

AGENDA

Grand Haven Charter Township Planning Commission
Wednesday, June 24, 2015 – 7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Pledge to the Flag
- IV. Approval of the June 15, 2015 Meeting Minutes
- V. Correspondence
- VI. Public Comments/Questions on Agenda Items Only (Limited to 3 minutes)
- VII. Old Business
 - A. Site Plan Review application – Transfer Tool
- VIII. Reports
 - A. Attorney’s Report
 - B. Staff Report
 - Community Engagement Subcommittee
 - C. Other
- IX. Extended Public Comments/Questions on Non-Agenda Items Only (Limited to 4 minutes)
- X. Adjournment

Note: Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a “Speakers Form” located on the counter. Completed forms must be submitted to the Zoning Administrator prior to the meeting.

MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
PLANNING COMMISSION
JUNE 15, 2015

I. CALL TO ORDER

LaMourie called the meeting of the Grand Haven Charter Township Planning Commission to order at 7:30 p.m.

II. ROLL CALL

Members present: LaMourie, Kieft, Gignac, Wilson, Taylor, and Reenders

Members absent: Kantrovich & Robertson

Also present: Fedewa and Attorney Bultje

Without objection, LaMourie instructed Fedewa to record the minutes.

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MINUTES

Without objection, the minutes of the June 1, 2015 meeting were approved.

V. CORRESPONDENCE

A. Public Hearing Notice – Robinson Township M-231 Sub-Area Plan Consideration

VI. PUBLIC COMMENTS ON AGENDA ITEMS ONLY – None

VII. NEW BUSINESS

A. Ottawa County Road Commission Presentation

Brett Laughlin, Managing Director, of the Ottawa County Road Commission (OCRC) provided an overview of OCRC operations, permitting process, and plan reviews.

- Public and Private Road proposals are reviewed for access point compliance.
- OCRC performs traffic counts bi-annually. All data is available on their website.
- Several factors determine if, and when, improvements are needed to existing roadways.
 - Existing traffic counts, projected traffic volume increase, proximity of other intersections and driveways, traffic delays, crash history, etc.

- Utilizing the standards and guidelines of the Michigan Manual on Uniform Traffic Control Devices, Warrant Evaluations are used to determine if/when traffic control devices (*i.e.*, *traffic signal*) are needed.
- In Michigan, local units of government are not permitted to require infrastructure improvements for new development.

B. Department of Public Services Presentation

- Staff reported this presentation will occur at a future Planning Commission meeting.

C. PUD Amendment Pre-Application Presentation – Meijer/WD Partners

LaMourie noted he must recuse himself from this segment due to a conflict of interest, and stated a Temporary Chair must be appointed for the Pre-Application Presentation.

Motion by Taylor, supported by Wilson, to appoint Kieft as moderator for this segment of the meeting. **Which motion carried.**

LaMourie recused himself from this segment because his company has a signed contract with Meijer.

Fedewa provided an overview of the proposed PUD Amendment through a memorandum dated June 11th.

Seth Dorman, Permitting & Planning Specialist from WD Partners provided an overview of the proposed PUD Amendment. Discussion points included:

- The Curbside Service Program’s (“Program”) computer interface controls the number of vehicles within the Service station. This prevents vehicle stacking and the need for queuing areas.
- One Program at a Grand Rapids store is operational.
- The expected number of initial customers is 8 per hour. Once established, the projected number of customers is 36 per hour.
- Based on current US-31 Overlay Zone parking standards, Meijer can eliminate up to 414 spaces. Option for Meijer to relocate the Program station to the north, and utilize two parking bays plus a maneuvering lane (*losing approximately 64 spaces*) and install landscaped islands on the east and west sides of the station.
 - Remove the added complexity of locating near high volume vehicular and pedestrian traffic.
 - Prevent the possibility of vehicles encroaching into maneuvering lanes.

- Accommodate large vehicles.
- Provides additional space for the Program to expand if it is successful.
- Staff noted the Program station must meet the requirements of the US-31 Overlay District.
- Staff inquired if Meijer would be agreeable to an abandonment plan. It was suggested, if the Program was abandoned for a period of 180 days than, at their cost, Meijer must remove the Program station and return the parking lot to its original state.

VIII. REPORTS

A. Attorney Report – None

B. Staff Report

- Next Resilient Grand Haven Meeting – July 1st @ 7pm in GHT Board Room
- Karner Rezoning Application Update
- GHAPS Capacity Projection Meeting
- Speedway PUD Resubmission Received
- Transfer Tool Products – Site Plan Review for New Parking Lot

C. Other

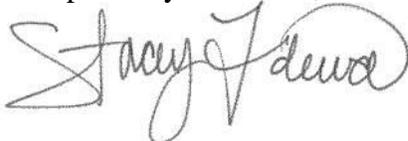
- Commissioners noted the desire to work closely with OCRC when road improvements occur in order to encourage the addition of 4 foot wide shoulders to accommodate bicyclists.

IX. EXTENDED PUBLIC COMMENTS ON NON-AGENDA ITEMS ONLY

X. ADJOURNMENT

Without objection, the meeting adjourned at 8:40 p.m.

Respectfully submitted,



Stacey Fedewa

Acting Recording Secretary

Community Development Memo

DATE: June 19, 2015
 TO: Planning Commission
 FROM: Stacey Fedewa, Planning & Zoning Official
 RE: Site Plan Review – Transfer Tool Parking Lot Expansion

SITE PLAN REVIEW APPLICATION

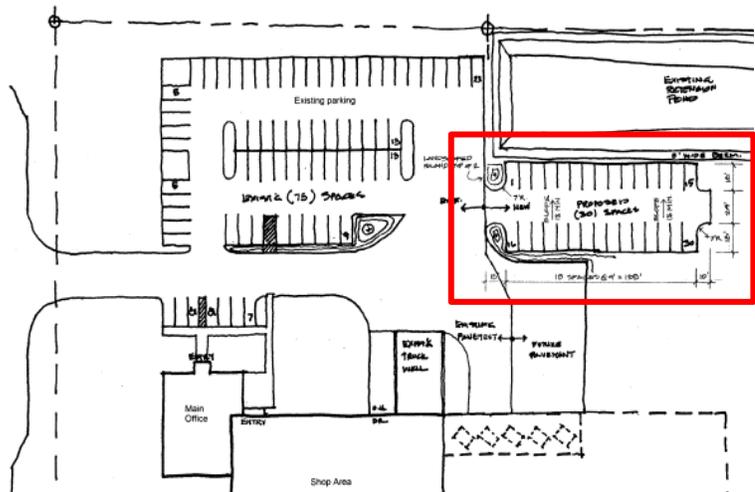
Transfer Tool Products, located at 14444 168th Avenue, which is on the NE corner of the 168th Avenue and Hayes Street intersection has submitted a Site Plan Review application to expand their parking lot by 30 spaces.



The proposed 90° spaces meet the parking standards found in Section 24.04:

1. Maneuvering Lane Width = 24 feet
2. Parking Space Width = 9 feet
3. Parking Space Length = 18 feet

The total size of the impervious surface addition is 8,720 square feet, which does not reach the threshold of 10,000 square feet (*requires the installation of interior landscaping*). The applicant does not propose any outdoor lighting.



Due to the parking lots proximity to the existing retention pond it will require a permit from the OCWRC. The applicant has submitted

necessary stormwater runoff calculations, and is currently waiting for a permit to be issued.

Staff notes this parcel is bordered on 3½ sides by the City of Grand Haven. The application and plans were sent to the City of Grand Haven for review and comment, and they replied with “we have no comments because our airport protection zone does not affect the parcel and there is no record of sensitive features from the overlay district.”

SCHEDULE FOR NUMBER OF OFF-STREET PARKING SPACES

Utilizing the Schedule for Number of Off-Street Parking Spaces, the maximum number of spaces on the Transfer Tool site is 63 spaces. Currently, there are 75 on the existing site. The proposed addition will bring the total number of spaces to 105.

Per Section 24.03.1 – the **number of parking spaces shall not exceed the amount permitted unless approved by the Planning Commission based on a parking needs study submitted by the applicant.**

At this time staff has inquired why 75 spaces is insufficient; how the applicant determined an additional 30 spaces will meet their needs; and explained a parking needs study is needed for the Planning Commission’s review. A study has not been received; therefore, staff anticipates the applicant will provide the information at the Special Planning Commission meeting.

RECOMMENDATION

The Planning Commission must decide if the information presented by the applicant warrants a parking lot addition that exceeds the schedule outlined in Section 24.03 of the Zoning Ordinance. Therefore, the Planning Commission may **choose between the following two motions:**

Motion to approve with conditions the Site Plan Review application for the Transfer Tool Products parking lot addition located at 14444 168th Avenue, based on the application meeting all the requirements of the Grand Haven Charter Township Zoning Ordinance. The approval is conditioned upon receipt of a permit from the Ottawa County Water Resources Commissioner.

Motion to deny the Site Plan Review application for the Transfer Tool Products parking lot addition located at 14444 168th Avenue because the applicant did not submit a parking needs study to justify the request to exceed the required number of parking spaces found in Section 24.03 of the Grand Haven Charter Township Zoning Ordinance.

Please contact me prior to the meeting with questions or concerns.

Transfer Tool - Parking Addition Detention Basin Design

Design Criteria: Verify that the size of the detention basin meets current OCWRC design standards.

Determine the Allowable Release Rate:

1. The proposed site includes:

	Drainage Area:	$C_{100\text{-Year}}$
Concrete or Asphalt Surfaces	2.54 Ac	1.00
Sandy Soil, 2% to 7% Slope	7.25 Ac	0.18
Open Water	0.37 Ac	1.00
Total Drainage Area	10.16 Ac	0.41

$$\text{Developed } C = 0.41$$

$$\text{Site Area} = 10.16 \text{ Acres}$$

$$K = 0.00 \text{ in/hr converted } 0.0000000 \text{ ft/s}$$

$$K' = 0.5K = 0.00000000 \text{ ft/s}$$

$$A_{\text{surface of basin}} = 0.01 \text{ Ac converted } 436 \text{ sf}$$

$$Q_{\text{infiltration}} = 0.00 \text{ cfs}$$

$$\text{Restricted Release, } Q_r = 0.13 \text{ cfs/Ac}$$

2. Using the Chicago Method for a 100 year event (see next page),

$$\text{Required Storage} = \text{Storage} \times 0.0833 \text{ ft/in} \times \text{Drainage Area:}$$

$$1.358 \times 0.0833 \times 10.16 \text{ Ac} = 1.15 \text{ Ac Ft}$$

4. The Allowable Outlet Flow, $Q_{\text{allowable}} = 0.13 \text{ cfs/Ac} \times \text{Drainage Area}$

$$Q_{\text{allowable}} = 0.13 \text{ cfs/Ac} \times 10.16 \text{ Ac} = 1.32 \text{ cfs}$$

Size the Restricted Outlet:

1. Flow, $Q_{\text{allowable}} = 1.32 \text{ cfs}$

2. For a 6" Orifice:

$$\text{HWL} = 598.0 \text{ ft.}$$

$$\text{Invert} = 592.80 \text{ ft.}$$

$$C_{\text{discharge}} = 0.61$$

$$g = 32.2 \text{ ft/s}^2$$

$$D = 0.39 \text{ ft.}$$

$$H = \text{HWL} - \text{Invert} - D/2$$

$$H = 5.00 \text{ ft}$$

$$Q_{\text{orifice}} = C_{\text{discharge}} \pi (D/2)^2 (2gH)^{0.5}$$

$$\Rightarrow Q_{\text{orifice}} = 1.32 \text{ cfs}$$

Summary:

The previous calculations performed for this site used a 25-year rainfall event as the basis for design and a developed "c" of 0.65. The drainage area was 10.16 Acres and the release rate was found to be 2.2 cfs. The original design created a pond with 1.36 Ac-Ft of storage up to a high water level of 598.0.

The current OCWRC standards require the pond be sized for the 100-year event and the release rate be restricted to 0.13 cfs/Ac. The new release rate was calculated to be 1.32 cfs.

A few assumptions were used in calculating the required pond volume. First, it was found that the drainage area previously used was larger than the parcel the pond serves by approximately one acre. Therefore, it was assumed that the design engineer assumed some off-site drainage to the pond and that assumption was maintained for continuity. An updated topographic survey of the parcel and surrounding area would be needed to confirm or reduce the drainage area. Second, since no drainage map was provided, the additional one acre was assumed to be open area and not impervious area. Third, only the existing and proposed impervious area was considered in calculating the current developed "c" value. The volume of the pond will have to be re-evaluated in the future to account for any potential future expansion which would result in a greater developed "c" value and is likely how the previous "c" value of 0.65 was derived. Finally, the previous high water level was (elevation of the spillway) was used to calculate the orifice flow rate as actual volume is not available and therefore the 100-year high water elevation at the required volume was not known.

Using the Chicago Method for a 100-year rainfall event, it was found that the required volume is 1.15 Ac-Ft. Based on previous calculations, the current pond is adequate to serve the drainage area with the construction of the parking lot. The pond will have to be re-evaluated if additional impervious area is created in the future as only the existing and proposed parking lot were considered impervious along with the average area of the pond. The "c" value used was 0.41. The existing pond outlet was calculated to have a flow rate of 2.9 cfs and a 6" outlet was constructed. However, under current standards, the outlet is oversized. As seen in the calculation above, using the orifice equation, a cap with a 0.39 foot (4.70") orifice could be placed on the 6" outlet pipe in order to bring the outlet within conformance of OCWRC standards.

151523E
June 10, 2015
Jeff Van Laar, P.E.

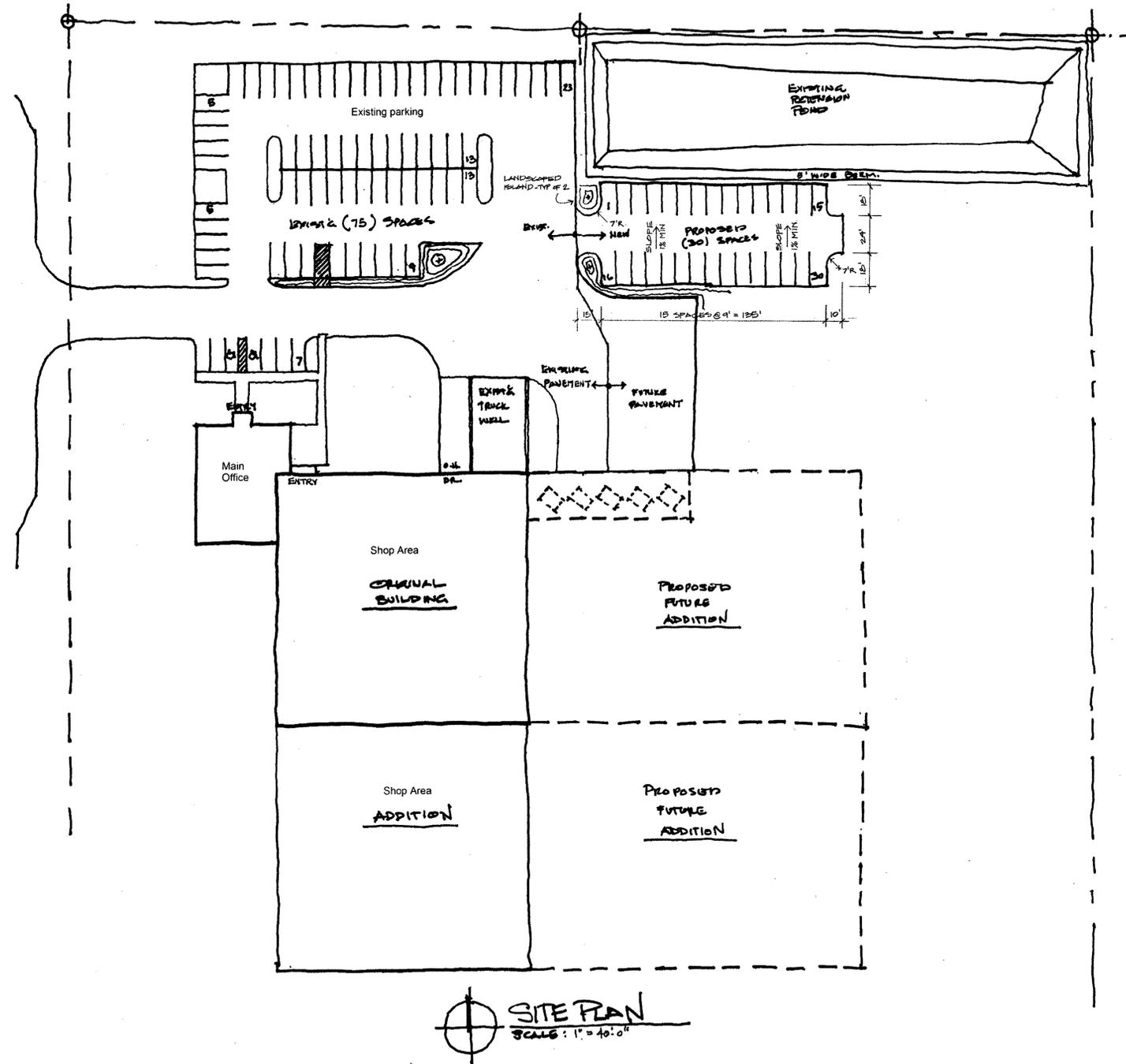
Project: Transfer Tool - Parking Addition
 File #: 151523E
 Date: June 10, 2015

Detention Calculation - Chicago Method
 100 Year Occurrence

Developed C = 0.41
 Drainage Area = 10.16 Acres
 Allowable Release, Qr = 0.13 cfs/Ac

t (hr)	Bulletin 71	$i_{100\text{-Year}}$ (in/hr)	$C_{i_{100\text{-Year}}}$	Qr	$C_{i_{100\text{-Year}}-Qr}$	STORAGE (in)
0.25	1.66	6.64	2.75	0.13	2.62	0.656
0.50	2.28	4.56	1.89	0.13	1.76	0.881
0.67		4.00	1.66	0.13	1.53	1.021
0.83		3.45	1.43	0.13	1.30	1.083
1.0	2.89	2.89	1.20	0.13	1.07	1.069
1.5		2.34	0.97	0.13	0.84	1.258
2.0	3.57	1.78	0.74	0.13	0.61	1.217
3.0	3.94	1.31	0.54	0.13	0.41	1.245
4.0		1.13	0.47	0.13	0.34	1.358 Maximum
5.0		0.95	0.39	0.13	0.26	1.321
6.0	4.61	0.77	0.32	0.13	0.19	1.133
7.0		0.71	0.30	0.13	0.17	1.162
8.0		0.66	0.27	0.13	0.14	1.147
9.0		0.60	0.25	0.13	0.12	1.086
10		0.55	0.23	0.13	0.10	0.979
12	5.35	0.44	0.18	0.13	0.05	0.630
18		0.35	0.14	0.13	0.01	0.260
24	6.15	0.26	0.11	0.13	-0.02	-0.569

Required Storage = Storage x 0.0833 ft/in x Drainage Area:
 1.358 x 0.0833 x 10.16 Ac = 1.15 Ac Ft



1. TOTAL AREA NEW ASPHALT PARKING 8720 SF
2. 3" ASPHALT PAVING OVER 8" 22A GRANUL
3. NO ADDITIONAL EXTERIOR LIGHTING

JOHN P. TILBURY, P.A.
 2246 QUARTER HORSE DR. NE
 CEDAR SPRINGS, MI 49319
 JUNE 9, 2015

ADDITIONAL PARKING FOR
TRANSFER TOOL
 14444 100TH AVE GRAND HAVEN, MI

SITE PLAN
 SCALE: 1" = 40'-0"