



**Minutes of the Regular Meeting of the
Cedar Springs Planning Commission**

**Tuesday, February 2, 2015
7:00 p.m.**

**Cedar Springs City Hall
66 S. Main St.
Cedar Springs, Michigan**

1. The Meeting was Called to Order by Chairperson **Craig Owens** at 7:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Ms. Lisa Atchison	Present
Mr. Dale Bray	Present
Mrs. Kathy Bremmer	Present
Mr. Clinton Conley	Present
Ms. Sherri Foster	Present
Mr. Gerald Hall	Present
Mr. Mark Laws	Present
Mr. Perry Hopkins	Present
Mr. Craig Owen, Chairperson	Present

3. City Planner **Carmine Avantini** was recognized as being in attendance.

4. **Motion by Atchison, supported by Bremmer, to approve the minutes of the Regular meeting of January 6, 2015.**

VOTE: 9 – 0, Motion Carried.

5. **Motion by Atchison, supported by Hopkins, to approve the agenda.**

VOTE: 9 – 0, Motion Carried.

6. There were no public comments.

7. There were no scheduled public hearings.

8. NEW BUSINESS.

A. Site Plan Review for Advance Auto Parts:

Avantini stated the proposed auto parts store would be located at 4177 17 Mile Road at the site of the former Family Fare gas station. Proposed is a 6,912-square-foot building with associated parking and site improvements.

The Planner reviewed his letter dated January 26, 2015 (**Attached Item A.**)

The City Engineer's review was also offered (**Attached Item B.**)

Among the items discussed by the Planner were the following:

- Dimensional requirements –in compliance with the City's ordinance requirements.
- Side yard setbacks – in compliance, with planning commission approval, with the exception of parking to the west.
- Rear yard setbacks – in compliance.
- Parking – in compliance
- Landscaping – overall meets ordinance requirements.
- Building materials – proposed elevations indicate the use of face brick as the primary building material on the south and west elevations and decorative concrete block for the east and north elevations, in compliance with planning commission approval.
- Building design – planner recommendation for internal roof drains instead of external drains running down the east elevation.
- Rooftop mechanical unit screening – planner recommends the use of parapet walls along the top of the building as the preferred method of screening. The applicant proposed the use of individual unit screening.
- Lighting plan – in compliance.
- Dumpster enclosure – proposed new design is in compliance.
- Cross access easement – not in compliance.
- Other department and agency review – approval should be conditional upon review and approval from other applicable departments and agencies.

Avantini stated deal breakers appeared to be the use of parapet walls that fully screen the mechanical rooftop units and a cross access easement to the east. He said construction in the area should be consistent with other buildings that have been constructed. In those instances, parapet walls were required and installed.

Paul Henderson, Roosien & Associates Surveyors and Engineers, stated the proposed landscaping was going to be irrigated and split face architectural block would be used on the west side of the building.

Brent Forte, explained a 48-square-foot monument sign was being proposed as was an 88-square-foot wall sign. The setback of the monument sign would need to be addressed by the City's Zoning Board of Appeals as the sign is proposed to be located five feet from the right-of-way. The ordinance requires 10 feet from the right-of-way.

Mike Murray, Managing Director of Dome Partners, stated the developer was open to a cross access easement but because it was not known what was going to be developed to the east of the property, this was a potential deal breaker at this time. Instead they were willing to go on record with possible non-exclusive reciprocal access agreement language.

Henderson stated the building has parapets that range from one to three feet.

Avantini asked how high the mechanical units were.

Henderson responded 51 inches and that the architect believes the units would not be visible from the site or street.

Avantini stated they would be seen from the west to east. He added the City had made compromise after compromise with the developer. It had gone above and beyond what it needed to and had been more than

accommodating. Parapets were an important quality of what the City wanted to perpetuate in that area, he said.

Henderson suggested that the planning commission allow them to work with the administration on the issue.

Motion by Bremmer, supported by Hall, to approve the site plan for Advance Auto Parts with the following conditions:

- 1. a five foot setback from the west property line, abutting the former Family Fare mini-mart parking lot.**
- 2, the front yard greenbelt landscaping including the use of additional shrubs as a replacement for the number of required trees.**
- 3. building materials and replacement of the external drains on the east elevation of the building with internal drains with colors complementing the building.**
- 4. submission of revised building elevations, to be reviewed administratively, that include parapet walls along the top of the building to properly screen the rooftop mechanical units. If the applicant and City officials cannot come to an agreement, the applicant will need to come back to the planning commission for approval.**
- 5. the monument sign base must match the brick to be used on the building along with the use of individual channel letters for the building-mounted sign instead of the proposed box sign. The applicant must seek Zoning Board of Appeals approval for the setback of the monument sign.**
- 6. language is to be added to the site plan indicating nonexclusive, reciprocal cross access easement language indicating the applicant is open to a possible cross access easement in the future.**
- 7. review and approval of other applicable departments and agencies.**

VOTE: 9 – 0, Motion Carried.

In further discussion, commissioners were adamant in the use of parapet walls to screen the mechanical units as has been used and required for other construction along the 17 Mile corridor.

9. OLD BUSINESS.

A. *Avantini* reviewed downtown PUD design standards with commissioners. He stated that at the March meeting, he will present ordinance language, a map of the area and design guidelines for input before scheduling a public hearing on the proposal.

10. OPEN DISCUSSION FOR ISSUES NOT ON THE AGENDA.

A. There was no correspondence.

B. Staff Comments.

- 1.** The City Manager stated the March meeting will focus on the City's Capital Improvement Plan with department heads in attendance to explain each department's future needs.

He reminded commissioners that the downtown business Carquest, will be moving out of the downtown when Advance Auto moves in. Advance Auto has acquired Carquest.

An attendance record for each commissioner was also passed out.

The City Planner will be conducting two training sessions for commissioners each year as a means for commissioners to fulfill their training requirements.

C. Planning Commission Members:

Bremmer remarked about the planning seminar she had recently attended.

11. **Hall** reported on City Council activities.
12. **Avantini** asked for input on potential training topics.
13. The meeting adjourned at 9:20 p.m.

Linda Christensen, City Clerk

Craig Owens, Chairperson

ITEM A



CIB PLANNING

Community Image Builders

January 26, 2015

City of Cedar Springs
PO Box 310
66 S. Main Street
Cedar Springs, MI 49319

Attention: Mr. Thad Taylor, City Manager

Subject: **Revised Site Plan Review, Advance Auto Parts**, located at 4177 17 Mile Road, east of White Creek Ave., site plan dated 1/21/15.

Dear Planning Commissioners:

At your request, we have completed our *revised* review of the site plan for the proposed Advance Auto Parts building, which will be located on the site of the former Family Fare mini-mart. Proposed is a 6,912 square foot building with associated parking and site improvements. The subject site is zoned HC, Highway Commercial where retail businesses are permitted by right.

The opinions in this report are based on a review of the site plan submitted by the applicant and conformance to City plans and ordinance standards. Key review item points in this letter are underlined for the benefit of the applicant. Please note that the applicant and their design professionals shall be responsible for the accuracy and validity of information presented with the application and on the site plan. Based upon our review of the submitted documents, we offer the following comments for your consideration:

REVIEW COMMENTS

1. Dimensional Requirements. The following table indicates the dimensional requirements of the ordinance and those provided by the proposed development:

	Required	Provided	Comments
Lot Area	20,000 s.f.	36,398 s.f.	In compliance
Lot Width	100 ft.	140 ft.	In compliance
Front Yard Setbacks			
Building	40 ft.	<40 ft.	In compliance
Parking	20 ft.	<20 ft.	In compliance

	Required	Provided	Comments
Side Yard Setbacks			
Building	10 ft.	10 ft.	In compliance
Parking (east)	10 ft.	10 ft.	In compliance
Parking (west)	10 ft.	5 ft.	Since the parking abuts another parking lot, maintaining the 5 ft. setback approved for the Family Fare mini-mart is acceptable. In compliance with PC approval.
Rear Yard Setback			
Building	40 ft.	<40 ft.	In compliance
Parking	10 ft.	10 ft.	In compliance
Lot Coverage (building)	40%	19%	In compliance
Building Height	45 ft.	19'4"	In compliance

2. Parking. Section 40-514, Schedule of parking requirements, of the ordinance identifies the number of parking spaces required for the proposed development in the following table:

	Required	Provided	Comments
Parking Spaces	1 space per each 200 sq. ft. of Gross Floor Area (GFA), including barrier-free spaces. At 6,912 sq. ft. of floor area, 35 spaces are required, including 2 barrier-free spaces. Total Required: 35 spaces	Total Provided: 35 spaces, including 2 barrier-free spaces.	In compliance
Loading Spaces	2,000—20,000 s.f. Total Required: 1 space	1 space	In compliance

3. Landscaping. Section 40-447, Landscaping requirements, of the ordinance, lists the landscaping requirements that are summarized in the following table:

	Required	Provided	Comment
Front Greenbelt 40-447(g)(1)	A greenbelt of 10 feet wide measured from the property line and 1 deciduous canopy, ornamental, or evergreen tree for every 10 feet of road frontage and ten shrubs per 50 linear feet of property. 24 trees plus 28 shrubs are required. (140 ft.)	A 10 ft. wide strip, 3 trees and 38 shrubs are provided.	The proposed greenbelt landscaping is located at the southwest corner of the site and in front of the parking spaces, outside the 10 ft. wide greenbelt area due to the presence of a 65' wide utility easement. In compliance with PC approval

	Required	Provided	Comment
Side Yard Greenbelt (West Property Line) 40-447(d)	A greenbelt of 10 feet wide measured from the property line with a privacy fence and canopy or ornamental trees on 30-foot centers with an allotment of three shrubs per 30 feet of buffer strip. A 10 ft. strip, 8 trees, and 24 shrubs are required (240 ft.).	A 5 ft. strip, 4 deciduous and evergreen trees and 24 shrubs are provided.	Since the site abuts a parking lot to the west, full screening is not needed. Also, the 5 ft. width of the strip limits the planting of trees to the south end of the property line. In compliance with PC approval
Side Yard Greenbelt (East Property Line) 40-447(d)	A greenbelt of 10 feet wide measured from the property line with a privacy fence and canopy or ornamental trees on 30-foot centers with an allotment of three shrubs per 30 feet of buffer strip. A 10 ft. strip, 8 trees, and 24 shrubs are required (240 ft.).	A 10 ft. landscape strip, 8 ornamental and deciduous trees, and 24 shrubs are provided.	In compliance
Rear Yard Greenbelt (North Property Line) 40-447(d)	A greenbelt of 10 feet wide measured from the property line with a privacy fence and canopy or ornamental trees on 30-foot centers with an allotment of three shrubs per 30 feet of buffer strip. A 10 ft. strip, 5 trees, and 15 shrubs are required (140 ft.).	A 10 ft. landscape strip, 7 evergreen trees and 18 shrubs are provided.	In compliance
Parking Lot Landscaping 40-447(f)	1 canopy tree and 3 shrubs per 5 parking spaces at 35 spaces. 5 canopy trees and 15 shrubs are required	3 trees and 21 shrubs are provided.	Given the lack of available space on the site and associated parking requirements, the proposed islands and additional shrubs should be adequate. In compliance with PC approval.

4. Building Materials. Per Section 40-463(2)(b)&(c), *Nonresidential design requirements*, of the ordinance, “Buildings shall be constructed of quality materials that are characteristic of the state such as earth-toned brick, wood, native stone or other high-quality products approved by the city” and “Other materials such as smooth-faced or decorative concrete block, dryvit, or prefabricated steel panels should only be used as accents and not dominate the building exterior of the structure.” The proposed elevations indicate the use of face brick as the primary building material on the south and west elevations, which are most visible to the public, and decorative concrete block for the east and north elevations. The Planning Commission will have to find this treatment acceptable and consistent with the above design requirements.

5. Building Design. Section 40-463(b)(1)(a), *Nonresidential design requirements*, of the ordinance requires that “Buildings with exterior walls greater than 50 feet in horizontal length shall be constructed using a combination of architectural features and a variety of building materials and foundation plantings.” The west elevation has been amended with the use of pilasters and material/color change to provide the necessary relief. We continue to recommend, however, that

internal roof drains be utilized instead of external drains running down the east elevation of the building.

6. Rooftop Mechanical Unit Screening. The site plan proposes the use of individual screening for rooftop mechanical units but we continue to recommend the use of parapet walls along the top of the building as the preferred method of screening. This would also provide an improved look for both the mechanical unit screening and the material used for mounting the sign, as opposed to the prefinished red metal panel over the over the front door.



7. Lighting Plan. A complete lighting plan, meeting ordinance requirements has been submitted, including manufacturer's specification sheets with fully shielded, non-adjustable, LED fixtures.

8. Signage. The proposed base of the monument sign must match the brick to be used on the building, and not the proposed decorative concrete block. We also recommend the use of individual channel letters for the building-mounted sign instead of the proposed box sign.

9. Dumpster Enclosure. A detail has been provided indicating the use of painted wood for the primary material. Section 40-462, Waste receptacles (dumpsters), of the ordinance requires that the enclosure be constructed with the same brick as the exterior of the building.

10. Cross Access Easement. To promote vehicle safety along 17 Mile Road, a cross access easement is needed with the property to the east. In addition, the pavement should extend to the property line so a connection can be made when that site is developed.

11. Other Department and Agency Review. Site plan approval must be conditioned upon review and approval from other applicable departments and agencies.

RECOMMENDATION

Based upon this review, **we recommend site plan approval for Advance Auto Parts**, conditioned upon the following:

1. Planning Commission acceptance of maintaining the 5 ft. setback from the west property line, abutting the Family Fare mini-mart parking lot.
2. Planning Commission approval of the front yard greenbelt landscaping, including the use of additional shrubs as a replacement for the number of required trees.
3. Acceptance of the building materials and replacement of the external drains on the east elevation of the building with internal drains.
4. Submission of revised building elevations, to be reviewed administratively, that include parapet walls along the top of the building to properly screen the rooftop mechanical units.
5. The monument sign base matching the brick to be used on the building along with the use of individual channel letters for the building-mounted sign, instead of the proposed box sign.
6. Submission of a revised dumpster enclosure detail with walls constructed of the same brick material as the building.
7. A cross access easement with the property to the east and the pavement being extended to the property line, so a connection can be made when that site is developed
8. Review and approval of the other applicable departments and agencies.

Sincerely,

CIB PLANNING



Carmine P. Avantini, AICP



January 26, 2015
Project No. G150028

Mr. Thad Taylor
City Manager
City of Cedar Springs
66 South Main Street
Cedar Springs, MI 49319-0310

Re: Advance Auto - 4177 - 17 Mile Road
Site Plan Review

Dear Mr. Taylor:

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) has reviewed the site plan for the Advance Auto located at 4177 - 17 Mile Road dated January 21, 2015. The site plan was prepared by Roosien & Associates and was received in our office on January 22, 2015.

The applicant has proposed a new business to be located at the site of the former Spartan Stores Quick Stop. The plan includes a new 6,914 square foot building, parking lots, access drive to the neighboring parcel, a new driveway on 17 Mile Road and a storm water system.

Storm Water and Drainage

The current Storm Water Ordinance (SWO) applies to any development site that will alter the storm water drainage characteristics. The proposed development is located in Storm Zone A. The design standards for Zone A are identified below along with how the applicant is meeting those requirements.

Flood Control

Storm Zone A requires infiltration of the storm water runoff provided soils are conducive to infiltration. The applicant has obtained soil borings for the site and believes there is suitable soil to allow infiltration based on the soil borings. The site plan includes a StormTech underground storm water detention system to be located south of the proposed building. This system consists of plastic open bottomed chambers surrounded by stone to allow runoff to infiltrate through the bottom. The system is designed to accommodate the 25-year storm event with an assumed design infiltration rate of 3 inches per hour. The system as designed meets the storm water ordinance requirements for Zone A. Calculations were provided by the engineer for our review. As designed, the system satisfies the SWO requirements for flood control.

One item to note is, the system as designed contains an overflow to the City storm sewer system along 17 Mile Road. The overflow pipe elevation is above the 25-year storm event water elevation so it should remain unused for any rain event less than the 25-year event.

The applicant was not able to provide soil percolation tests in the area of detention system with this submittal. Plan Sheet 2 of 4 contains a note that the infiltration test is required. The test results need to be provided for review before beginning construction. Two tests need to be taken in the area of the detention system at the proposed bottom elevation (845.75). The test results must average greater than 6 inches per hour of infiltration or the system will need to be enlarged (infiltration rate for calculations is 1/2 of the average infiltration rate of the two tests).



Downspouts from the building roof are shown as being connected to the detention system. This is required to prevent building runoff from leaving the site.

Bank Erosion Control

The stormwater runoff shall not exceed the capacity of the downstream conveyance system in accordance with the SWO design standard for Bank Erosion Control. Since the runoff will stay onsite and be infiltrated, this requirement is being met by the current design.

Water Quality Control

Zone A of the SWO requires the use of sediment basins, enhancement of buffer strips, and reduction of directly connected impervious area. The use of an infiltration system satisfies these requirements since runoff is not leaving the site to potentially impact adjacent water courses.

Storm Water System Maintenance

The applicant/owner shall be responsible for the maintenance of the storm water system. It is critical to the function of the system that it be maintained and cleaned periodically as necessary. The detention system as designed includes an isolator row of chambers on the south side of the system. This row of chambers will need to be cleaned periodically to maintain a functioning system. The applicant should commit to the necessary maintenance required for the system to function as intended.

Utilities

Sanitary Sewer

Plan Sheet 2 of 4 indicates a new sanitary lateral will be placed to the northwest corner of the proposed building. This proposed lateral will connect to the existing lateral that was used for the previous building. We anticipate no new sanitary lateral taps to the City system with this development.

Water Service

Plan Sheet 2 of 4 also indicates a new water service will be extended to the northwest corner of the proposed building. The water service will connect to the existing water service near the right-of-way line. In an email correspondence with the engineer, they indicated the proposed water service will be 1-inch diameter.

General Plan Comments

Soil Erosion and Sedimentation Control

Soil Erosion and Sedimentation Control (SESC) measures are indicated on Sheet 2 of 4. The applicant will need to obtain a SESC permit from the Kent County Road Commission prior to beginning any earth change activities.

Replacement of City Sidewalks and Curbs

The portion of City sidewalk should be replaced to City Standards and to meet American's with Disabilities Act guideline for sidewalk. The drawings indicate an existing driveway will be removed along 17 Mile Road and a new driveway to be placed further to the west. We believe this section is under control of the Kent County Road Commission (KCRC). The applicant will need to obtain a driveway construction permit from the KCRC prior to beginning construction.



Mr. Thad Taylor
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Conclusion

In conclusion, the site plan being submitted is acceptable from an engineering standpoint. The applicant has met the City SWO design requirements and other items on the plan appear to be acceptable. The applicant will need to obtain a SESC permit and driveway permit prior to beginning any excavation onsite.

We recommend approval of the site plan from an engineering standpoint conditional on the applicant's engineer providing infiltration test results as identified earlier in this letter.

If you have any questions or require additional information, please contact me at 616.464.3927 or mlberrevoets@ftch.com.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, reading "Michael L. Berrevoets", is positioned above the typed name.

Michael L. Berrevoets, PE

jc2

By email

cc: Mr. Carmine Avantini, AICP - CIB Planning
Mr. Paul Henderson, PE - Roosien & Associates