAWING.
 - ITEM 15-TERMS, CONDITIONS AND PROVISIONS WHICH ARE RECITED IN THE LEASE OF EASEMENTS RECORDED IN LIBER 847, PAGE 393. EASEMENT MAY OR MAY NOT BE IN AFFECT. SHOWN ON SURVEY DRAWING.
 - ITEM 16-EASEMENT GRANTED TO CONSUMERS ENERGY COMPANY RECORDED IN LIBER 856, PAGE 580. APPROXIMATE SHOWN ON SURVEY DRAWING. COULD NOT DETERMINE EXACT LOCATION FROM FURNISHED SKETCH.
 - ITEM 17-EASEMENT FOR INGRESS AND EGRESS IN THE INSTRUMENT RECORDED IN LIBER 862, PAGE 638. SHOWN ON SURVEY DRAWING.
 - ITEM 18-EASEMENT FOR INGRESS AND EGRESS IN THE INSTRUMENT RECORDED IN LIBER 863, PAGE 23. SHOWN ON SURVEY DRAWING.
 - ITEM 19-EASEMENT GRANTED TO MICHIGAN CONSOLIDATED GAS COMPANY RECORDED IN LIBER 866, PAGE 288. SHOWN ON SURVEY DRAWING.
 - ITEM 20-EASEMENT GRANTED TO CONSUMERS ENERGY COMPANY RECORDED IN LIBER 1284, PAGE 982. BLANKET EASEMENT.
 - ITEM 21-TERMS, CONDITIONS AND PROVISIONS WHICH ARE RECITED IN THE ROADWAY AND UTILITY EASEMENT RECORDED IN LIBER 2298, PAGE 670. SHOWN ON SURVEY DRAWING.

WILLIAMS & BECK, INC.
 CIVIL, FORENSIC, ENVIRONMENTAL
 1111 CONSULTING ENGINEERS
 6865 BELDING RD., NE ROCKFORD, MI 49441

NO.	REVISED FOR	DATE
F	ADD 8000 SF BLDG AREA, 26' FIRE ROAD	CTJ 11/10/17
G	UPDATES TO BLDG & DOCK, PLAN REVIEW SUBMISSION	CTJ 11/21/17
H	NORTON SHORES STAFF REVIEW COMMENTS	CTJ 12/21/17

PROPOSED SITE DEVELOPMENT PLAN
 SCENTLOK PRODUCTION AND WAREHOUSE FACILITY
 1285 E. PONTALUNA ROAD, NORTON SHORES, MI

DESIGNED BY	DATE	DRAWN BY	DATE	CHECKED BY	DATE
CTJ	10/10/2017	CTJ	10/10/2017		

W&B PROJECT #:
SP-1