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**NOTICE
OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

REGULAR MEETING – VIRTUAL

Participate through this Zoom link:
<https://us02web.zoom.us/j/89844823252>

Or by calling: 1-929-205-6099
Meeting ID: 898 4482 3252

(Refer to the www.oshtemo.org Home Page or the third page of this packet for additional Virtual Meeting Information)

**Thursday, July 30, 2020
6:00 p.m.**

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes: July 16th, 2020
6. **Public Hearing: Special Use, Jiffy Lube Multicare – Meijer Outlot**
Traditional Brand Development Partners, LLC, with consent from Meijer Corporation, is seeking Special Use and Site Plan approval to construct a 3,020 square foot Jiffy Lube vehicle service facility north of the existing Meijer Gas Station within the Meijer parking lot at 6660 W Main Street.
7. Old Business
 - a. Discussion: Assembly and Convention Halls
8. Public Comment
9. Other Updates and Business
10. Adjournment

**Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings**

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.

b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday 8:00 am- 5:00 pm, and on Friday 8:00 am-1:00 pm. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Grant Taylor	216-5221	gtaylor@oshtemo.org
<u>Trustees</u>		
Cheri L. Bell	372-2275	cbell@oshtemo.org
Deb Everett	375-4260	deverett@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Ken Hudok	548-7002	khudok@oshtemo.org

Township Department Information		
<u>Assessor:</u>		
Kristine Biddle	216-5225	assessor@oshtemo.org
<u>Fire Chief:</u>		
Mark Barnes	375-0487	mbarnes@oshtemo.org
<u>Ordinance Enf:</u>		
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org
<u>Parks Director:</u>		
Karen High	216-5233	khigh@oshtemo.org
Rental Info	216-5224	oshtemo@oshtemo.org
<u>Planning Director:</u>		
Iris Lubbert	216-5223	ilubbert@oshtemo.org
<u>Public Works:</u>		
Marc Elliott	216-5236	melliott@oshtemo.org

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 898 4482 3252**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the toll-free teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **898 4482 3252#**

Participant controls in the lower-left corner of the Zoom screen:



Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press *9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

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**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

DRAFT MINUTES OF A VIRTUAL SPECIAL MEETING HELD JULY 16, 2020

Agenda

**Written Justification for Denial:
Special Use, Pathway Solutions Communication Tower**

A virtual special meeting of the Oshtemo Charter Township Planning Commission was held Thursday, July 16, 2020, commencing at approximately 6:03 p.m.

ALL MEMBERS
WERE PRESENT:

Bruce VanderWeele, Chair
Ron Commissaris
Dusty Farmer
Micki Maxwell, Vice Chair
Mary Smith
Anna Versalle
Chetan Vyas

Also present were Iris Lubbert, Planning Director, James Porter, Township Attorney, Josh Owens, Assistant to the Supervisor, and Martha Coash, Meeting Transcriptionist.

Call to Order and Pledge of Allegiance

Chairperson VanderWeele called the meeting to order at approximately 6:03 p.m.

Approval of Agenda

Hearing no suggestions for change, Chairperson VanderWeele let the agenda stand as presented.

Approval of the Minutes of the Meeting of July 9, 2020

The Chair asked if there were additions, deletions, or corrections to the Minutes of the Meeting of July 9, 2020. Hearing none, he asked for a motion.

Ms. Farmer made a motion to approve the Minutes of the Meeting of July 9, 2020 as presented. Ms. Versalle seconded the motion. The motion was approved unanimously by roll call vote.

Chairperson VanderWeele moved to the next agenda item.

Written Justification for Denial:
Special Use, Pathway Solutions Communication Tower

Chairperson VanderWeele asked if any Commissioners had suggestions for changes to the Written Justification for Denial regarding the Special Use, Pathway Solutions Communication Tower.

Hearing none, he asked for a motion.

Ms. Smith made a motion to approve the Written Justification for Denial regarding the Special Use, Pathway Solutions Communication Tower request as presented. Mr. Commissaris seconded the motion. The motion was approved 6-0 by roll call vote, with Ms. Maxwell abstaining.

The approved document follows:

July 16, 2020

*Re: Pathway Solutions' Special Use Request
for a Wireless Communication Tower at 8619 West ML Avenue
Parcel No. 3905-05-28-330-010 – Kelly Verhage-Mallory and Kevin Verhage*

This document has been prepared as a substantial written justification for the denial of Pathway Solutions' request to construct a 199-foot wireless communications tower at 8619 West ML Avenue in Oshtemo Charter Township on property owned by Kelly Verhage-Mallory and Kevin Verhage.

The proposal was reviewed by Iris Lubbert, Planning Director of Oshtemo Charter Township, and Richard Comi of The Center for Municipal Solutions, 70 Cambridge Drive, Glenmont, NY 12077. The request for a special use permit was considered by the Oshtemo Charter Township Planning Commission on June 11, 2020, and adjourned for further consideration on July 9, 2020. On July 9, 2020, the Planning Commission passed the following motion:

“To accept the findings and recommendations of the Township Planning Director, Iris Lubbert, as set forth in her report of June 25, 2020, and report of July 2, 2020, to the Planning Commission concerning the Pathway Solutions' special use application, and to accept the findings and recommendations of Richard Comi of The Center for Municipal

Solutions, and

To accept the findings and recommendations to the Planning Commission, and moved to deny the special use request of Pathway Solutions for a communications tower at 8619 West ML Avenue for the reasons set forth in the public record, and

It is further moved that a written statement of denial, incorporating the findings and recommendations of Iris Lubbert, Richard Comi and the findings and determinations of the Planning Commission be prepared for consideration at the Planning Commission's next meeting for approval and submission by Pathway Solutions."

On July 16, 2020, the Planning Commission met and approved the minutes of July 9, 2020, and this letter setting forth the basis for denial of the request for a special use permit, which are contained in the written record and set forth herein as more specifically as the basis for this written letter of denial.

Pathway Solutions' application in this case was and remains incomplete. However, at the insistence of the applicant's representative, the Planning Commission agreed to hold a public hearing as set forth above, and in doing so, found substantial evidence that the applicant had not met its burden to justify the requested special use permit. In its determination, the Planning Commission found the following:

Location

- No explanation of location chosen;
- No justification of need; and
- No service is currently provided by the applicant, either within Oshtemo Charter Township or the State of Michigan.

Height

- No explanation why the tower was first conceptualized at 300 feet and then reduced to 254 feet.
- No explanation for the need of a 254-foot tower;
- No justification regarding height to meet need; and
- No explanation as to why 199 feet was proposed as of July 9, 2020

Limiting Negative Impact

- The 199-foot tower would have a negative visual impact on the rural community;
- At the June 11th meeting, the attorney for Pathway Solutions asked the Planning Commission to keep the hearing open so that Pathway could provide additional material.
- Pathway Solutions' additional material was to reduce the tower to 199 feet, and it provided line of site maps at 254 feet and 199 feet. No justification for the change was provided.

Co-location

- No evidence that the Internet equipment could not be accommodated on existing towers in the Township.

Technical Issues - Service

- No structural analysis regarding TIA/EIA 222 provided;
- No certification that RF emissions would meet FCC Guidelines;
- No evidence of any wireless Internet equipment being provided; and
- No evidence showing that the proposed communication tower would be connected to the Internet to provide wireless Internet service in the area.

Speculation

- No evidence as to the homes or businesses which would be provided wireless Internet service within the service area;
- Applicant acknowledged that AT&T had explored a cell tower at the same location;
- Applicant indicated that Verizon was interested in co-locating at the present site.

The applicant sought to build the largest tower permissible to serve a proposed 3-mile radius with high speed Internet service. The applicant did not provide a clear analysis as to why it chose the tower location and continued to arbitrarily adjust its tower height. In addition, the applicant presented no evidence as to its ability to service this area for its proposed purposes, or the lack of its ability to provide the service on another tower within the community.

Based on the evidence in the record and lack of provided information from the applicant, Pathway Solutions has not justified the requested tower at the requested location, at the requested height to provide wireless Internet service.

The approved decision was unanimously approved on _____, 2020, by the Oshtemo Charter Township Planning Commission.

PUBLIC COMMENT

Chairperson VanderWeele moved to the next agenda item and determined there were no members of the public present, so moved to the next agenda item.

OTHER UPDATES AND BUSINESS

Ms. Lubbert noted the July 30 regularly scheduled Planning Commission meeting will be held as there are items to consider. She also indicated attendees at future virtual meetings need not access the meeting more than five minutes prior to the scheduled meeting time. It is expected meetings will continue to be held virtually through August.

Ms. Farmer noted we are in the seventh month of the year and have not yet been able to address the three items that were agreed by Commissioners to be of highest priority earlier in the year: 5G, Marijuana, and Maple Hill Sub Area. She suggested that a plan to address these items be discussed.

Ms. Lubbert said between the Zoning Administrator leaving his position earlier this year and the Covid-19 situation, there has not been time to work on them, but a new Zoning Administrator has been hired and is in training and things have calmed down some, so she hopes to begin working on these items by late August/September.

Ms. Farmer indicated she would be willing to support and take to the Township Board a recommendation to hire consultant assistance. She acknowledged Ms. Lubbert's work in a difficult time is appreciated.

Ms. Lubbert asked which items Commissioners might be comfortable in turning over to a consultant.

It was felt both 5G and Marijuana have been addressed by other communities and that a consultant might be appropriate to work on these two items including research and public input, resulting in a draft document to be considered by the Planning Commission. Ms. Lubbert could then focus on moving forward to develop the Maple Hill Sub Area plan.

Ms. Lubbert said she could explore obtaining consultants and noted there is budget in place for that purpose. She requested a motion if Commissioners wished to move forward with consultants.

Ms. Farmer made a motion to allow the Planning Director to explore obtaining consultant assistance with the Marijuana and 5G priorities. Ms. Maxwell seconded the motion. The motion was approved 7-0 by roll call vote.

ADJOURNMENT

With there being no further business to consider, Chairperson VanderWeele adjourned the meeting at approximately 6:13 p.m.

Minutes prepared:
July 17, 2020

Minutes approved:
_____, 2020

July 24, 2020



Mtg Date: July 30, 2020

To: Oshtemo Township Planning Commission

From: Iris Lubbert, Planning Director

Applicant: Christopher Eberhart, Traditional Brand Development Partners, LLC
Owner: Meijer Corporation

Property: 6660 W Main Street, Parcel numbers 05-14-185-022

Zoning: C: Local Business District

Request: Site Plan and Special Use approval to construct a new vehicle service facility

Section(s): 18: C Local Business District
65: Special Uses

Project Name: Jiffy Lube Multicare – Meijer Outlot

PROPOSAL:

Traditional Brand Development Partners, LLC, with consent from Meijer Corporation, is seeking Special Use and Site Plan approval to construct a 3,020 square foot Jiffy Lube vehicle service facility north of the existing Meijer Gas Station within the Meijer parking lot at 6660 W Main Street. The approximate project area under consideration is outlined in yellow in the map excerpt to the right.

OVERVIEW:

6660 W Main Street is currently owned by Meijer Corporation. The intent is to split 1.4 acres from the site to allow for the construction of a 3,020 square foot Jiffy Lube multicare vehicle service facility. If the Special Use and Site Plan are approved by the Planning Commission a land division application will be submitted and the property transferred to Traditional Brand Development Partners, LLC.



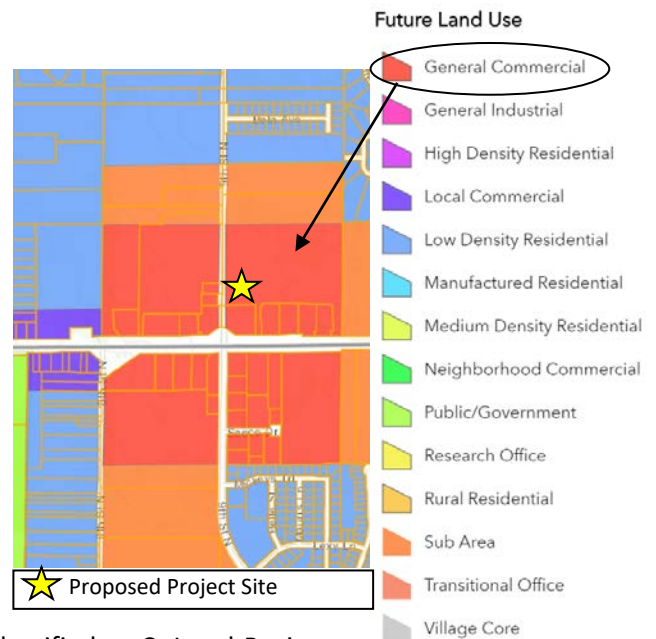
ANALYSIS:

The entirety of the property in question is zoned C, Local Business District. Uses permitted in the C zoning district are outlined in Article 18 of the Township’s Zoning Code. Filling stations, carwashes, public garages or service stations, excluding auto body and auto paint shops are identified as Special Uses within this section. New construction of a Special Use requires the review and approval of the Planning Commission (Section 64.20). When reviewing a Special Use there are two sets of criteria that need to be considered: the general Special Use review criteria outlined in Section 65.30 and the specific requirements for the use in question outlined under Section 49.70. In this case, Section 49.70 does not apply as the code does not contain any specific requirements for this use. Below is an analysis of the proposal against Section 65.30.

Section 65.30: Special Use Review Criteria

- A. Master Plan/Zoning Ordinance: The proposed use will be consistent with the purpose and intent of the Master Plan and Zoning Ordinance, including the District in which the use is located.**

Oshtemo’s adopted Future Land Use map shows the property in question within a General Commercial area, see map to the right. The intent for the General Commercial areas is to “serve both the residents of the community as well as the regional market and transient customers. Uses like big box retail, shopping centers, and auto-oriented uses would be permitted in this district” (Oshtemo Township Master Plan Update, page 69). This area is intended for high density development. The proposed vehicle service facility meets this intent.



From a zoning standpoint, the subject property is classified as C: Local Business District, within which vehicle service facilities are permissible with Special Use approval from the Planning Commission.

- B. Site Plan Review: The Site Plan Review Criteria of Section 64**

A site plan has been provided. See evaluation under Section 64: Site Plan Review.

- C. Impacts:**

- 1. The proposed use would be compatible, harmonious and appropriate with the existing or planned character and uses of adjacent properties; meaning the proposed use can coexist with neighboring uses in a stable fashion over time such that no neighboring use is unduly negatively impacted.**

Other uses in the surrounding C zoning district include Meijer, Meijer Express Gas Station, OMNI Community Credit Union, Arby’s, Flagstar Bank, AutoZone Auto Part, Bell Tire, McDonalds, Pizza Hut, D’Nicio’s Parlour, On Target Guns & gunsmithing, Hockey Services, and Menards. With two other vehicle service facilities already established in the area and this use being in accordance with both the Master Plan and the Zoning Ordinance, staff has no concerns that the proposed use will negatively affect neighboring uses.

2. Potentially adverse effects arising from the proposed use on adjacent properties would be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the location of screening, fencing, landscaping, buffers or setbacks.

Staff does not foresee a significant impact of the proposed use on neighboring properties. The proposed site plan provides the required parking, exceeds minimum setbacks, and will provide landscaping.

It could be argued that this use utilizes an underused portion of this development, which if constructed would positively impact the overall area. The site in question is currently a portion of Meijer's parking lot which rarely sees use. Meijer will be giving up 114 stalls to the proposed Jiffy Lube site. Based on Meijer's approved site plan 1,255 parking spaces are needed to support it. The site currently has 1,456 stalls – 119% of the minimum parking space requirement. If the proposed site plan is approved Meijer would have 1,342 stalls remaining – 107% of the minimum parking space requirement. To minimize excessive areas of pavement which detract from the aesthetics of an area and contribute to high rates of storm water runoff, Oshtemo' off street parking code only allows parking lots to have parking spaces totaling no more than 110% of the minimum parking space requirements, unless otherwise approved by the reviewing body (Section 52.50 (H)). This proposal would bring Meijer's into compliance with the current code and improve on the aesthetics of the area.

3. The proposed use would not be detrimental, hazardous, or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, smoke, odors, glare, or visual clutter.

Staff anticipates that the proposed expansion of the gas station will have no such negative impacts on adjacent properties. In terms of traffic, the proposed site plan does not introduce a new curb cut on N 9th Street but will utilize the two existing interior access drives. This approach will greatly mitigate any potential traffic disruptions to the current flow of the area. However, the two existing driveways to 9th Street currently have inadequate pavement markings. With the proposal of a new parcel and increased usage, the Township will require an update to the pavement markings to help with traffic control and safety - the outside right turn lane will be turned into a right or through lane.

It should be noted that due to the nature of the proposed use, oils and fluids from the serviced automobiles will need to be drained and stored. The oil and other fluids will not be disposed on the land, but rather stored in a steel tank until a truck picks up the waste oil regularly (monthly estimate) and removes it. Oils and fluids from automobiles are considered hazardous. An Environmental Permits Checklist and the Hazardous Substance Reporting Form is required from the applicant.

D. Environment: The natural features of the subject property shall only be cleared or altered to the extent necessary to accommodate site design elements, particularly where the natural features assist in preserving the general character of the area.

The proposed project area is already paved, and no natural features will be disturbed as a part of these modifications.

E. Public Facilities: Adequate public and/or private infrastructure and services already exist or would be provided, and will safeguard the health, safety, and general welfare of the public.

This property is already adequately served by public utilities and the proposed expansion would add little to no burden to the system. However, the retention pond that currently services Meijer's, that this development would connect to, has failed and needs to be fixed. The applicant has been working with Meijer and Township Staff to address this issue. Meijer is currently working on an agreement that outlines how this problem will be addressed. There is an understanding that at minimum Meijer's agreement will be reviewed and approved by the Township Engineer and entered into prior to a building permit being issued for the proposed Jiffy Lube project.

F. Specific Use Requirements: The Special Use development requirements of Article 49.

Article 49 of the Zoning Ordinance dictates no specific considerations for vehicle service facilities.

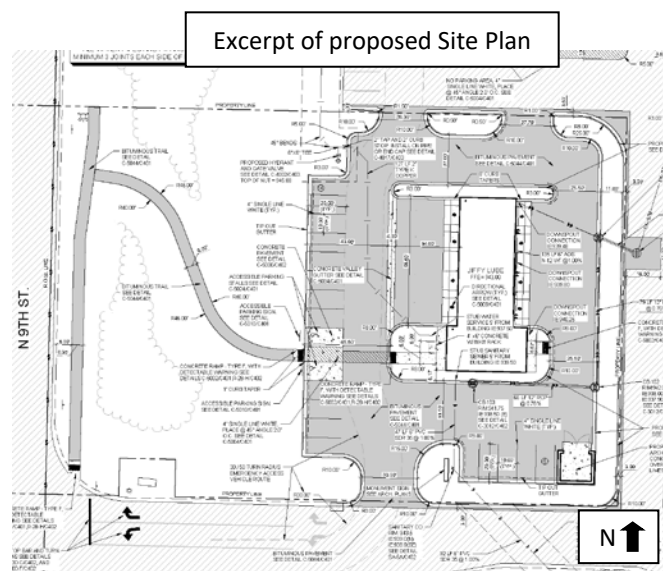
Section 64: Site Plan Review

General Zoning Compliance:

Zoning: 6660 W Main Street is zoned C, Local Business District. All properties surrounding this proposed new site are also within the C District. The proposed vehicle service facility is a permitted as a Special Use within this district.

Lot Dimensions: Lots within the C, Zoning District that have access to water and sewer require a minimum area of 13,200 square feet and frontage of 120 feet (Section 50.10 (A)). The proposed Lot for the Jiffy Lube project has over 200 feet of frontage along N 9th Street and an area of 61,782 square feet. The proposed property exceeds the code lot dimensions standards. It should be noted that the area around the existing Meijer's monument sign was carved out of the proposed lot so as to avoid the creation of an off-premise sign.

Setbacks: Properties within the C District have a front yard setback of 70 feet. The minimum setback distance between any building and any rear or interior side property line shall be 20 feet or the height of the abutting side of the building at its highest point as measured from the grade of the property line, whichever is greater. (Section 50.60). The proposed building is 24 feet tall on an overall flat terrain, requiring a 24 foot side and rear yard setback. Based on the scale provided on the site plan, the proposed building is shown with a front yard setback of over 200 feet and over 40 feet for all side



and rear yard setbacks.

Access and Circulation

Access: Although the proposed lot has frontage to N 9th Street the site will be accessed from the existing shared access drives currently utilized by Meijer's and the other commercial properties in this development. To accomplish this, the applicant will enter into the necessary cross access easement agreements. All aisles within the proposed site plan will be a minimum of 24 feet wide. Adequate stacking space is provided for cars being serviced in the four service areas proposed onsite.

Parking: Per Section 52.50 a minimum of 17 parking spaces are required with no more than 110% of the minimum parking spaces permitted (19 stalls). The applicant is showing 19 stalls, 2 being ADA accessible. All stalls are 10 feet by 20 feet, with the ADA spaces being concrete, meeting township standards.

Sidewalk: Per Section 57.90 sidewalks indicated on the Township's Non-motorized Plan shall be installed by the developer when properties adjacent to planned nonmotorized facilities receive site plan approval from the municipality. The Township's adopted Non-motorized Plan shows a 6-foot-wide path along this section of N 9th Street. With staff oversight, the applicant is currently coordinating with Meijer to come up with a plan to install sidewalk not only in front of this property but to provide a complete sidewalk connection along N 9th Street from W Main Street to Meijer's building entrance to the north. Meijer has already installed a sidewalk section along the Meijer Gas Station property. Note that the illustration showing the placement of the sidewalk that is shown on the submitted site plan did not take into account topography and will not be what is installed. Staff will continue to work with the applicant and Meijer to complete this sidewalk connection to ADA standards.

Building Design

Exterior materials for the proposed Jiffy Lube building include EIFS with a Colonial style stone design, Sandpebble fine finish painted EIFS, Centria Meal Vertical Rib Panel, with various medium bronz finishes. Overall, the elevations show a very attractive new facility; see one of the provided elevations below with a view of the proposed building from N 9th street. It should be noted that the layout of the site shown in the architectural plans is not fully consistent with the proposed Site Plan or Landscaping Plan. The proposed signage for the site appears to meet code requirements and will be reviewed again if the request is approved by the Planning Commission when sign permit applications are submitted.



Landscaping and Photometric Plan

The details provided for the Landscaping Plan and Photometric plan are insufficient. Updated plans meeting code standards will need to be provided and reviewed prior to building permit issuance. A specific list of insufficiencies is provided under the RECOMMENDATION section of this report.

Engineering

Prein & Newhof, the Township's civil engineering agent, has reviewed the project site plan. Overall, all onsite concerns have been addressed with the note that a 20 foot public water easement to the Township will be required as well as an access easement over the final sidewalk location. However, the existing stormwater retention pond located north of Meijer, that this project would be connected to, has failed and will need to be addressed.

Fire Department

The Township Fire Marshal is satisfied with the site design, aside from confirming the needed 30/50 turning radius throughout the site. The Fire Marshal has also requested that two general requirements be added to the conditions of approval; these items are provided under the RECOMMENDATION section of this report.

RECOMMENDATION:

Staff recommends that the Planning Commission approve the proposed Special Use and Site Plan for the Jiffy Lube Multicare with the conditions outlined below. It should be noted that the applicant is aware of and has agreed to address these items.

1. A land division application shall be submitted and approved *prior to a building permit being issued*.
2. The existing retention pond has failed and needs to be fixed. An agreement with a plan on how to address this issue shall be submitted, reviewed and approved by the Township Engineer, and entered into *prior to a building permit being issued*.
3. Environmental Permits Checklist and the Hazardous Substance Reporting Form shall be submitted to Planning Department and approved *prior to a building permit being issued*.
4. Copies of the necessary recorded easements (for the public sidewalk and traffic circulation) shall be provided to Planning Department *prior to occupancy being issued*.
5. An updated Planning and Zoning Application shall be provided *prior to a building permit being issued*.
6. An updated Site Plan shall be submitted to the Planning Department *prior to a building permit being issued* with the following information.
 - a. The pavement markings for the two existing driveways to N 9th Street will be modified to help with traffic control and safety - the outside right turn lane turned into a right or through lane.
 - b. Final plans for the 6-foot-wide concrete sidewalk to run along this section of N 9th Street.
 - c. An update to the location/zoning map marking the specific location of the site plan being reviewed.
 - d. Show the proposed setbacks of the building on the plans.

- e. Show the location of where the above ground and underground storage tanks will be on site.
- f. The applicant shall address the following items with the Township Fire Marshal:
 - i. One key box shall be required for this facility.
 - ii. A 30/50 turning radius throughout the site will be provided/confirmed.
 - iii. Emergency Responder Radio Coverage in New and Existing Buildings shall be provided in all buildings in accordance with Section 510 of the International Fire Code and Michigan Building Code 2015 section 916. Update plans to include.
7. Updated Architectural Plans shall be provided to the Planning Department *prior to a building permit being issued*.
8. An updated Photometric Plan shall be provided to and approved by Planning Department *prior building permit issuance*. Current insufficiencies include:
 - a. No cut sheets provided for the proposed lighting fixtures
 - b. The symbology is not constant with the provided schedule.
 - c. A photometric plan showing foot-candle readings every ten feet within the subject site and ten feet beyond the property lines is needed, including lighting ratios.
9. An updated Landscaping Plan shall be provided to and approved by the Planning Department *prior building permit issuance*. Current concerns include:
 - a. A total of 10 canopy trees, 20 understory trees, and 4 shrubs are required. The number proposed far exceeds this and will be very costly to plant and maintain over time on this limited site (25 canopy trees, 29 understory trees, 82 shrubs, and hundreds of one gallon pots of groundcover). Please be aware that all landscaping shown on the approved plan must be installed before a certificate of occupancy is granted. It must be maintained in order to stay in compliance. It may be preferable to submit a landscape plan that meets the minimum requirements then add more landscaping later if desired.
 - b. Our ordinance has the following provision regarding monocultures: "The use of a single species is prohibited to increase the rate of plant survival. Except for plantings used for evergreen screening, no one species of tree or shrub may make up more than 50% of the total amount within each Plant Material Type." Based on the number of trees required (not proposed) no more than 5 of the canopy trees can be maples and no more than 10 of the understory trees can be paw paws. Other canopy tree species to consider are oak, basswood, or hackberry. Other understory tree species to consider are serviceberry, American hornbeam, or redbud.
 - c. Minimum sizes at planting must be revised as follows: canopy trees – 2" caliper, understory trees – 8' height.

Attachments: Application, Site Plan, Lighting Plan, Floor Plans, Elevations, Existing Street Views

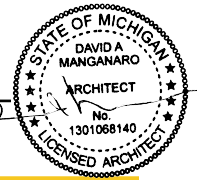
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7275 W. Main Street, Kalamazoo, Michigan 49009-9334
Phone: 269-216-5223 Fax: 269-375-7180

PLEASE PRINT

PROJECT NAME & ADDRESS Jiffy Lube Multicare - Meijer Outlot



PLANNING & ZONING APPLICATION

Applicant Name : Christopher J. Coonan
Company Coonan & Bonds Architects Corporation
Address 6968 Bridgemarket Road
Grand Prairie, Texas 75054
E-mail Chris@CoonanBonds.com
Telephone 949-520-0006 Fax na
Interest in Property Consultant to Owner/Developer

THIS
SPACE
FOR
TOWNSHIP
USE
ONLY

OWNER*:

Name Traditional Brand Development Partners, LLC
Address 4695 MacArthur Court, 11th Floor
Newport Beach, CA 92660
Email CE@traditional brand.com
Phone & Fax 949-629-3500 ext.130

Fee Amount _____
Escrow Amount _____

NATURE OF THE REQUEST: (Please check the appropriate item(s))

- | | |
|---|--|
| <input type="checkbox"/> Planning Escrow-1042 | <input checked="" type="checkbox"/> Land Division-1090 |
| <input checked="" type="checkbox"/> Site Plan Review-1088 | <input type="checkbox"/> Subdivision Plat Review-1089 |
| <input type="checkbox"/> Administrative Site Plan Review-1086 | <input type="checkbox"/> Rezoning-1091 |
| <input type="checkbox"/> Special Exception Use-1085 | <input type="checkbox"/> Interpretation-1082 |
| <input type="checkbox"/> Zoning Variance-1092 | <input type="checkbox"/> Text Amendment-1081 |
| <input type="checkbox"/> Site Condominium-1084 | <input type="checkbox"/> Sign Deviation-1080 |
| <input type="checkbox"/> Accessory Building Review-1083 | <input type="checkbox"/> Other: _____ |

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary): _____

The development will be a ground up freestanding building housing a Jiffy Lube Multicare, of approximately 3,050 sf on grade, and 1,000 sf on basement level. The site, at just over an acre shall be repaved, as it is part of the existing Meijer parking lot, and require minimal grading. About half of the site includes a large slope up to 9th Street. The new lot line requires a reciprocal easement between Meijer and Jiffy Lube for access to 9th Street.

LEGAL DESCRIPTION OF PROPERTY *(Use Attachments if Necessary):*

See Civil Attachment A

Legal Description: SEC 14-2-12 COMM AT CENTER 1/4 POST TH N01DEG03'51"E 69.55' ALG N & S 1/4 LI TO POB; TH N89DEB52'53"W ALG NLY ROW OF M-43 HSY 115.96' TH N01DEG28'44"W 55.5' TH S89DEG52'52"E 25' TH N01DEG28'44"W 260.90' TH NLY 58.76' ALG A CURVETO LEFT WI A RAD OF 38

PARCEL NUMBER: 3905- _____

ADDRESS OF PROPERTY: **6660 W. Main Street, Kalamazoo, MI**

PRESENT USE OF THE PROPERTY: **Meijer Parking Lot**

PRESENT ZONING **C-Local Business** **SIZE OF PROPERTY** **1.23 acres**

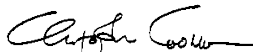
NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:

Name(s)	Address(es)
Meijer Corporation - Matt Levitt	Matt Levitt / Manager - Property Sales / Real Estate Meijer / 989 / 2350 3 Mile Rd., NW / Grand Rapids, MI 49544 P: 616-791-3909
	matt.levitt@meijer.com

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.

Owner's Signature (* If different from Applicant)



Applicant's Signature

Date

February 3, 2020

Date

- Copies to:
- Planning -1
- Applicant -1
- Clerk -1
- Deputy Clerk -1
- Attorney-1
- Assessor -1
- Planning Secretary - Original

PLEASE ATTACH ALL REQUIRED DOCUMENTS

SITE DEVELOPMENT PACKAGE

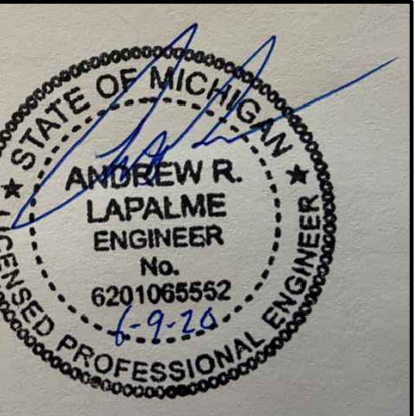
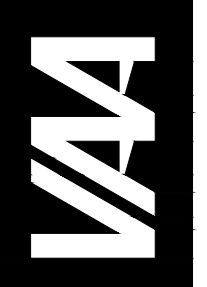
TO SERVE

JIFFY LUBE

OSHTEMO TOWNSHIP, MI



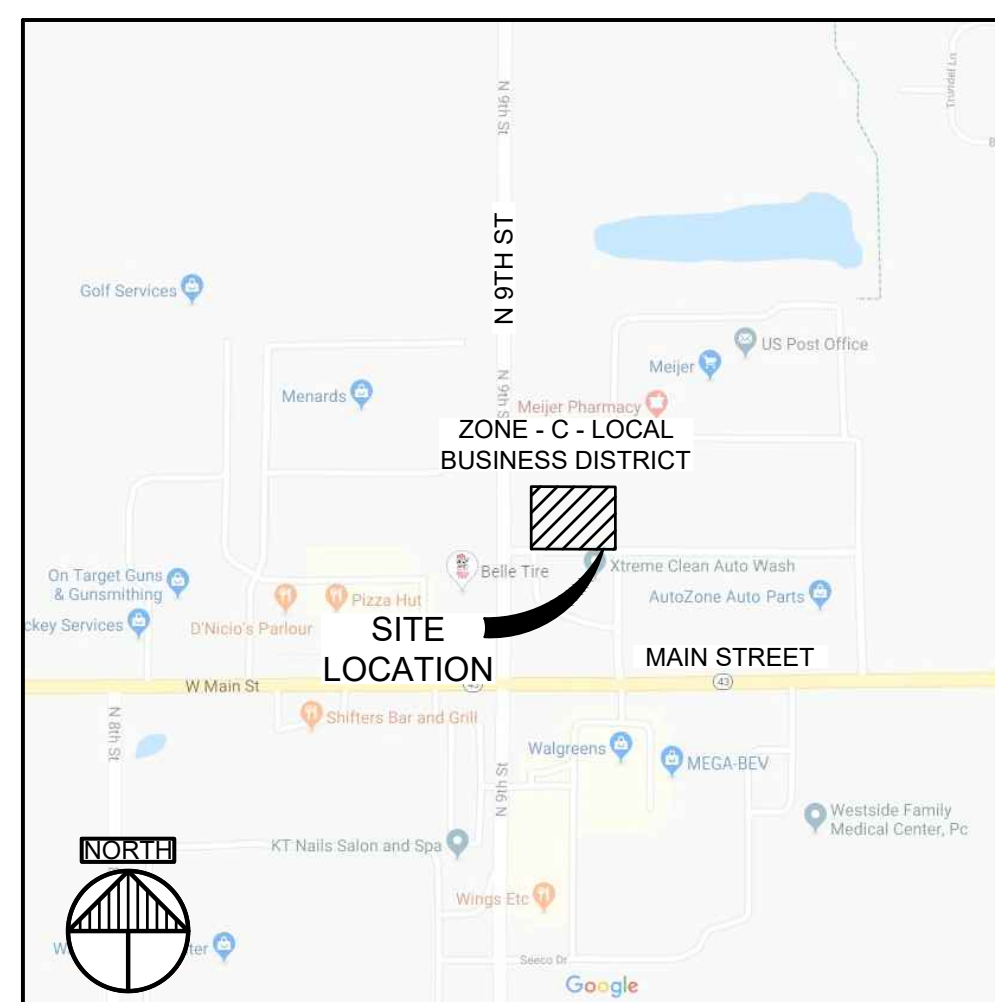
Planners and Engineers
2300 Berkshire Lane N, Suite 200
Plymouth, MN 55441
763.559.9100
www.vaaeng.com
info@vaaeng.com



revision:

jiFFy lube • MULTI-CARE SERVICES
CRITERIA V 2018.11-1X4
OSHTEMO TOWNSHIP, MI
MEIJER OUTLOT

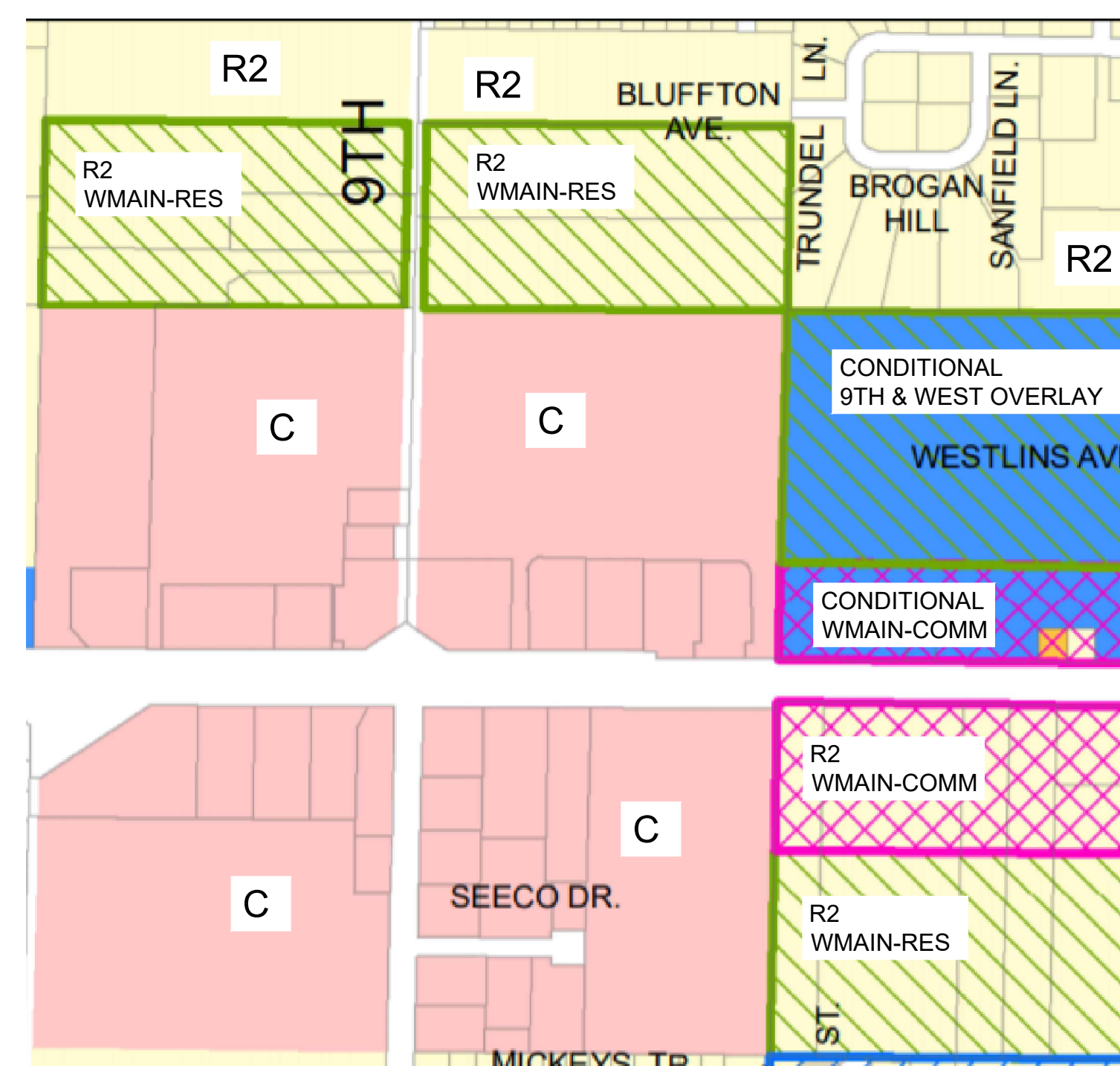
LOCATION MAP



DRAWING INDEX

SHEET NO.	TITLE	REV NO.
C001	TITLE SHEET AND DRAWING INDEX SURVEY BY GLASS CITY ENGINEERING & SURVEYING, LLC.	
C101	EXISTING CONDITIONS AND REMOVALS PLAN	
C201	SITE PAVING AND UTILITY PLAN	
C301	GRADING, DRAINAGE, EROSION, AND SEDIMENT CONTROL PLAN	
C401	CIVIL DETAILS	
C402	CIVIL DETAILS	
C403	CIVIL DETAILS	
L-1	PLANTING PLAN	
A-1	OVERALL SITE PLAN	
A-1a	ENLARGED SITE PLAN	
A-2	FLOOR PLANS	
A-3	FLOOR PLANS	
A-4	BUILDING ELEVATIONS	
A5a	COLORS SITE PLAN	
A5b	RENDERING LOOKING NE	
A5c	RENDERING LOOKING NW	
A5d	RENDERING LOOKING W	
A5e	RENDERING LOOKING SE	
A5f	LOOKING DUE EAST	
A5g	LOOKING NORTHEAST	
A5h	LOOKING NORTH EAST	
A5i	LOOKING SOUTHEAST	
A5j	LOOKING DUE NORTH	
A5k	LOOKING SOUTHWEST	
A5l	EXISTING PHOTOS	
A5m	EXISTING PHOTOS	

ZONING MAP



PROJECT TEAM INFORMATION

ARCHITECT
CHRIS COONAN
COONAN & BONDS ARCHITECTS
3720 S SUSAN ST, SUITE 200
SANTA ANA, CA 92704
chris@coonanbonds.com
949-520-0006

DEVELOPER
CHRISTOPHER EBERHART
TRADITIONAL BRAND FUNDS
ce@traditionalbrand.com
949-629-3500

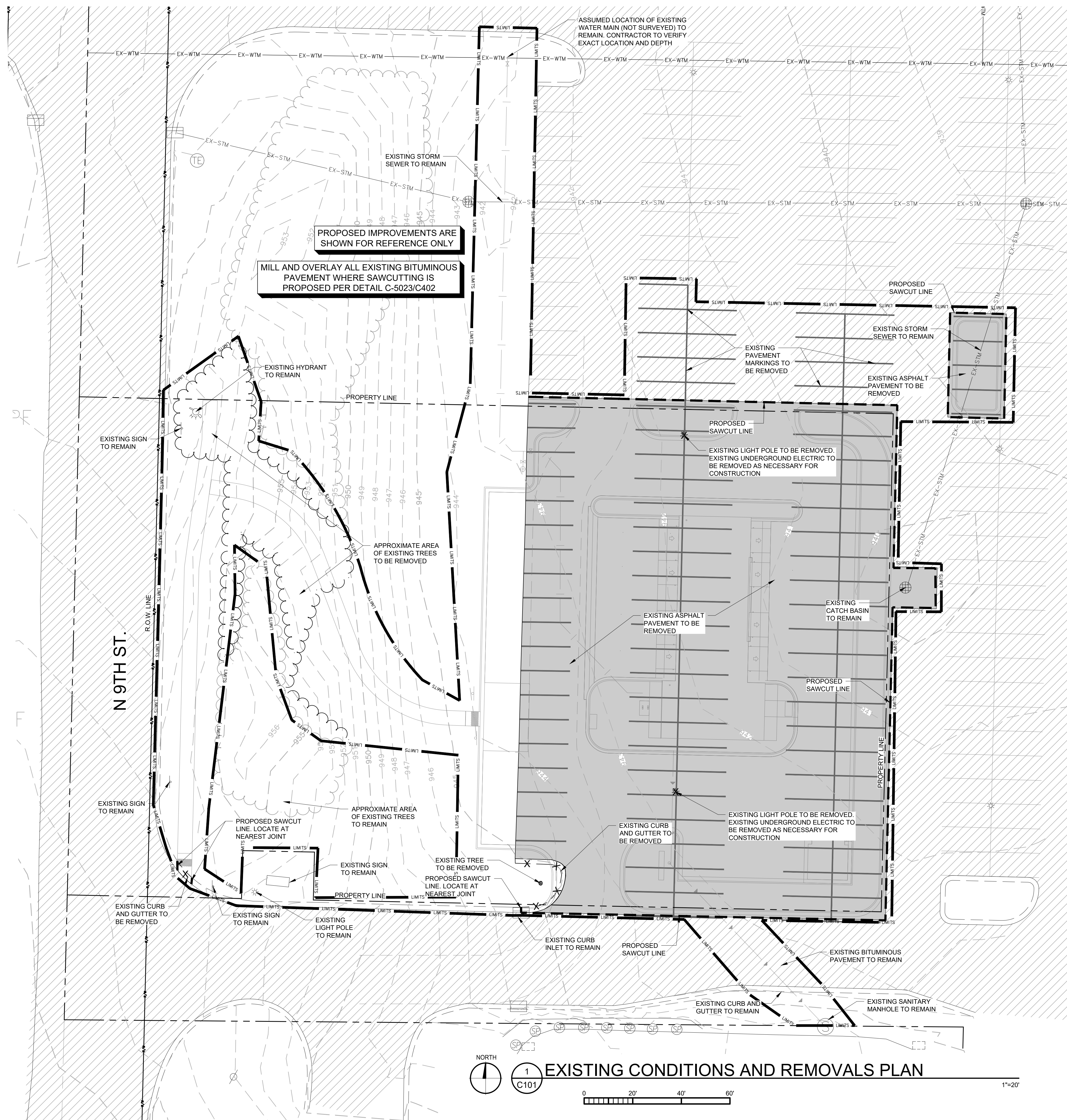
CIVIL ENGINEER
ANDREW LAPALME
VAA, LLC
2300 BERKSHIRE LANE N
PLYMOUTH MN 55441
alapalme@vaaeng.com
763-587-7312

TITLE SHEET AND DRAWING INDEX

project #
190685

drawn: RCQ

C001



MILL AND OVERLAY ALL EXISTING BITUMINOUS PAVEMENT WHERE SAWCUTTING IS PROPOSED PER DETAIL C-5023/C402

PROPOSED IMPROVEMENTS ARE SHOWN FOR REFERENCE ONLY

GENERAL NOTES

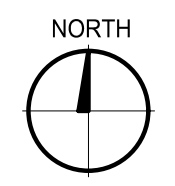
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2. SUBSURFACE GEOTECHNICAL INVESTIGATION IS NOT AVAILABLE AT THIS TIME.
3. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS INCLUDING LOCATIONS OF EXISTING PUBLIC AND PRIVATE UTILITIES, AND NOTIFY IMMEDIATELY ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION.
4. ALL EXISTING UTILITIES AND OTHER IMPROVEMENTS ARE TO REMAIN UNLESS NOTED OTHERWISE.
5. CONTRACTOR TO KEEP FROM DAMAGE ALL EXISTING IMPROVEMENTS, LANDSCAPING, STRUCTURES AND UTILITIES THAT ARE TO REMAIN. CONTRACTOR TO REPAIR ANY DAMAGE AT OWN EXPENSE.
6. ALL WORK TO CONFORM WITH OSHTEMO TOWNSHIP AND STATE OF MICHIGAN STANDARDS AND REGULATIONS.
7. ALL EXCAVATIONS MUST COMPLY WITH THE REQUIREMENTS OF OSHA 29 CFR, PART 1926, SUBPART P "EXCAVATIONS AND TRENCHES". THIS DOCUMENT STATES THAT EXCAVATION SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
8. CATCHBASINS AND MANHOLES ARE SHOWN ON PLAN LARGER THAN ACTUAL SIZE. COORDINATE LOCATION OF MANHOLE COVER AND CASTING SO THAT IT IS PROPERLY LOCATED AT THE BACK OF CURBLINE FOR THE CURB INLETS OR CENTERED IN THE AREA AS SHOWN ON THE PLAN FOR THE AREA DRAINS AND MANHOLE COVERS.
9. PROVIDE TRAFFIC CONTROL AT STREETS AND SIDEWALKS PER OSHTEMO TOWNSHIP AND MUTCD REQUIREMENTS, AS REQUIRED; TRAFFIC CONTROL DESIGN, RELATED PERMITTING, AND DRAWINGS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
10. ANY WORK PERFORMED OUTSIDE THE PROPERTY BOUNDARIES MUST BE APPROVED BY OWNER AND ALL REGULATING GOVERNMENT AGENCIES AND APPROPRIATE PERMITS MUST BE OBTAINED.

REMOVAL NOTES

1. ALL UTILITY DEMOLITION AND/OR ABANDONMENT TO BE PERFORMED IN ACCORDANCE WITH OSHTEMO TOWNSHIP AND STATE OF MICHIGAN REGULATIONS AND STANDARDS.
2. EXISTING KNOWN UTILITIES ARE SHOWN IN THEIR APPROXIMATE LOCATIONS. CONTRACTOR TO FIELD VERIFY THE LOCATION OF ALL EXISTING PUBLIC AND PRIVATE UTILITIES WHICH MAY INCLUDE BUT IS NOT LIMITED TO: ELECTRIC, TELEPHONE, GAS, CABLE TV, COMPUTER CABLE, FIBER OPTIC CABLE, SANITARY SEWER, STORM SEWER AND WATERMAIN. CONTRACTOR TO CONTACT 811 BEFORE EXCAVATING.
3. ALL ELECTRICAL POLE AND LIGHT REMOVAL SHALL BE COORDINATED WITH THE OWNER AND AUTHORITY HAVING JURISDICTION PRIOR TO DEMOLITION.

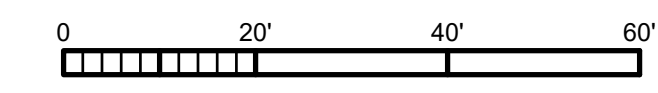
LEGEND

	LIMITS OF DISTURBANCE
	PROPOSED SAWCUT LINE
	EXISTING PROPERTY LINE
	EXISTING RIGHT OF WAY
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING WATER MAIN (NOT SURVEYED)
	EXISTING CURB AND GUTTER
	EXISTING TREE LINE
	EXISTING CURB INLET
	EXISTING CATCH BASIN
	EXISTING HYDRANT
	EXISTING TELEPHONE PEDESTAL
	EXISTING LIGHT POLE
	EXISTING SIGN
	EXISTING BITUMINOUS PAVEMENT
	EXISTING CURB AND GUTTER TO BE REMOVED
	EXISTING LIGHT POLE TO BE REMOVED
	EXISTING BITUMINOUS PAVEMENT TO BE REMOVED



1
C101

EXISTING CONDITIONS AND REMOVALS PLAN



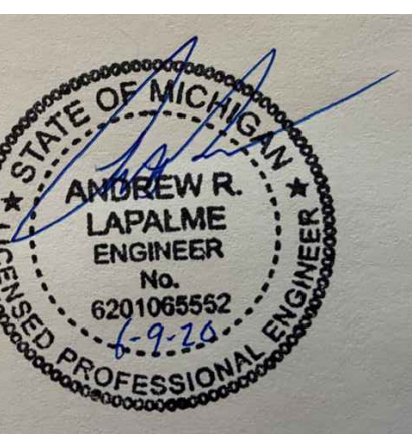
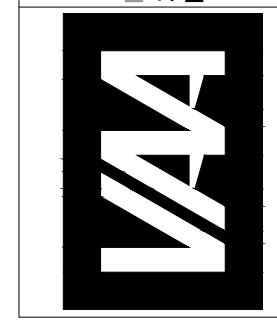
1"=20'

GENERAL NOTES

REMOVAL NOTES

LEGEND

Planners and Engineers
2300 Berkshire Lane N, Suite 200
Plymouth, MI 48170
www.vraeng.com
info@vraeng.com
765.559.9100



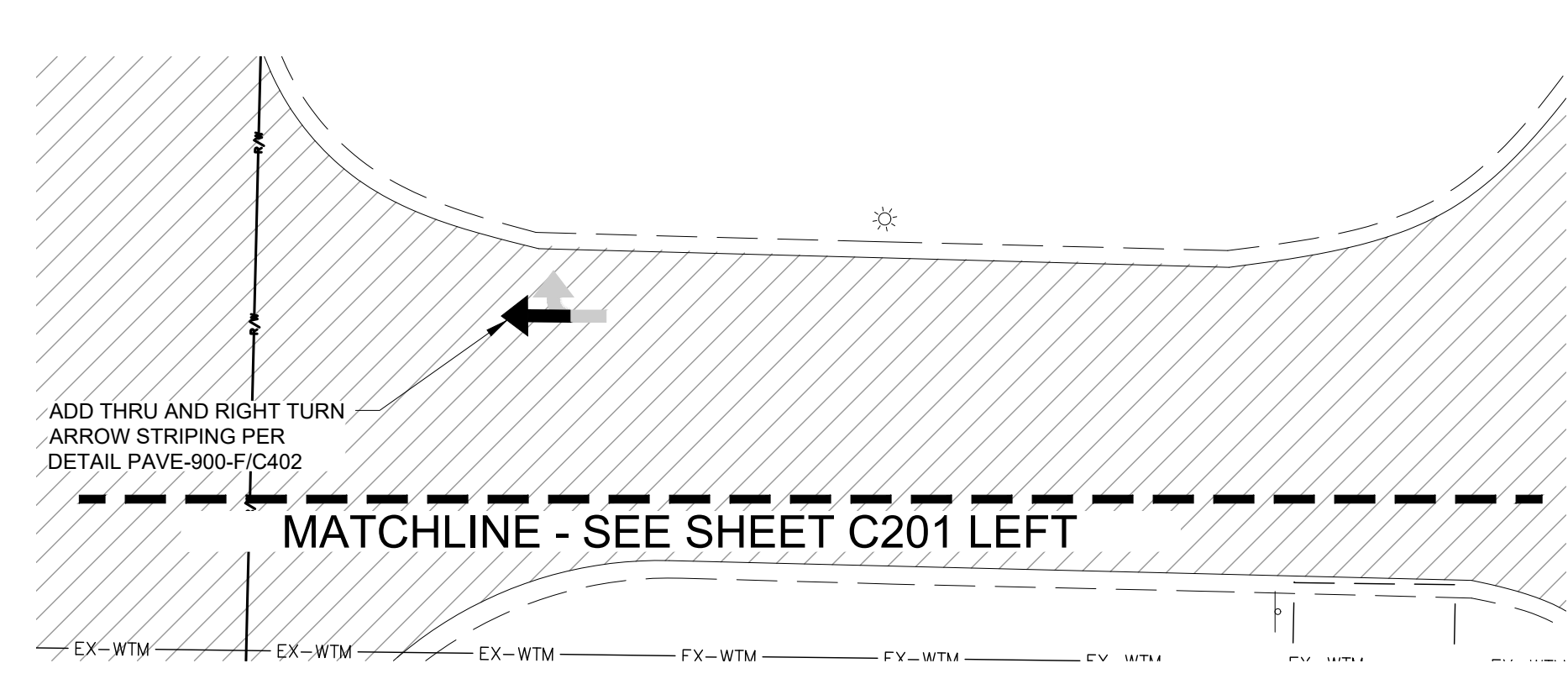
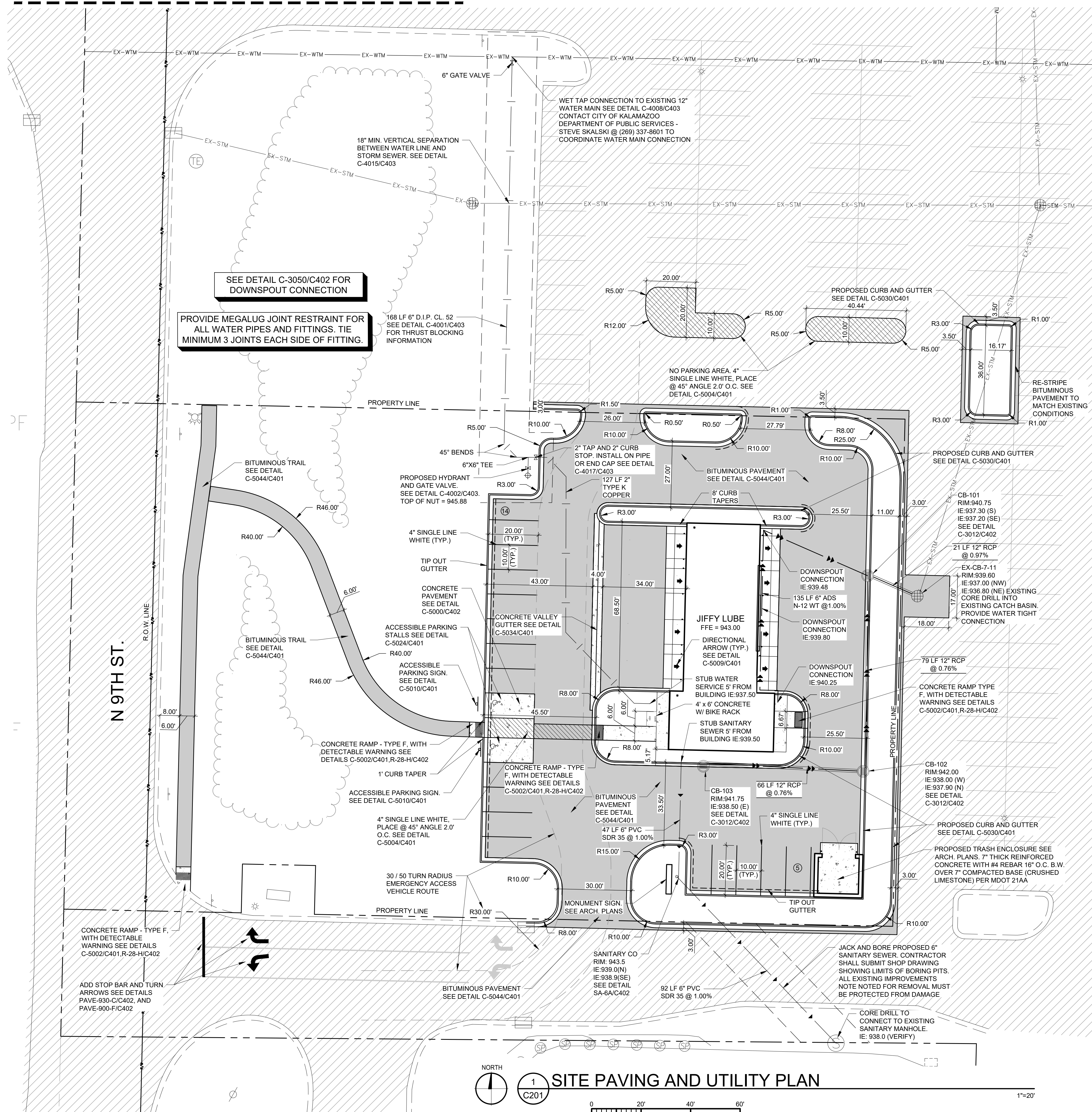
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jiffylube MULTI-CARE SERVICES
CRITERIA V2018.11-14
OSHTEMO TOWNSHIP, MI
MEIJER OUTLOT

EXISTING CONDITIONS AND
REMOVALS PLAN

project #
190685
drawn: RCQ

C101



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UTILITY NOTES

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4. ALL RCP PIPE SHALL BE CL. V.
5. PROVIDE THE FOLLOWING MINIMUM COVER OVER THE TOP OF PIPE AS FOLLOWS:
 A. 8" OVER WATERMAIN
 B. 8" OVER SANITARY SEWER
 C. 1.5' OVER STORM SEWER
6. PROVIDE INSULATION PER DETAIL C-2003/C403 TO WATER AND SANITARY PIPE WHERE MINIMUM COVER IS NOT MET.
7. ALL LINEAR AND RADII DIMENSIONS ARE TO BACK OF CURB UNLESS NOTES OTHERWISE

LEGEND

	PROPOSED EASEMENT
	PROPOSED SANITARY SEWER
	PROPOSED STORM SEWER
	PROPOSED WATERMAIN
	PROPOSED CURB AND GUTTER
	TIP OUT GUTTER
	PROPOSED CATCH BASIN
	PROPOSED VALVE
	PROPOSED HYDRANT
	PROPOSED CONCRETE PAVEMENT
	PROPOSED BITUMINOUS PAVEMENT
	EXISTING PROPERTY LINE
	EXISTING RIGHT OF WAY
	EXISTING WATER MAIN (NOT SURVEYED)
	EXISTING CURB AND GUTTER
	EXISTING TREE LINE
	EXISTING CURB INLET
	EXISTING CATCH BASIN
	EXISTING HYDRANT
	EXISTING TELEPHONE PEDESTAL
	EXISTING LIGHT POLE
	EXISTING SIGN
	EXISTING BITUMINOUS PAVEMENT

SITE DATA

CURRENT ZONING: COMMERCIAL

GENERAL DESCRIPTION: LOT IS CURRENTLY UNDER USE AS PARKING FOR THE MEIJER GROCERY

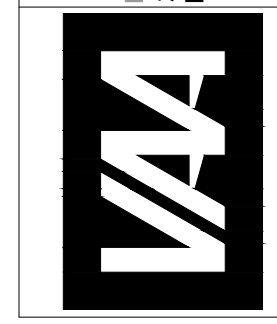
SOILS INFO OBTAINED FROM US CONSERVATION SERVICE:
 30% OF SITE - KALAMAZOO LOAM
 70% OF SITE - OSHTEMO SANDY LOAM

TOTAL SITE AREA	61,782 SF
EXISTING GREEN SPACE	26,275 SF
EXISTING PAVEMENT	35,507 SF
PERCENT GREEN SPACE	42.5%
PROPOSED GREEN SPACE	27,637 SF
PROPOSED PAVEMENT	31,125 SF
PROPOSED BUILDING	3,020 SF
PERCENT GREEN SPACE	44.7%

MEIJER PARKING	1456 STALLS
MEIJER PARKING LOST TO JL	(114) STALLS
MEIJER PARKING AFTER DEVELOPMENT	1342 STALLS
BUILDING SIZE	*224,000 SF
PARKING RATIO (STALLS/500 SF)	3.1 ST/500

JIFFY LUBE PARKING	17 STALLS
STANDARD PARKING ADDED	2 STALLS
ADA PARKING ADDED	2 STALLS
TOTAL	19 STALLS

Planners and Engineers
 2300 Berkshire Lane N, Suite 200
 Plymouth, MI 48170
 765.559.9100
 www.raeing.com
 info@raeing.com

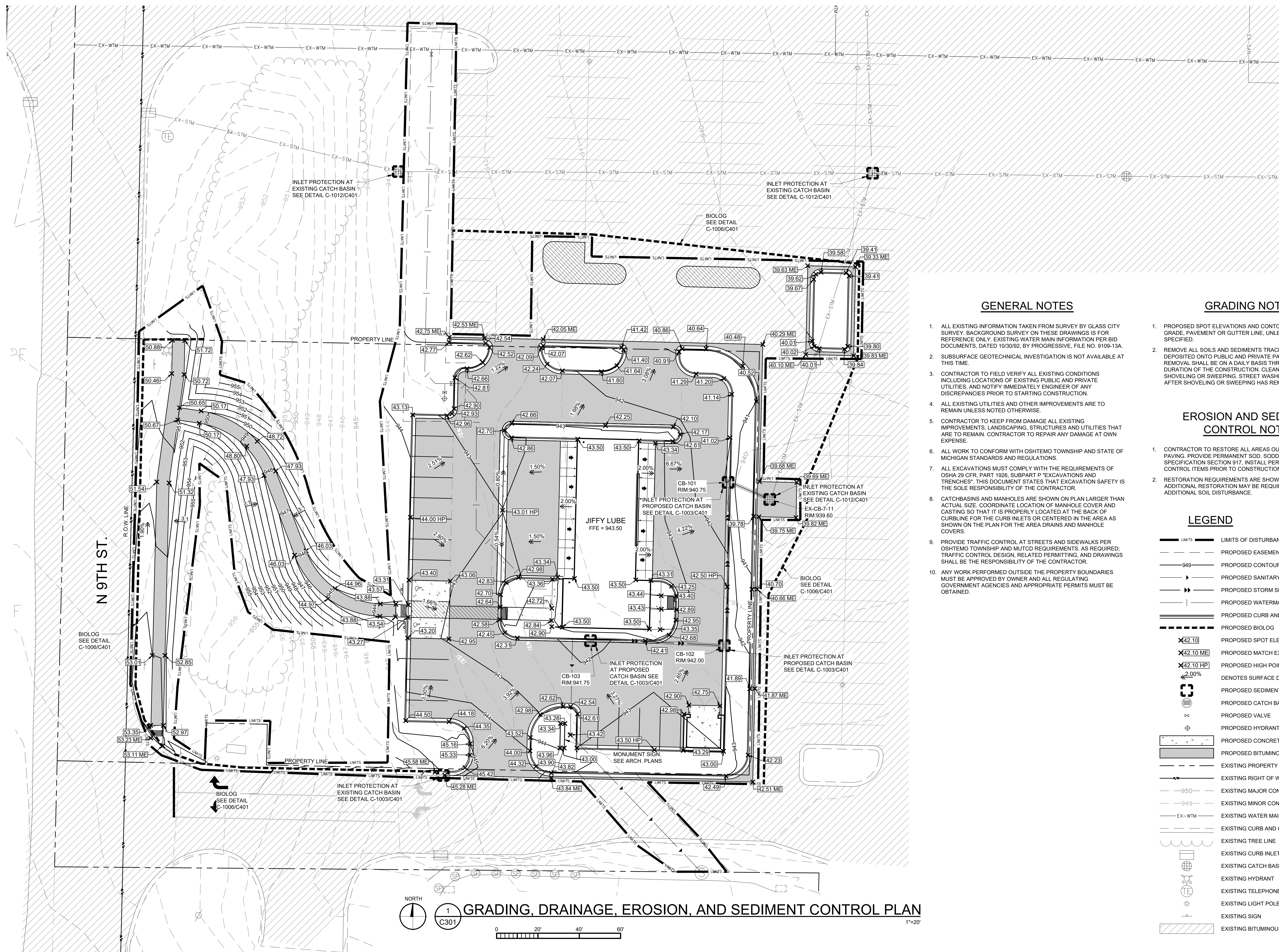


revision:

jiffylube MULTI-CARE SERVICES
 CRITERIA V2018.11-14
 OSHTEMO TOWNSHIP, MI
 MEIJER OUTLOT

SITE PAVING AND UTILITY PLAN

project # 190685
 drawn: RCQ



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GRADING NOTES

1. PROPOSED SPOT ELEVATIONS AND CONTOURS ARE TO TOP OF GRADE, PAVEMENT OR GUTTER LINE, UNLESS OTHERWISE SPECIFIED.
2. REMOVE ALL SOILS AND SEDIMENTS TRACKED OR OTHERWISE DEPOSITED ONTO PUBLIC AND PRIVATE PAVEMENT AREAS. REMOVAL SHALL BE ON A DAILY BASIS THROUGHOUT THE DURATION OF THE CONSTRUCTION. CLEAN PAVED ROADWAYS BY SHOVELING OR SWEEPING. STREET WASHING IS ALLOWED ONLY AFTER SHOVELING OR SWEEPING HAS REMOVED SEDIMENT.

EROSION AND SEDIMENT CONTROL NOTES

1. CONTRACTOR TO RESTORE ALL AREAS OUTSIDE THE LIMITS OF PAVING, PROVIDE PERMANENT SOD. SODDING SHALL BE PER MDOT SPECIFICATION SECTION 917, INSTALL PERIMETER AND SEDIMENT CONTROL ITEMS PRIOR TO CONSTRUCTION.
2. RESTORATION REQUIREMENTS ARE SHOWN AT A MINIMUM. ADDITIONAL RESTORATION MAY BE REQUIRED IF THERE IS ADDITIONAL SOIL DISTURBANCE.

LEGEND

	LIMITS OF DISTURBANCE
	PROPOSED EASEMENT
	PROPOSED CONTOUR
	PROPOSED SANITARY SEWER
	PROPOSED STORM SEWER
	PROPOSED WATERMAIN
	PROPOSED CURB AND GUTTER
	PROPOSED BIOLOG
	PROPOSED SPOT ELEVATION
	PROPOSED MATCH EXISTING SPOT ELEVATION
	PROPOSED HIGH POINT SPOT ELEVATION
	DENOTES SURFACE DRAINAGE
	PROPOSED SEDIMENT CONTROL AT MH/CB
	PROPOSED CATCH BASIN
	PROPOSED VALVE
	PROPOSED HYDRANT
	PROPOSED CONCRETE PAVEMENT
	PROPOSED BITUMINOUS PAVEMENT
	EXISTING PROPERTY LINE
	EXISTING RIGHT OF WAY
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING WATER MAIN (NOT SURVEYED)
	EXISTING CURB AND GUTTER
	EXISTING TREE LINE
	EXISTING CURB INLET
	EXISTING CATCH BASIN
	EXISTING HYDRANT
	EXISTING TELEPHONE PEDESTAL
	EXISTING LIGHT POLE
	EXISTING SIGN
	EXISTING BITUMINOUS PAVEMENT

NORTH
1 GRADING, DRAINAGE, EROSION, AND SEDIMENT CONTROL PLAN
 0 20' 40' 60'
 1"=20'

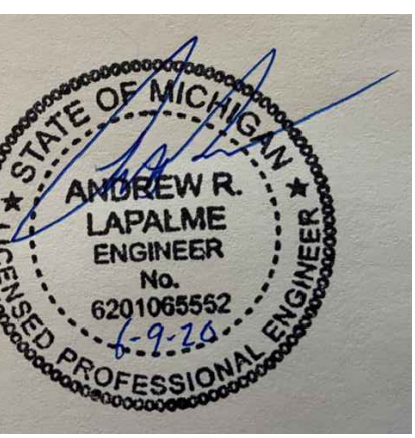
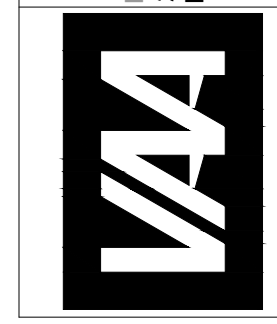
GENERAL NOTES

GRADING NOTES

EROSION AND SEDIMENT CONTROL NOTES

LEGEND

Planners and Engineers
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 Plymouth, MI 48170
 www.raeeng.com
 info@raeeng.com
 765.559.9100



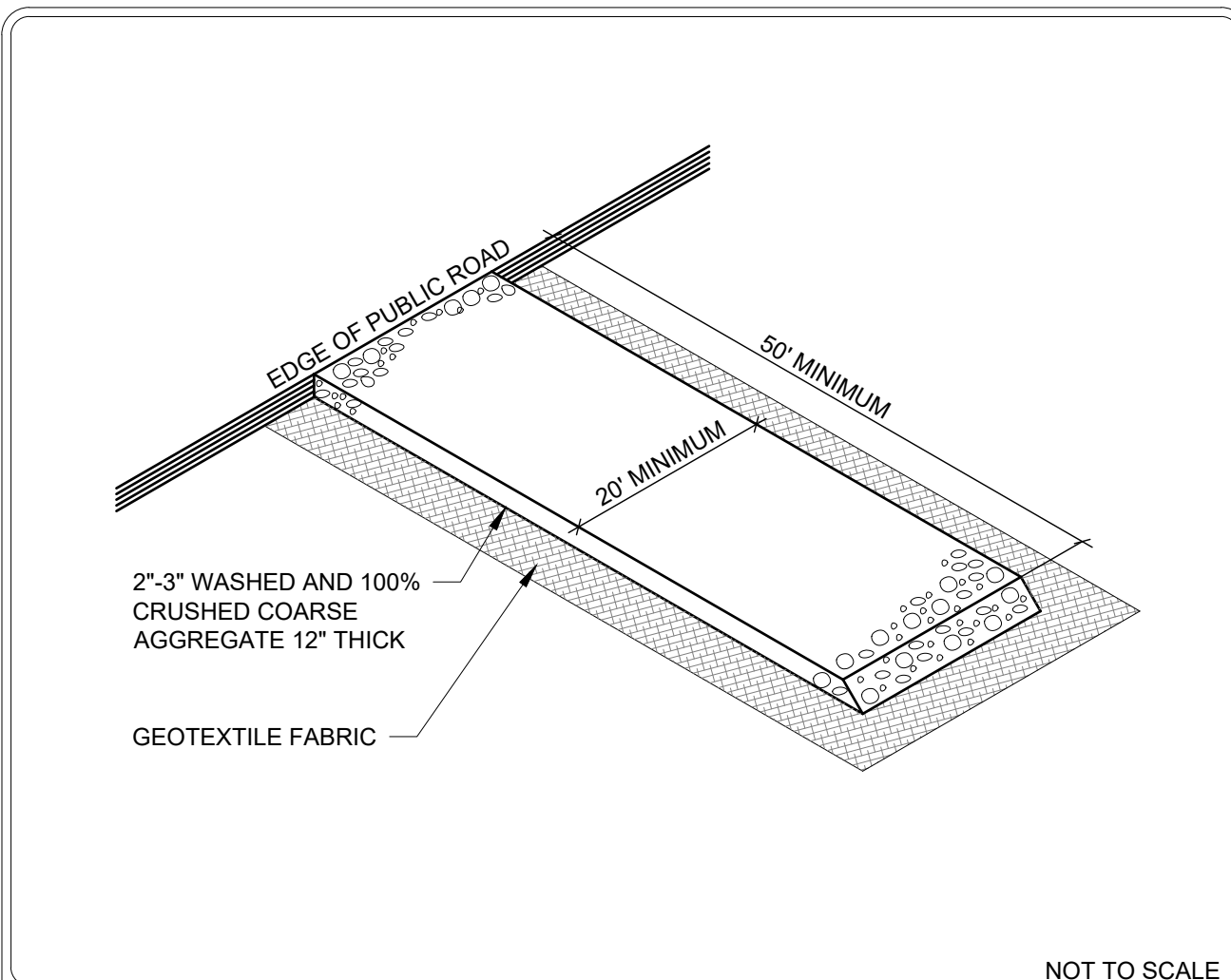
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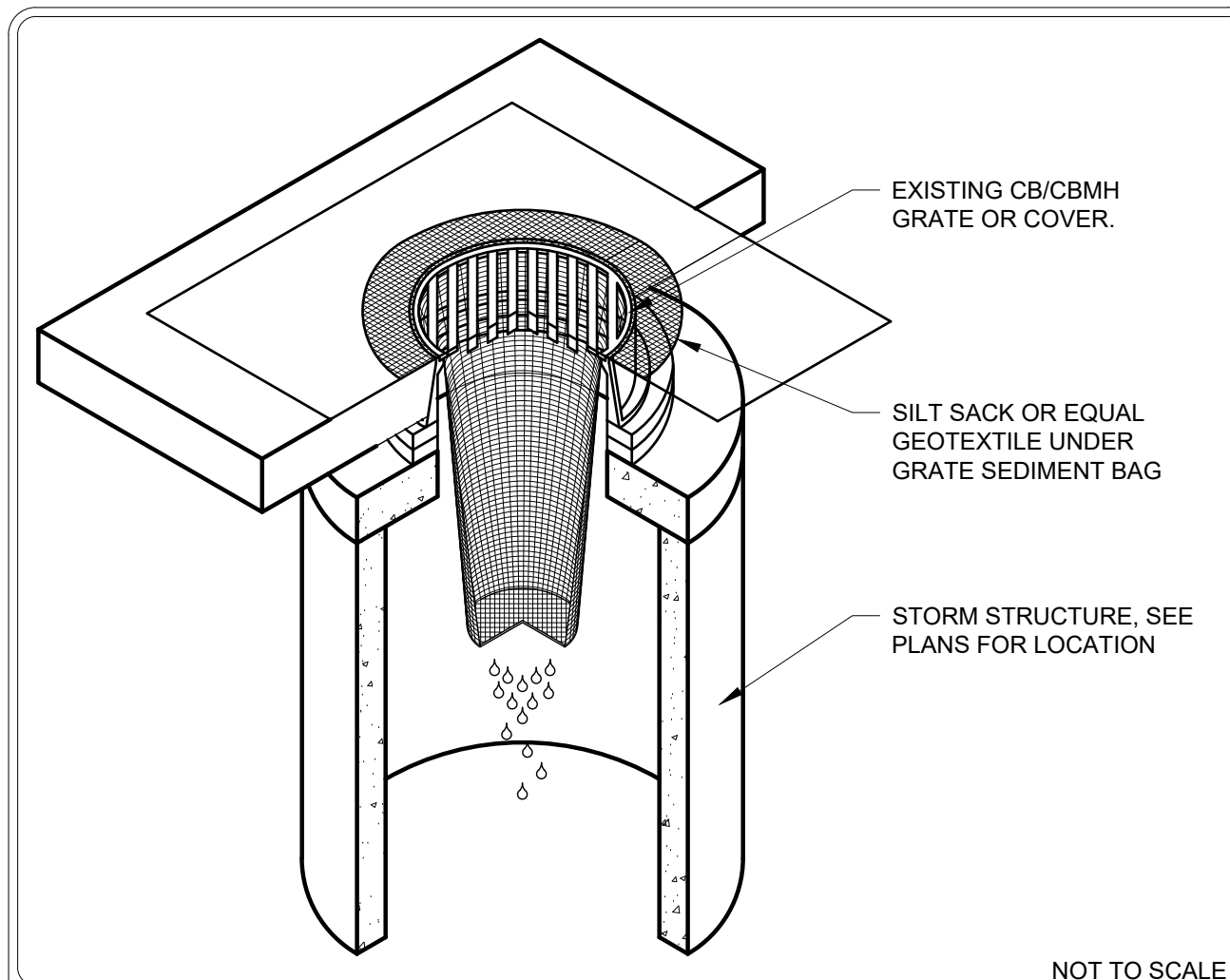
GRADING, DRAINAGE, EROSION,
 AND SEDIMENT CONTROL PLAN

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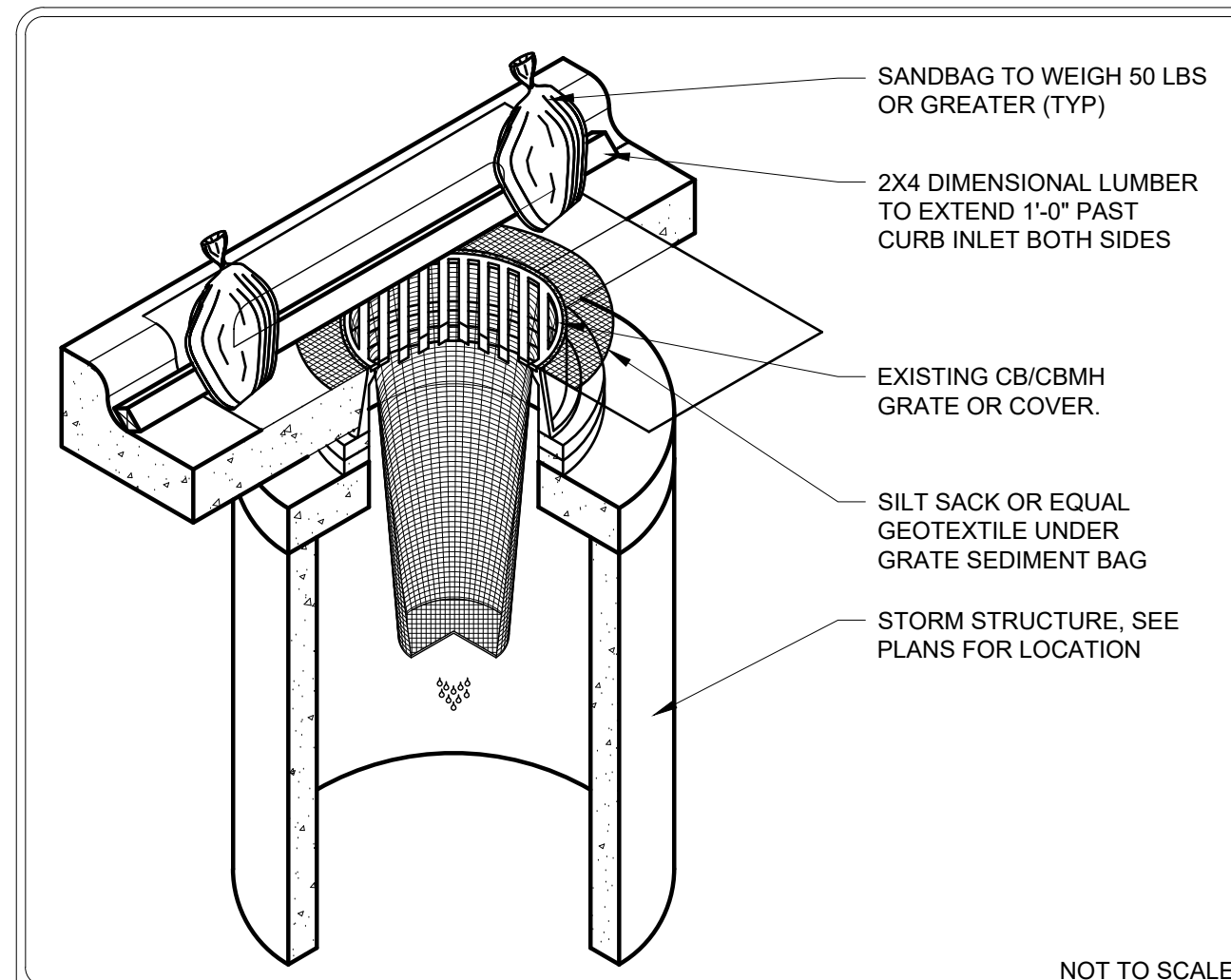
C301



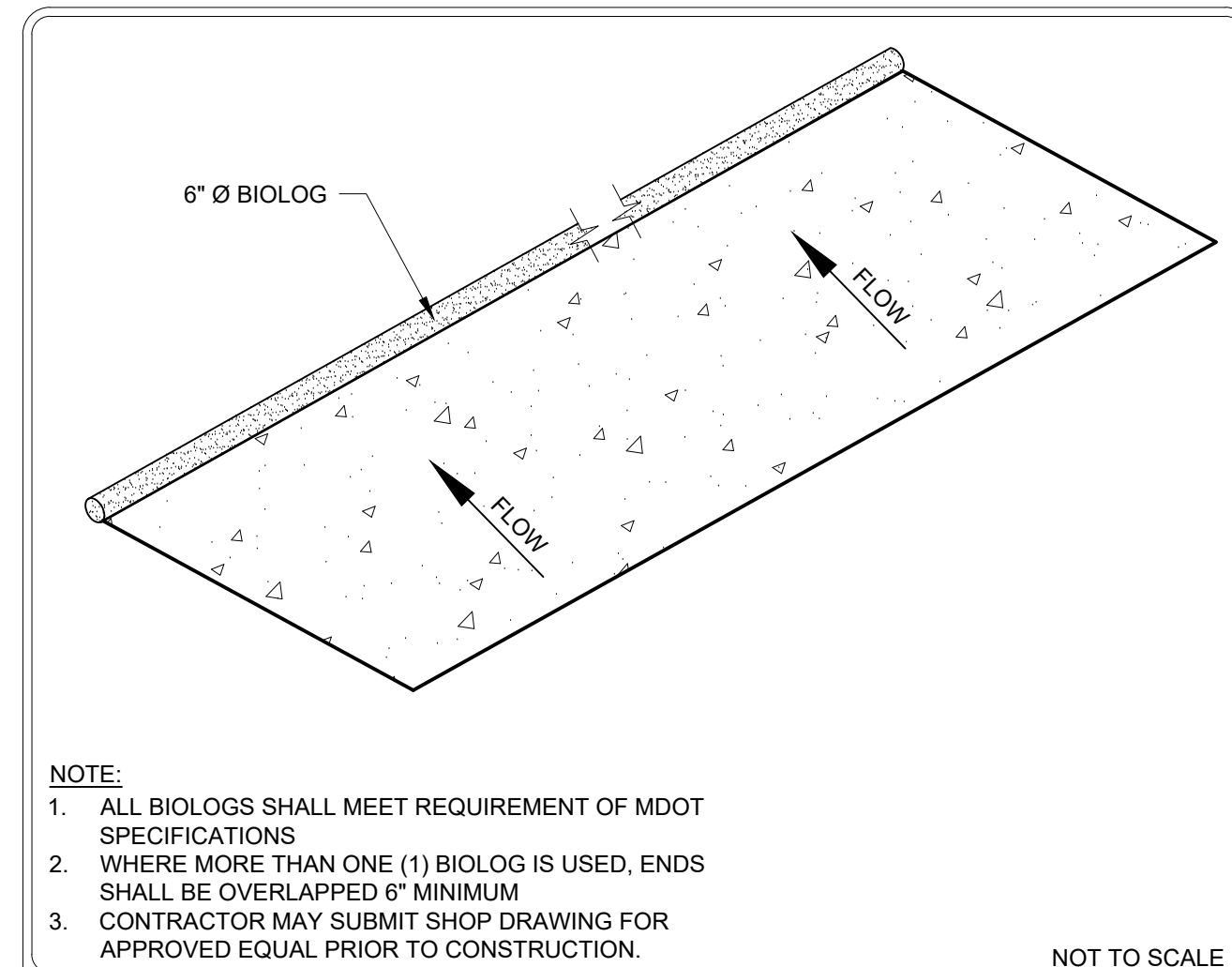
VAA ROCK CONSTRUCTION ENTRANCE DETAIL
 *CONTRACTOR TO FIELD LOCATE
 PLATE NO. C-1005



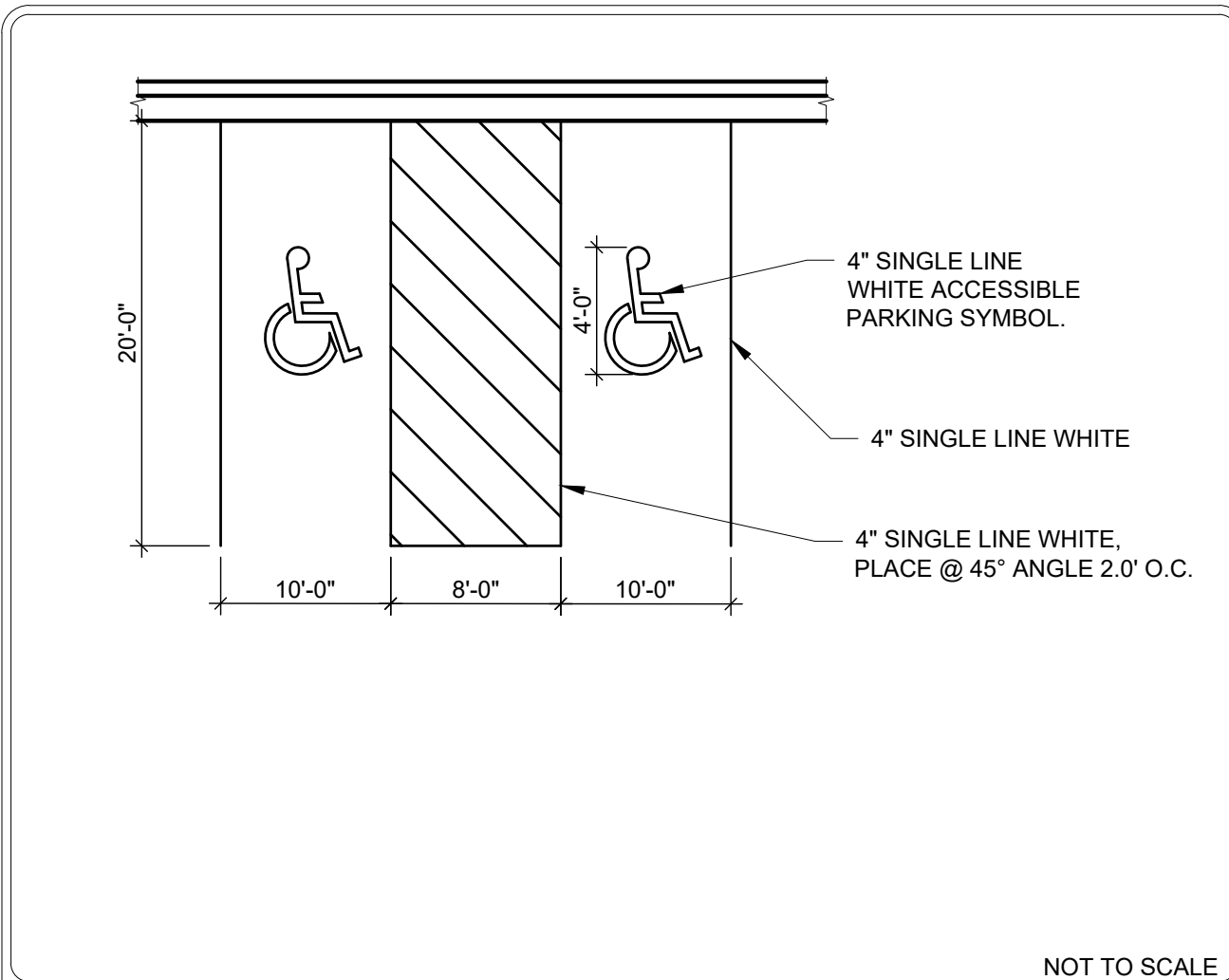
VAA SEDIMENT CONTROL AT CB/CBMH DETAIL
 PLATE NO. C-1012



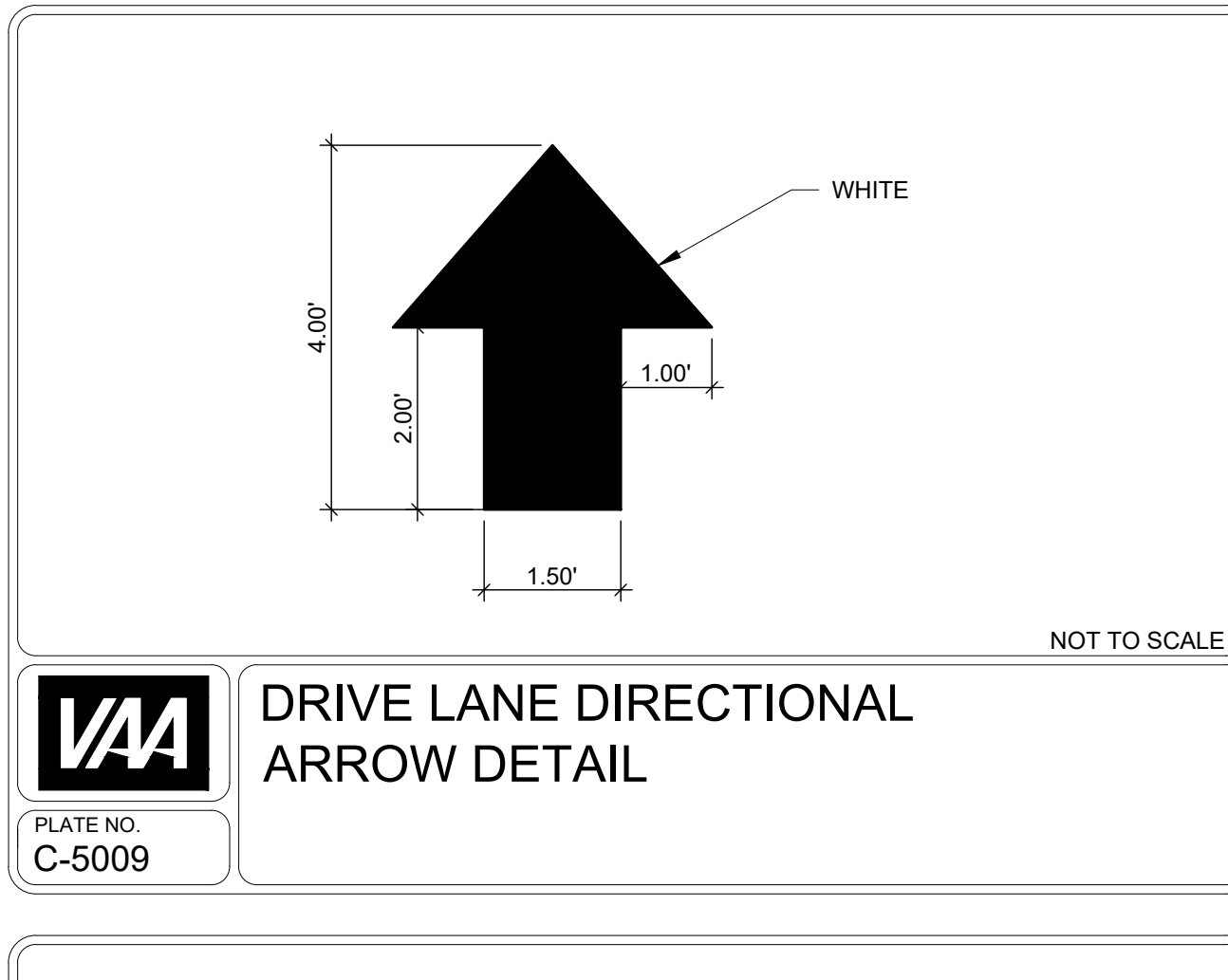
VAA SEDIMENT CONTROL AT CB/CBMH DETAIL
 PLATE NO. C-1003



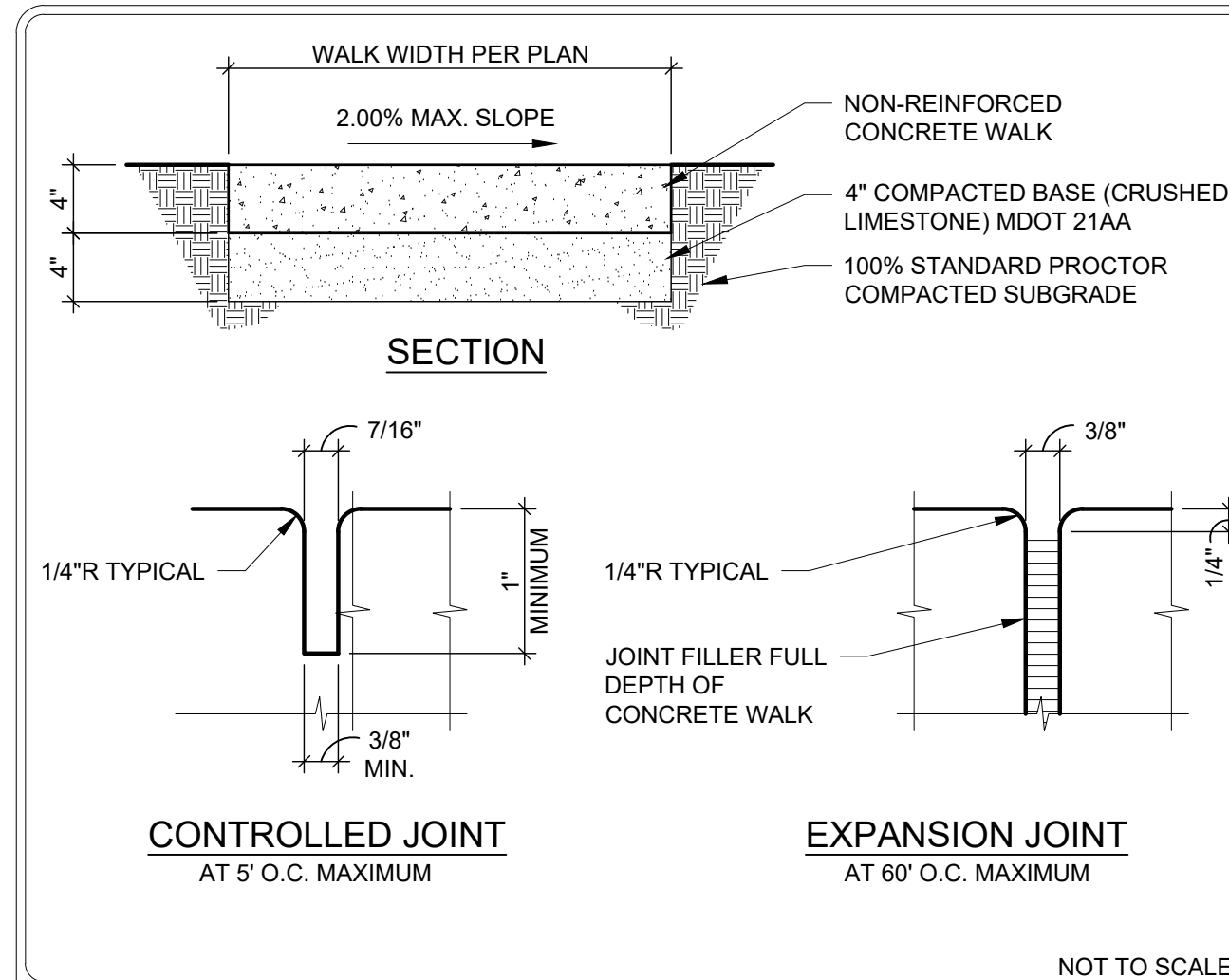
VAA BIOLOG DETAIL (PERIMETER PROTECTION)
 PLATE NO. C-1006



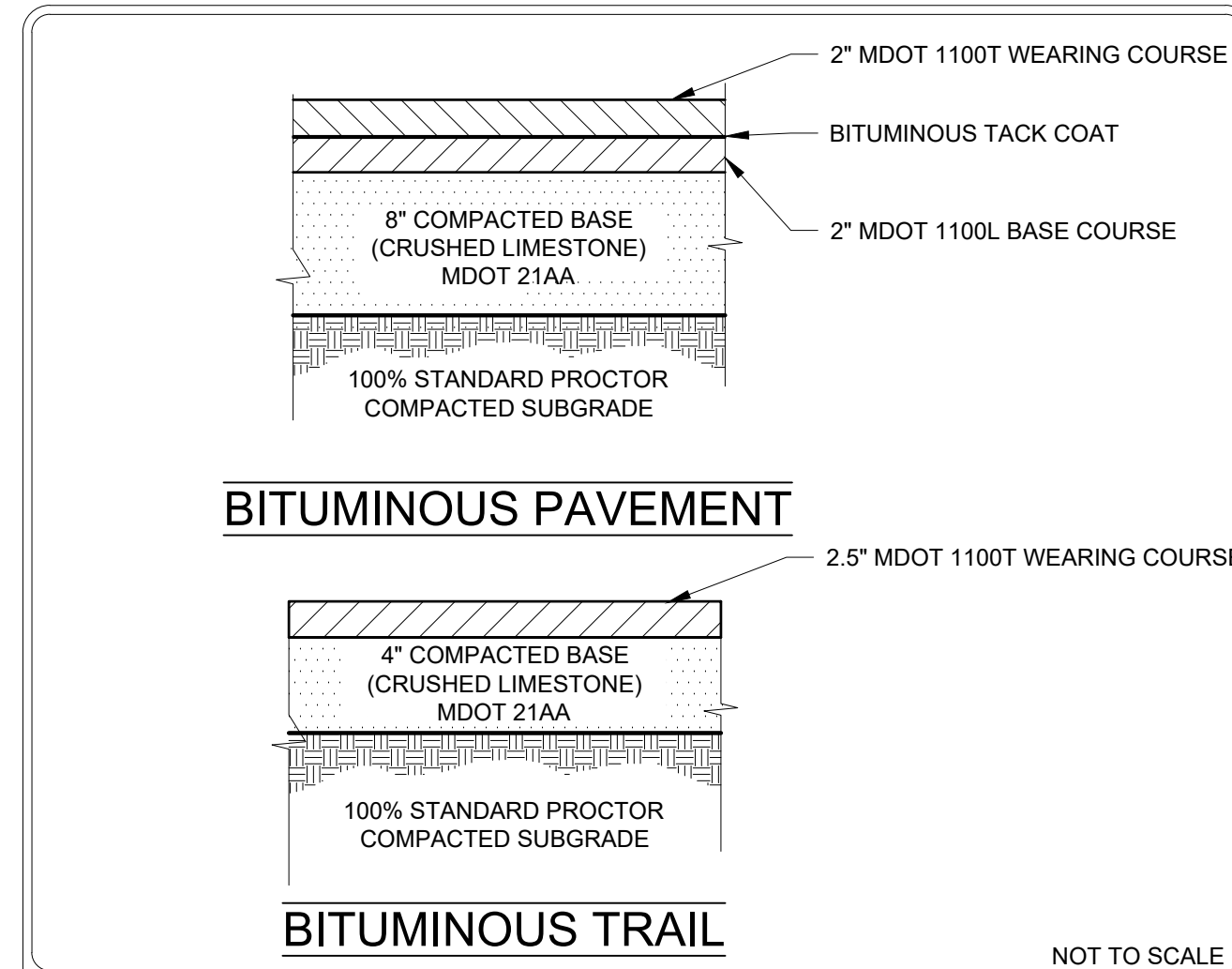
VAA ACCESSIBLE PARKING STALL(S) DETAIL
 PLATE NO. C-5024



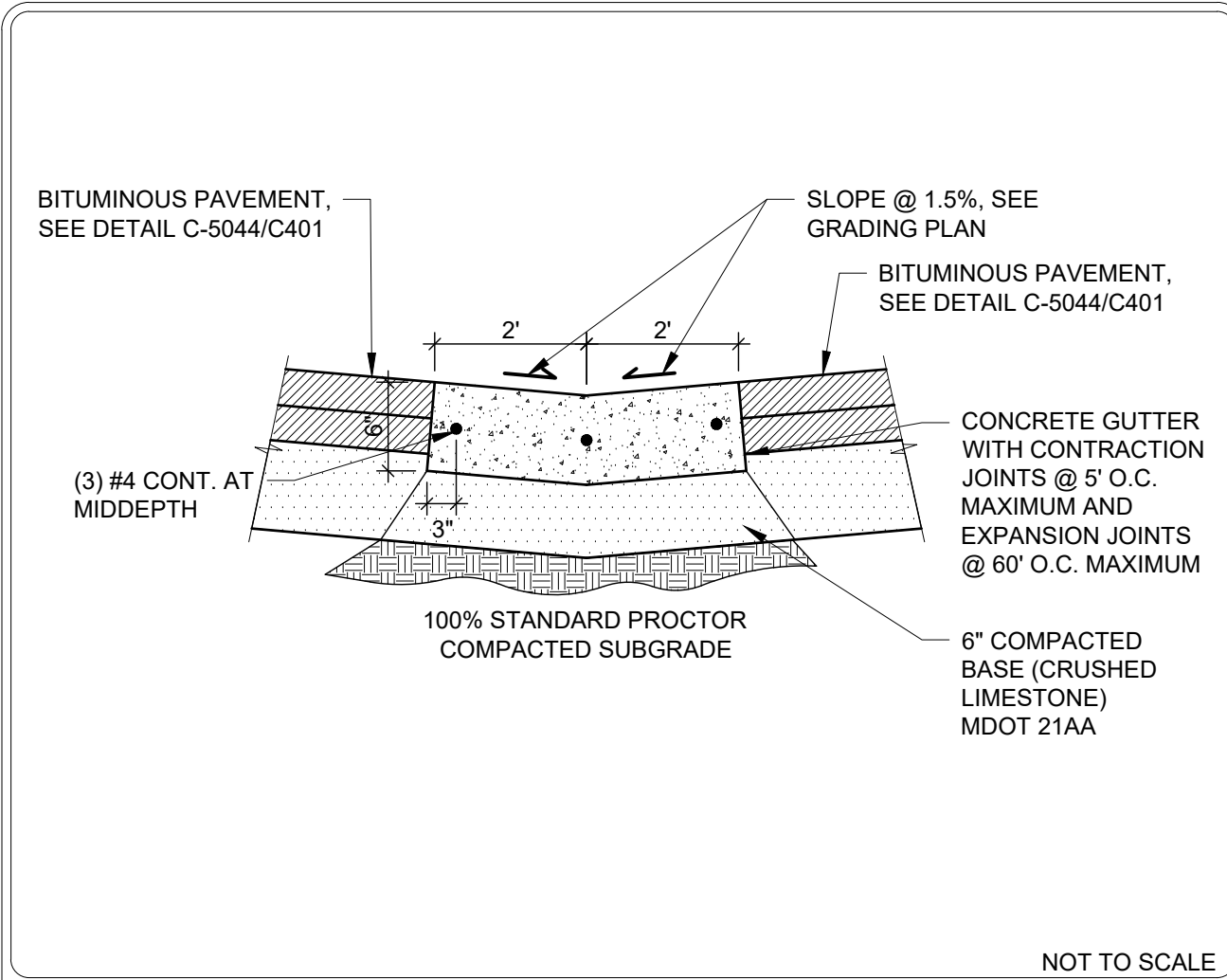
VAA DRIVE LANE DIRECTIONAL ARROW DETAIL
 PLATE NO. C-5009



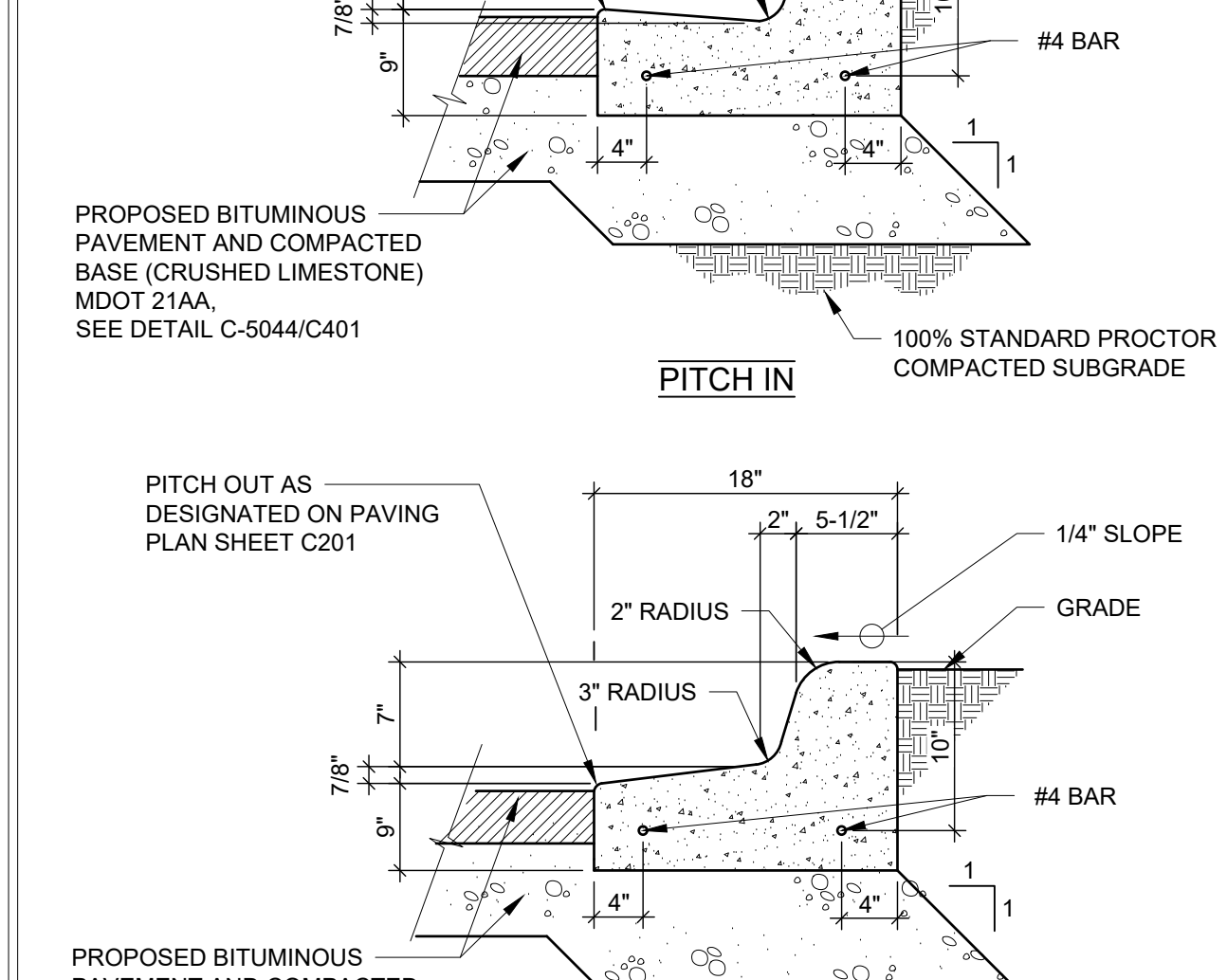
VAA CONCRETE WALK AND JOINT DETAIL
 PLATE NO. C-5002



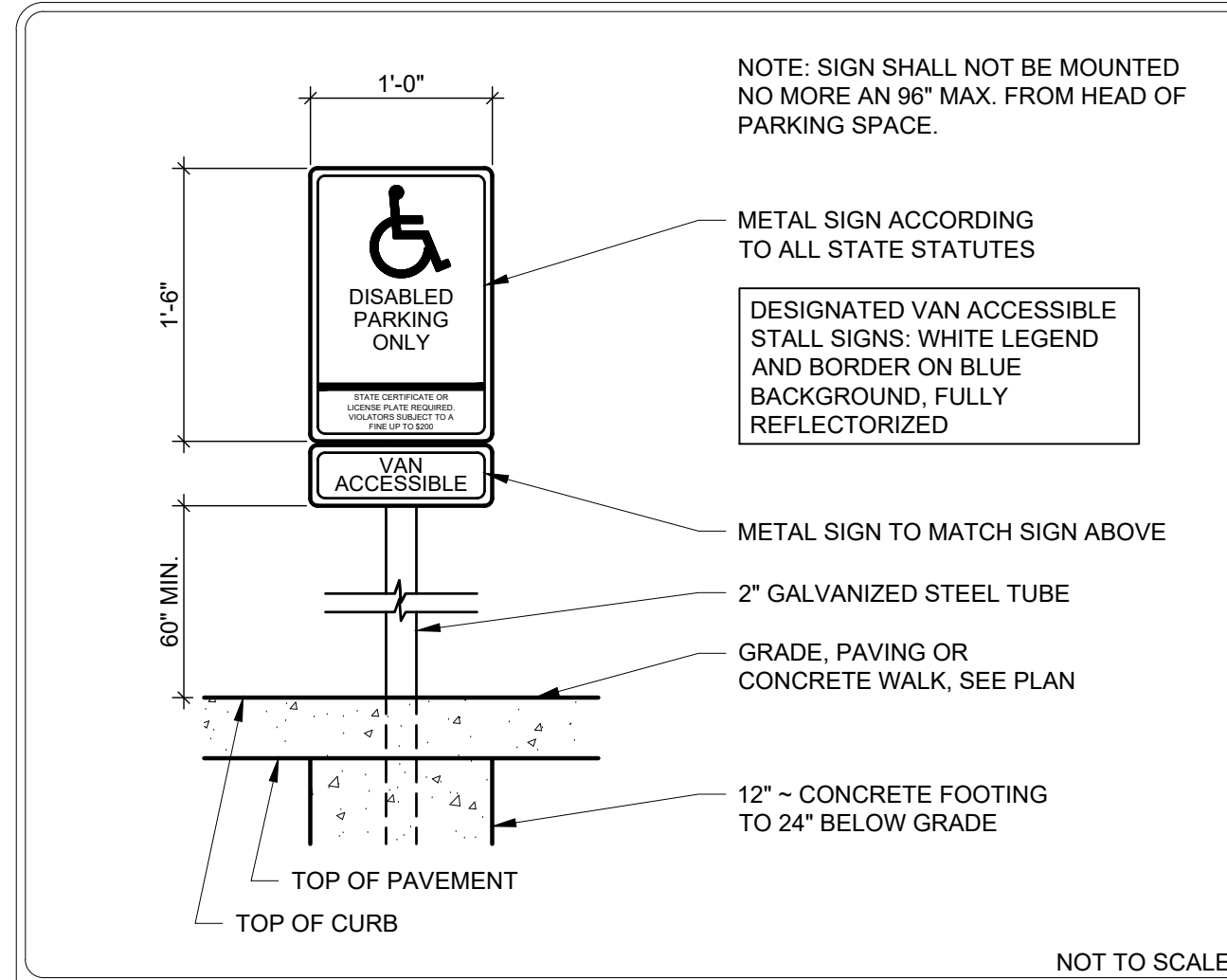
VAA BITUMINOUS DETAIL
 PLATE NO. C-5044



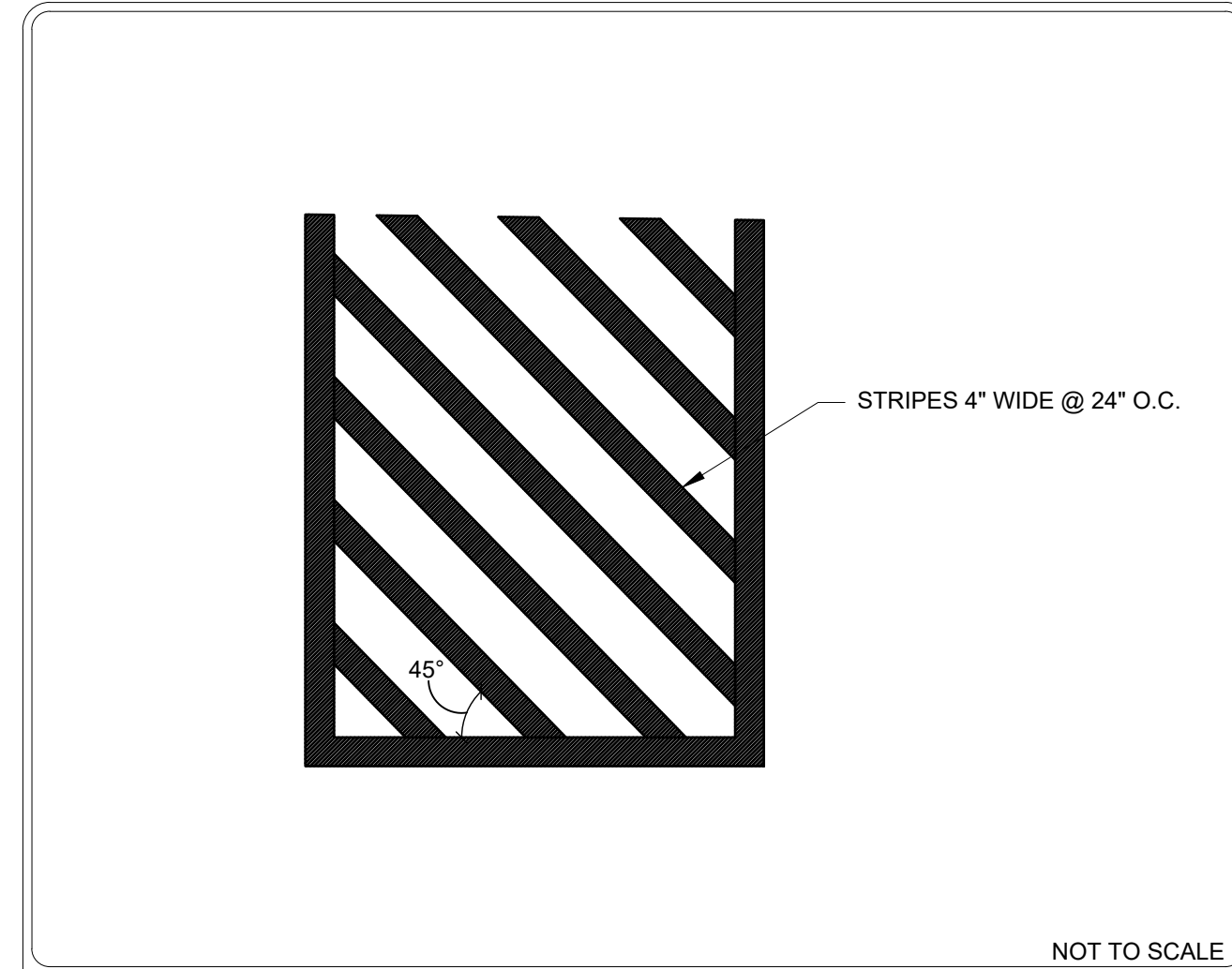
VAA CONCRETE VALLEY GUTTER DETAIL
 PLATE NO. C-5034



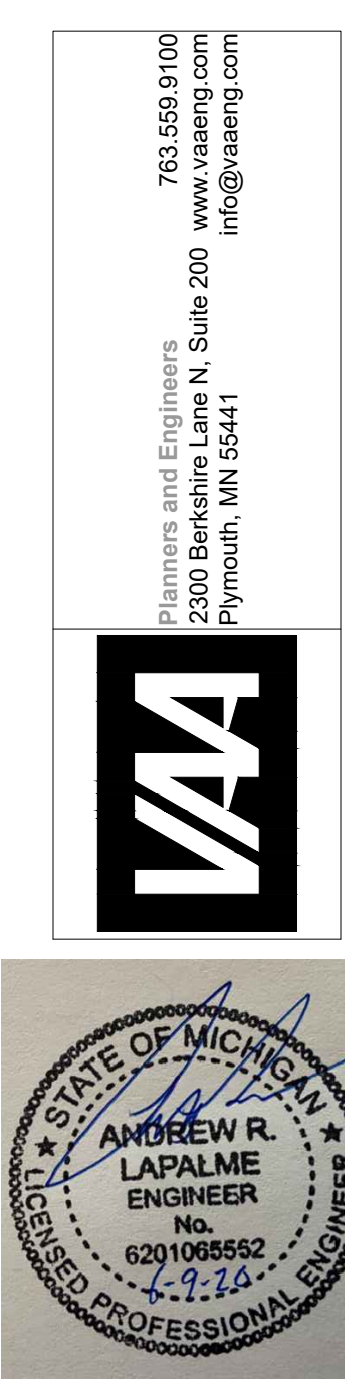
VAA CONCRETE CURB AND GUTTER (MDOT C2) DETAIL
 PLATE NO. C-5030



VAA ACCESSIBLE PARKING SIGN DETAIL
 PLATE NO. C-5010



VAA ADA ACCESS STRIPPING / NO PARKING AREA
 PLATE NO. C-5004



revision:

jiffylube MULTI-CARE SERVICES
 CRITERIA V2018.11-14
 OSHTEMO TOWNSHIP, MI
 MEIJER OUTLOT

CIVIL DETAILS

project # 190685
 drawn: RCQ

C401

NOTE:

1. Templates for liquid applied materials on this sheet do not allow gaps.
2. When placed on a shared-use path, reduce all dimensions by half.
3. Existing arrow markings may be oriented differently than the shown overlay arrow. Align the head and stem pieces of the overlay arrow to fit the existing arrow orientation as practical.
4. The overlay arrow is an elongated version of the arrows placed prior to 2014, and as such will extend beyond the footprint of the existing arrows. This is the intent of the overlay shape and it should not be trimmed to match existing.

THRU RIGHT/LEFT TURN ARROW FOR SECOND MARKING APPLICATIONS (OVERLAYS) ONLY EFFECTIVE BEGINNING 2014 CONSTRUCTION SEASON

LEFT TURN ARROW (RIGHT TURN ARROW TO BE REVERSE) FOR SECOND MARKING APPLICATIONS (OVERLAYS) ONLY EFFECTIVE BEGINNING 2014 CONSTRUCTION SEASON

THRU RIGHT/LEFT TURN ARROW FOR NEW APPLICATIONS (NEW PAVEMENT SURFACE OR AFTER GRINDING OFF OLD MARKINGS) EFFECTIVE BEGINNING 2014 CONSTRUCTION SEASON

LEFT TURN ARROW (RIGHT TURN ARROW TO BE REVERSE) FOR NEW APPLICATIONS (NEW PAVEMENT SURFACE OR AFTER GRINDING OFF OLD MARKINGS) EFFECTIVE BEGINNING 2014 CONSTRUCTION SEASON

PAVEMENT ARROW DETAILS

NOT TO SCALE

MICHIGAN DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN
08/23/17 01/22/17
T.S.L.S.L. APPROVAL PLAN DATE
PAVE-900-F SHEET 5 OF 8
NOTE: THE ORIGINAL SIGNED COPY IS KEPT ON FILE AT THE MICHIGAN DEPARTMENT OF TRANSPORTATION.

**STOP BAR DETAIL
(TRUNKLINE TO TRUNKLINE "T" INTERSECTION)**

Notes:

1. The width of stop bars shall be 24 in.
2. Stop bars should be placed between 4 ft and 30 ft from the nearest edge of the intersecting roadway.
3. To minimize vehicle exposure time, stop bars should be located as near the intersecting roadway as practical.

NOT TO SCALE

MICHIGAN DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN
08/12/15 09/30/14
T.S.L.S.L. APPROVAL PLAN DATE
PAVE-930-C SHEET 7 OF 8
NOTE: THE ORIGINAL SIGNED COPY IS KEPT ON FILE AT THE MICHIGAN DEPARTMENT OF TRANSPORTATION.

SA-6A

**SECTION
TYPE - 1
(To Be Used Where Main Sewer Is Less Than 12" In Depth)**

CITY OF KALAMAZOO
SEPT. OF PUBLIC SERVICES
SANITARY SERVICE
TYPE - 1
MARCH 2012

DETECTABLE WARNING DETAILS

MICHIGAN DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR
SIDEWALK RAMP AND
DETECTABLE WARNING DETAILS
1-25-2013 10-3-2012
T.S.L.S.L. APPROVAL PLAN DATE R-28-H SHEET 1 OF 7

SIDEWALK RAMP TYPE R (ROLLED SIDES)

SIDEWALK RAMP TYPE F (FLARED SIDES; TWO RAMP SHOWN)

MICHIGAN DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DEVELOPMENT STANDARD PLAN FOR
SIDEWALK RAMP AND
DETECTABLE WARNING DETAILS
1-25-2013 10-3-2012
T.S.L.S.L. APPROVAL PLAN DATE R-28-H SHEET 1 OF 7

SECTION VIEW

MILLED BITUMINOUS EDGE DETAIL

VAA
PLATE NO. C-5023

ROOF DRAIN DETAIL

VAA
PLATE NO. C-3050

UNREINFORCED CONCRETE PAVEMENT DETAIL

VAA
PLATE NO. C-5000

CATCH BASIN MANHOLE

VAA
PLATE NO. C-3012

765.559.0100
2300 Berkshire Lane N., Suite 200
www.vaaeng.com
Plymouth, MN 55441
info@vaaeng.com

VAA

STATE OF MICHIGAN
ANDREW R. LAPALME
ENGINEER
No. 620106552
Exp. 1-9-16
LICENSED PROFESSIONAL ENGINEER

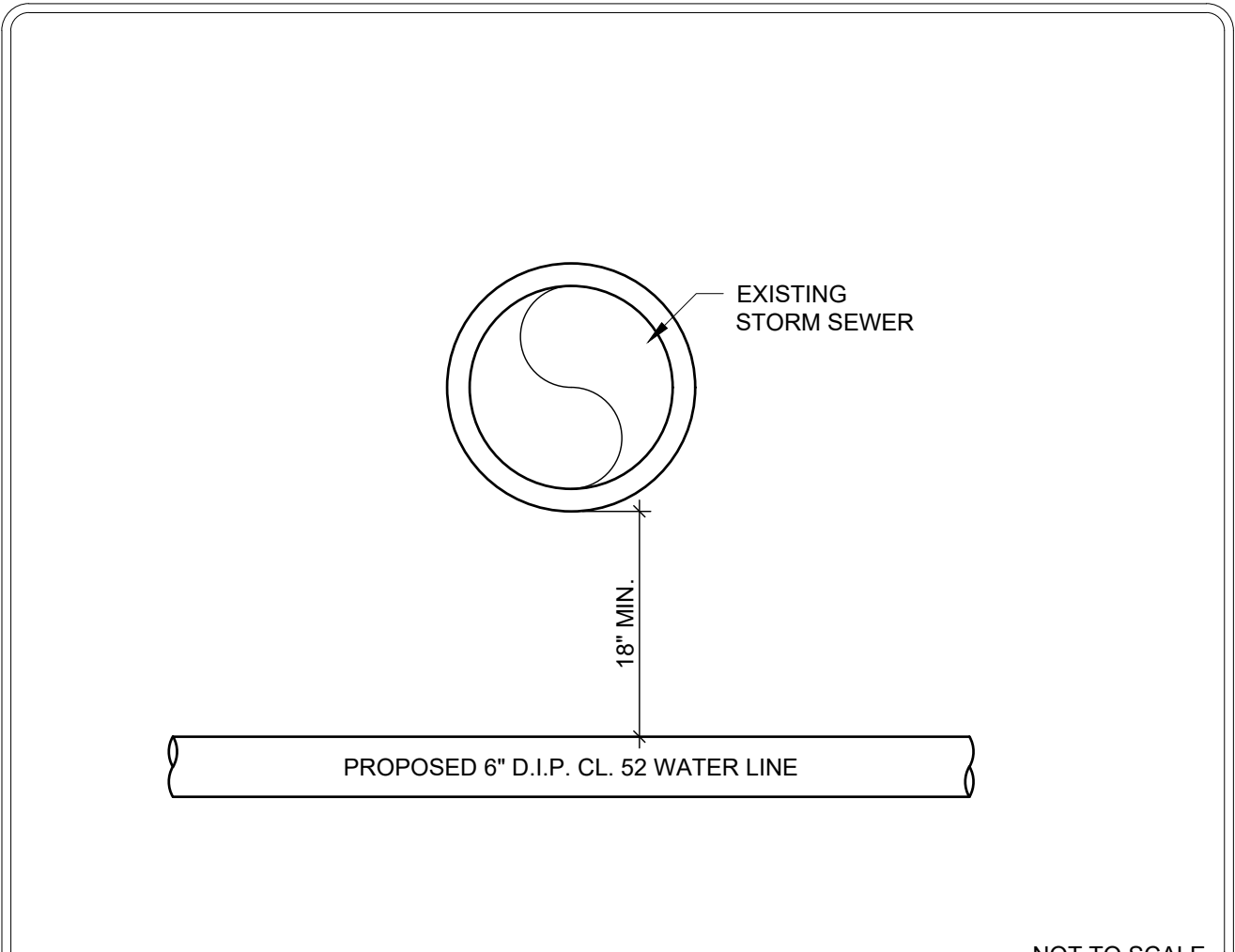
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jiffylube MULTI-CARE SERVICES
CRITERIA V 2018.11-14
OSHTEMO TOWNSHIP, MI
MEIJER OUTLET

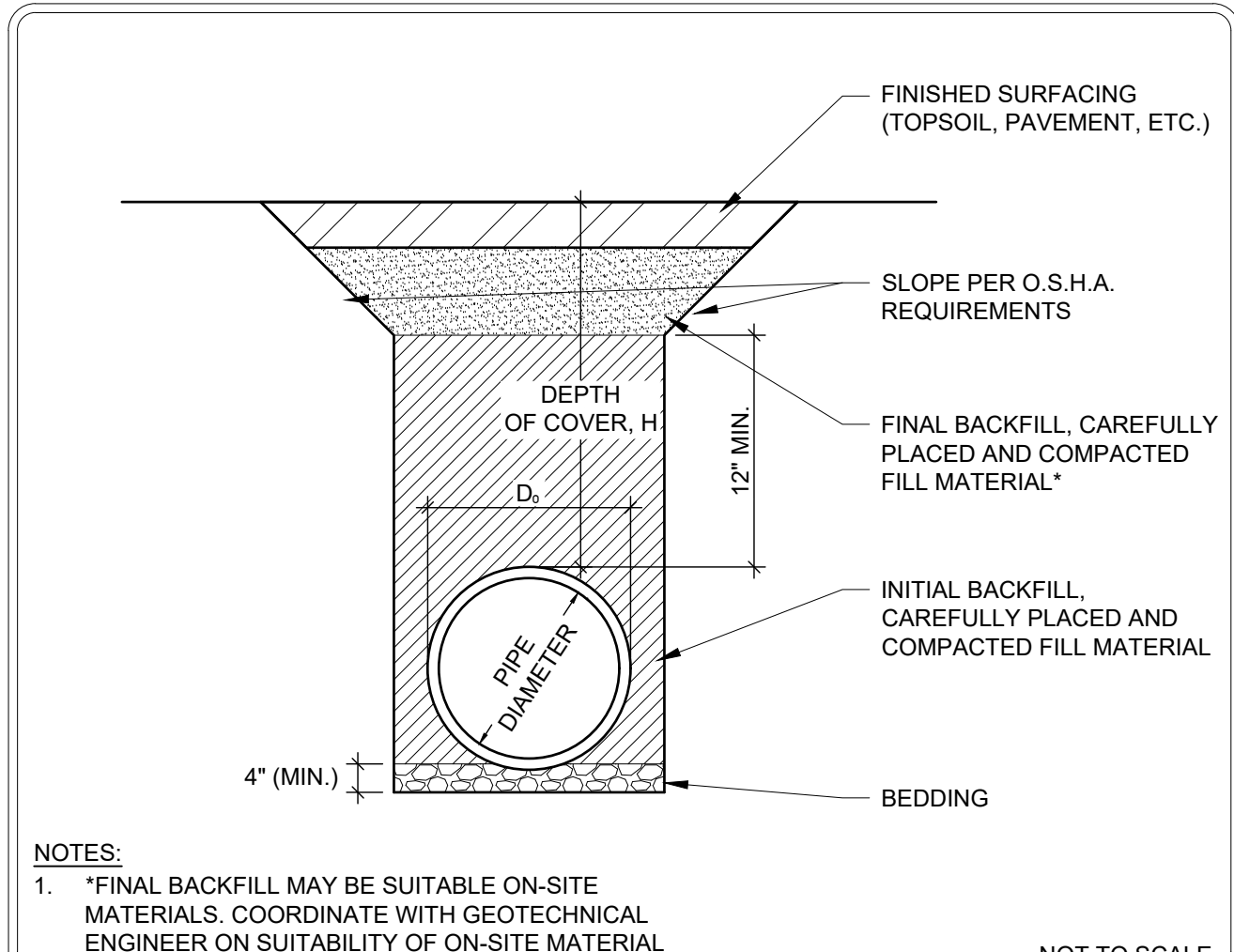
CIVIL DETAILS

project # 190685
drawn: RCQ

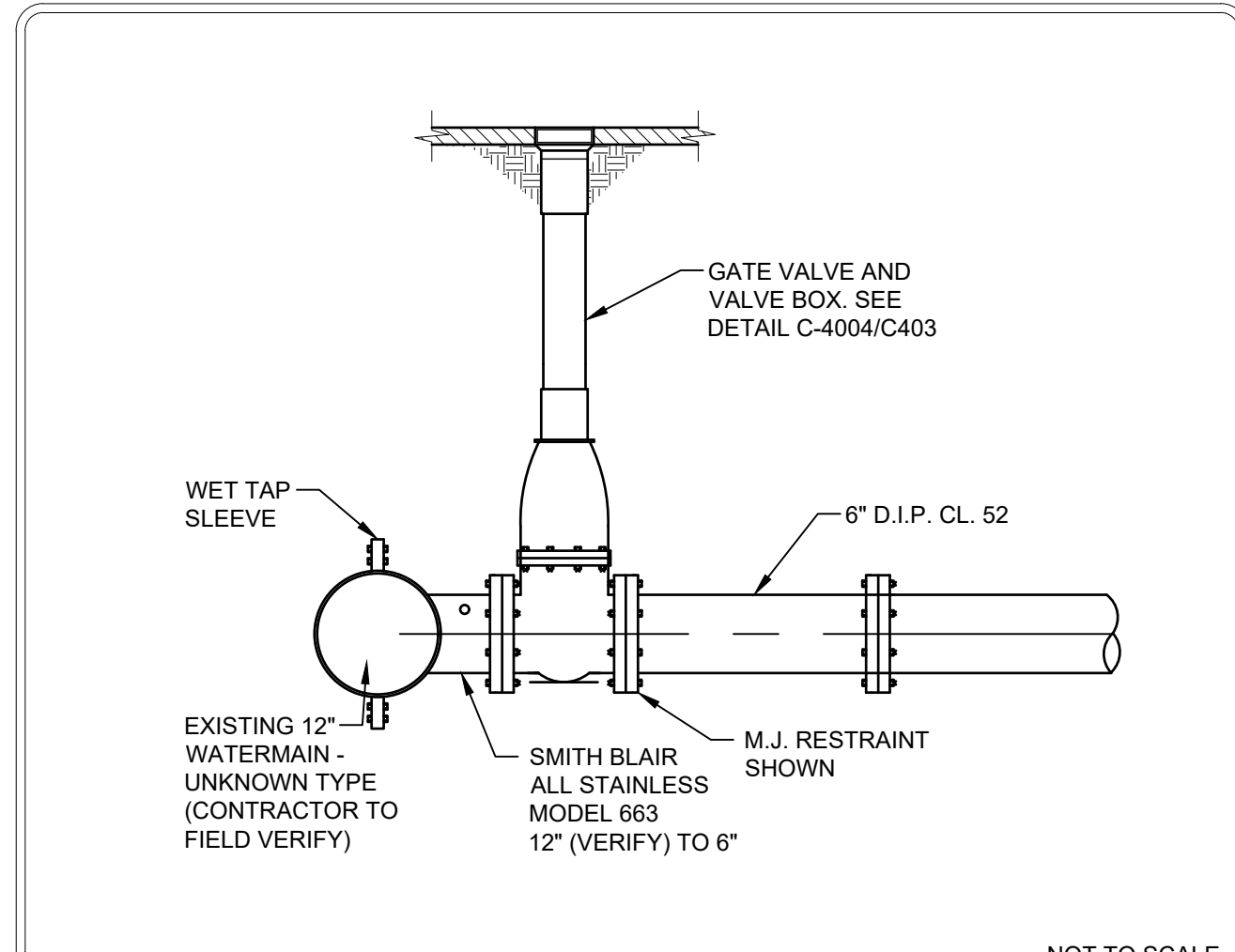
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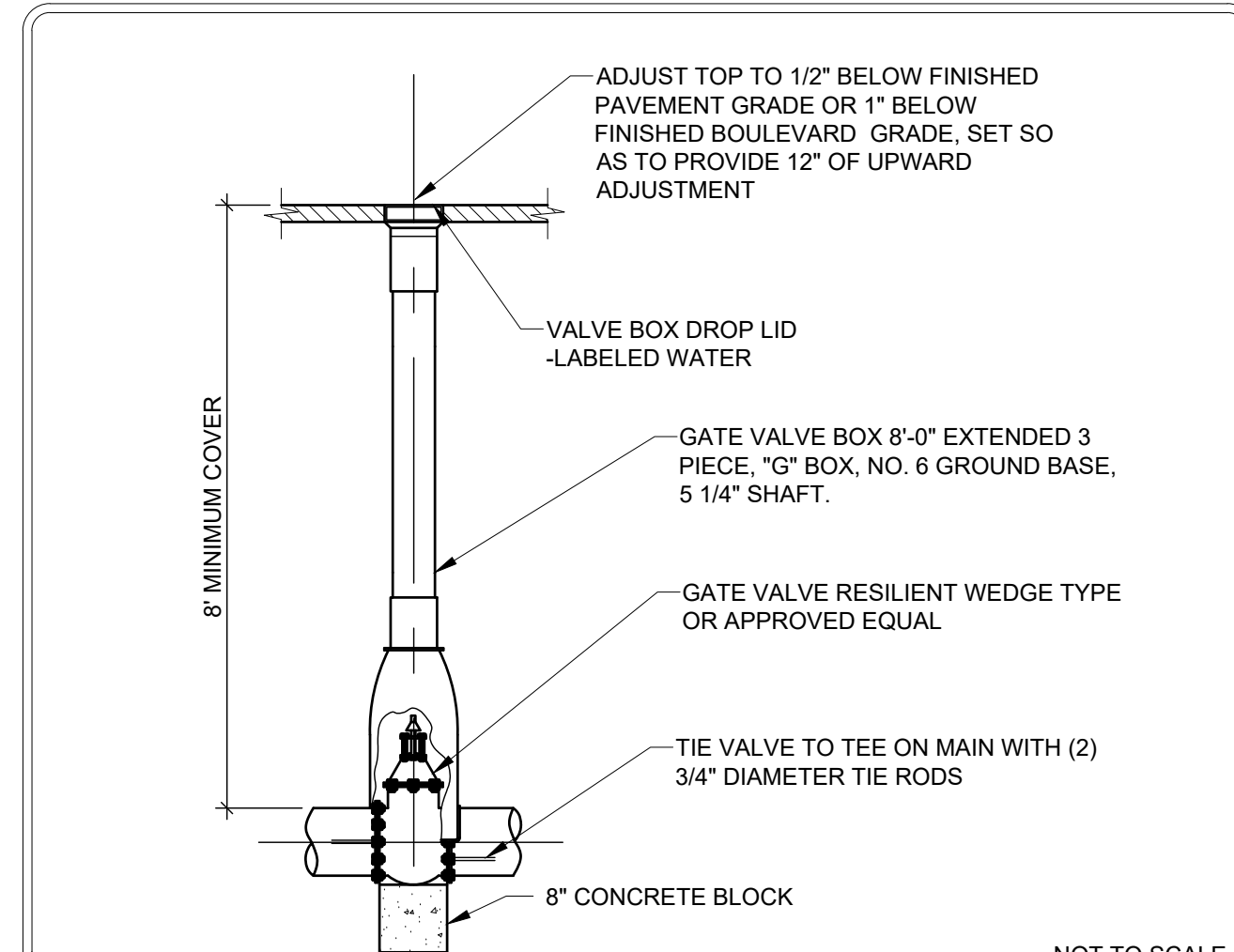
VAA VERTICAL SEPERTION AT WATERMAIN AND STORM SEWER
 PLATE NO. C-4015
 NOT TO SCALE



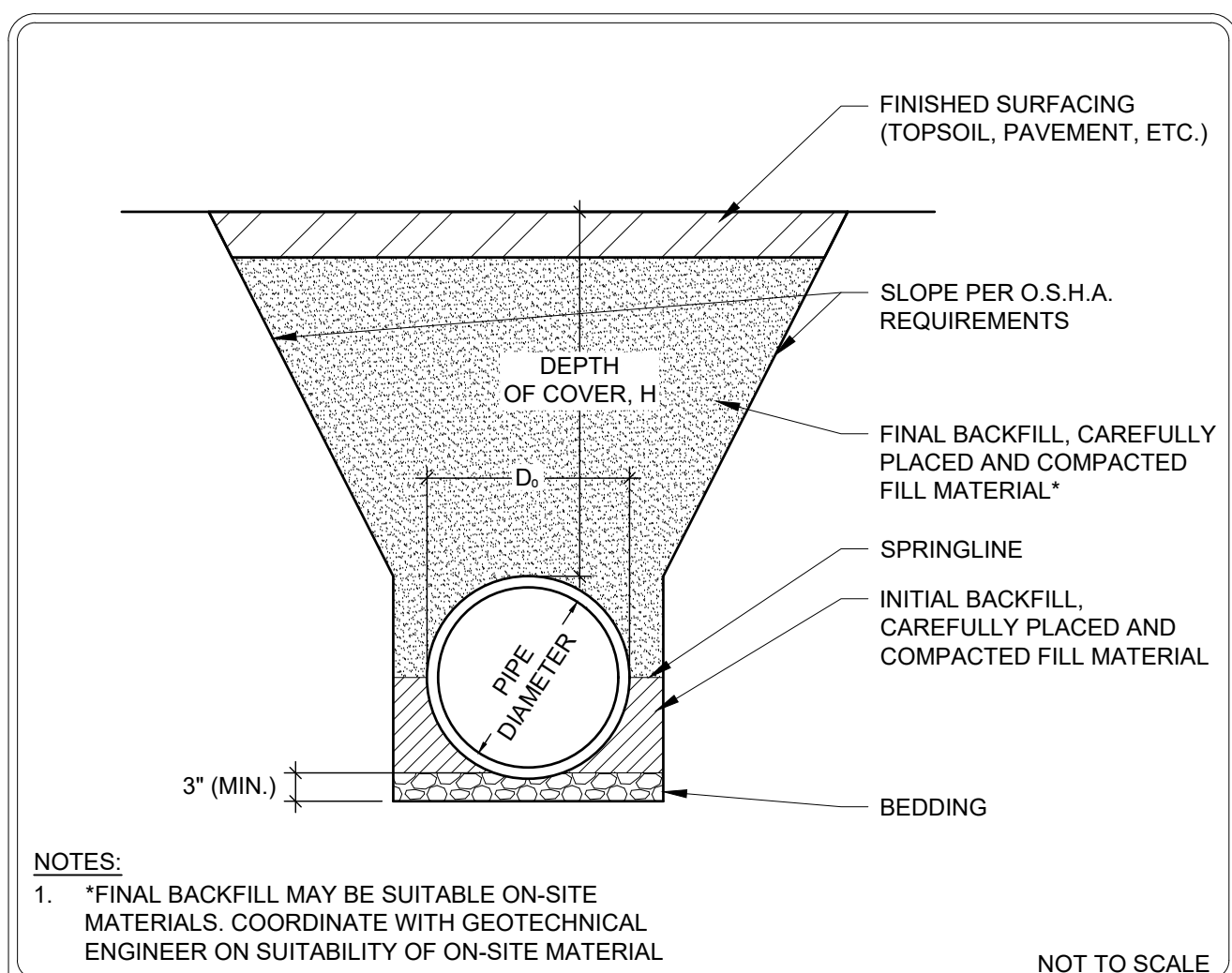
VAA PVC/HDPE PIPE BEDDING - CATEGORY II SOILS DETAIL
 PLATE NO. C-6220
 NOT TO SCALE



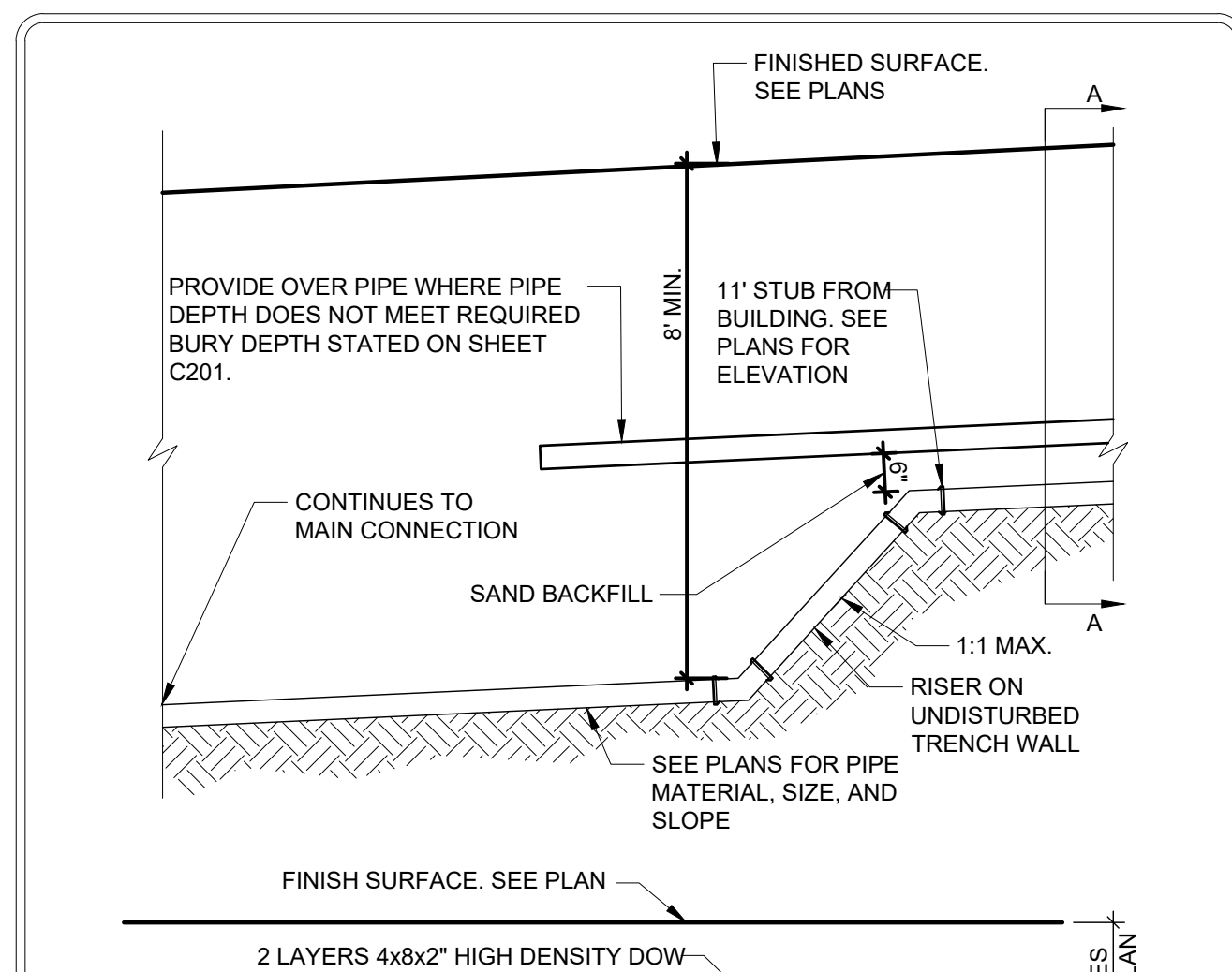
VAA WET TAP DETAIL
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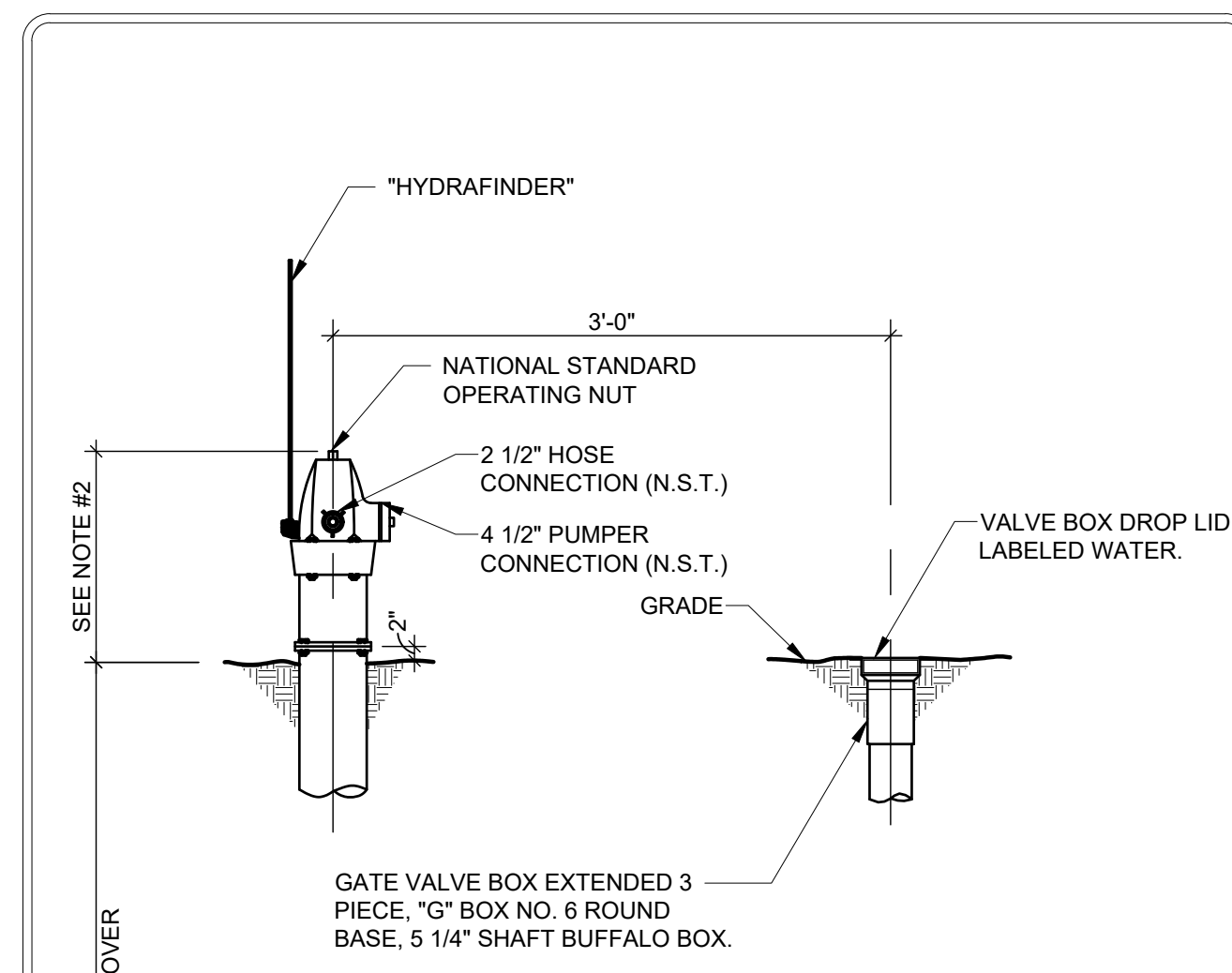
VAA GATE VALVE AND BOX
 PLATE NO. C-4004
 NOT TO SCALE



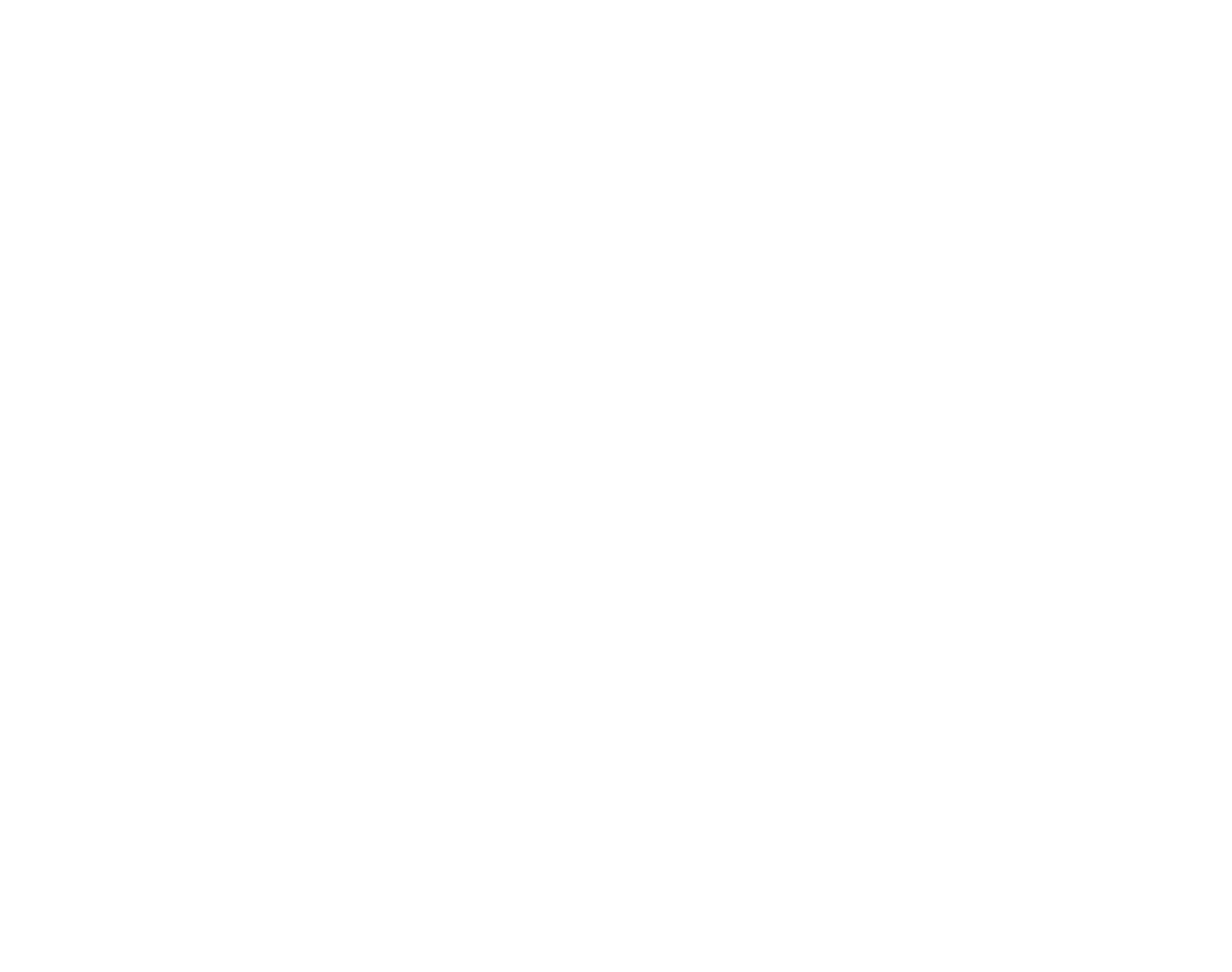
VAA RCP PIPE BEDDING - CATEGORY II SOILS DETAIL
 PLATE NO. C-6200
 NOT TO SCALE



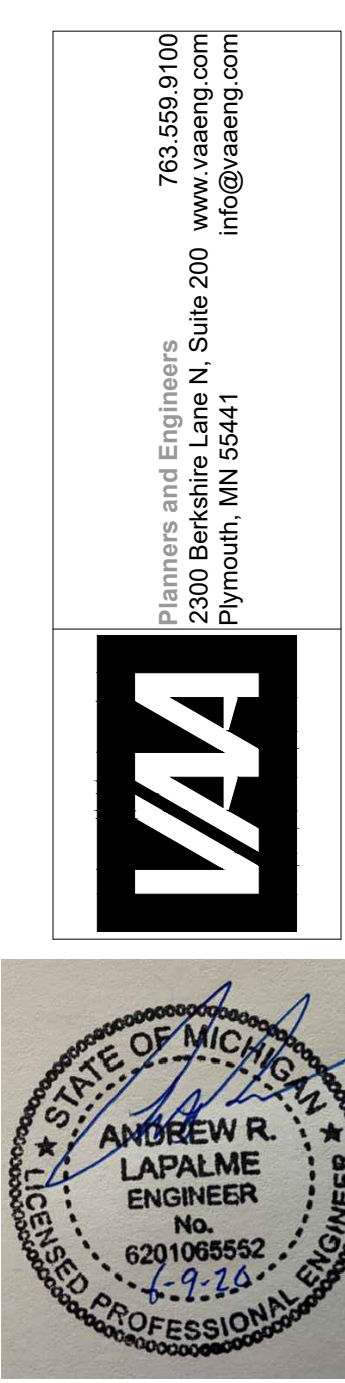
VAA WATER AND SANITARY SERVICE INSULATION DETAIL
 PLATE NO. C-2003
 NOT TO SCALE



VAA FIRE HYDRANT AND GATE VALVE
 PLATE NO. C-4002
 NOT TO SCALE



VAA CURB STOP AND BOX DETAIL
 PLATE NO. C-4017
 NOT TO SCALE



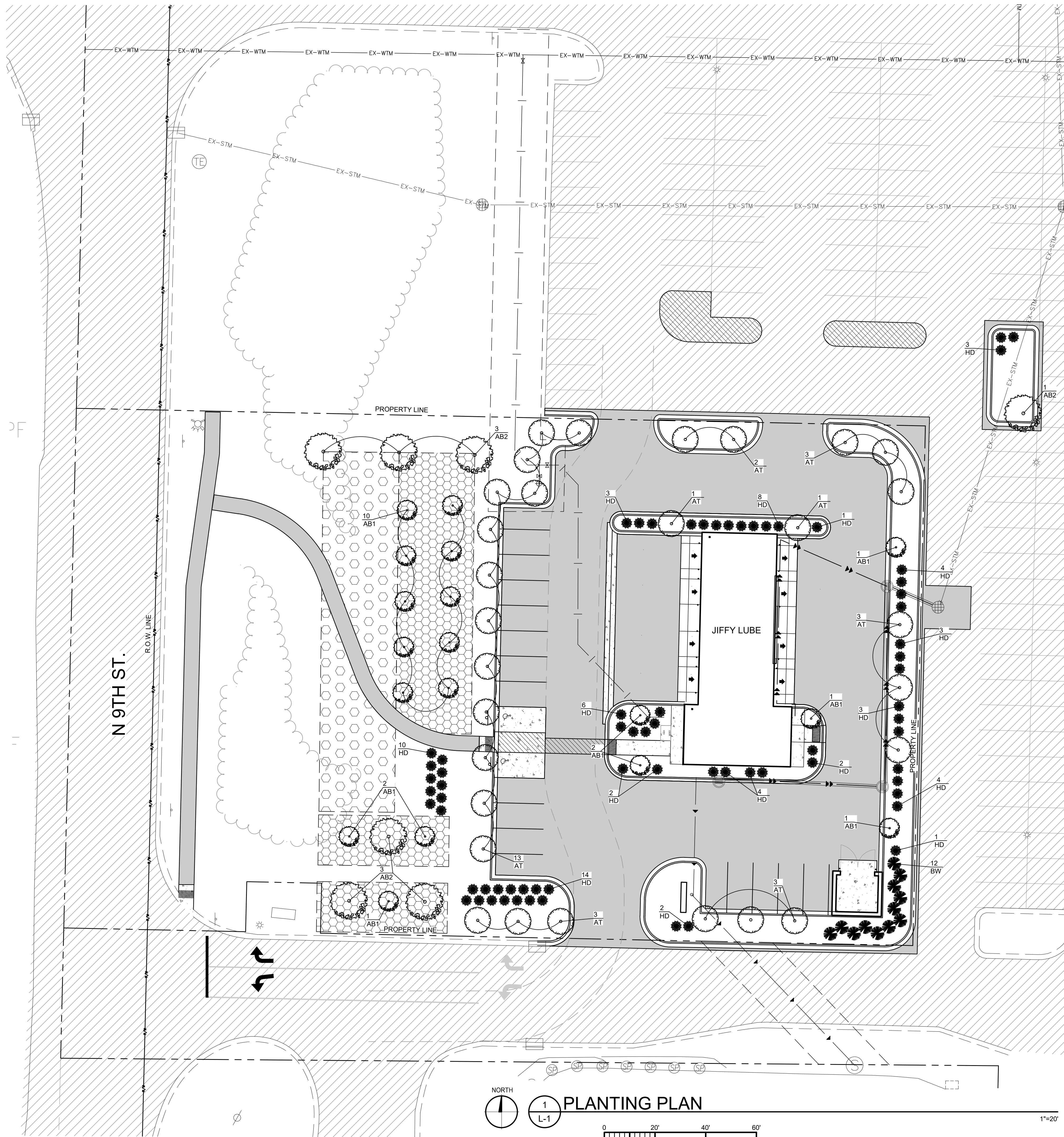
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 CRITERIA V2018.11-14
 OSHTEMO TOWNSHIP, MI
 MEIJER OUTLOT

CIVIL DETAILS

project # 190685
 drawn: RCQ

C403



PLANTING NOTES

1. LANDSCAPE CONTRACTOR SHALL VISIT SITE PRIOR TO SUBMITTING BID TO BECOME COMPLETELY FAMILIAR WITH SITE AND SOIL CONDITIONS.
2. ALL ROUGH AND FINISH GRADING TO BE DONE BY OTHERS.
3. NO PLANTING WILL BE INSTALLED UNTIL ALL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN IMMEDIATE AREA UNLESS OTHERWISE DIRECTED BY OWNER.
4. CONTRACTOR TO VERIFY ALL UTILITIES ON PROPERTY. CONTACT ONE-CALL BEFORE EXCAVATING.
5. IF THERE IS A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER OF PLANTS SHOWN IN PLANT LIST, THE NUMBER OF PLANTS SHOWN ON THE PLAN WILL TAKE PRECEDENCE.
6. ALL CONTAINER MATERIAL TO BE GROWN IN CONTAINER A MINIMUM OF 6 MONTHS.
7. ALL MATERIAL SHALL COMPLY WITH THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, AMERICAN ASSOCIATION OF NURSERYMEN.
8. REPAIR ALL DAMAGE TO PROPERTY FROM PLANTING OPERATIONS AT NO COST TO THE OWNER.
9. GUARANTEE NEW PLANT MATERIAL THROUGH ONE CALENDAR YEAR FROM TIME OF ACCEPTANCE.
10. ALL PROPOSED PLANTS TO BE LOCATED CAREFULLY AS SHOWN ON THE PLANS.
11. ALL PLANTING AREAS RECEIVING GROUND COVER, PERENNIALS, ANNUALS & VINES SHALL RECEIVE A MINIMUM OF 8" DEPTH OF PLANTING SOIL (1/3 TOPSOIL, 1/3 SAND, 1/3 PEAT OR MANURE).
12. WRAPPING MATERIAL SHALL BE FIRST QUALITY, HEAVY, WATERPROOF CREPE PAPER MANUFACTURED FOR THIS PURPOSE. WRAP ALL TREES PLANTED.
13. INSTALL 4" DEEP WOOD MULCH UNDER ALL TREES AND SHRUBS THAT ARE ISOLATED FROM GROUND COVER AREAS AND GENERAL SHRUB MASSES.
14. ALL PLANTING SHALL RECEIVE RECOMMENDED FERTILIZER AS FOLLOWS:
 - 14.1. SUMMER & FALL PLANTING - BEFORE WINTER FROST APPLY 0-20-20 GRANULAR IN SAUCER UNDER PLANT AT THE RATE OF 1-12 OZ. CAN FULL PER 2-3" CALIPER TREE & 1-6 OZ. CAN FULL PER SHRUB.
 - 14.2. FOLLOW UP WITH SAME AMOUNT OF 10-10-10 THE FOLLOWING SPRING (VERIFY RECOMMENDED FERTILIZER WITH PLANT SUPPLIER.)

GENERAL NOTES

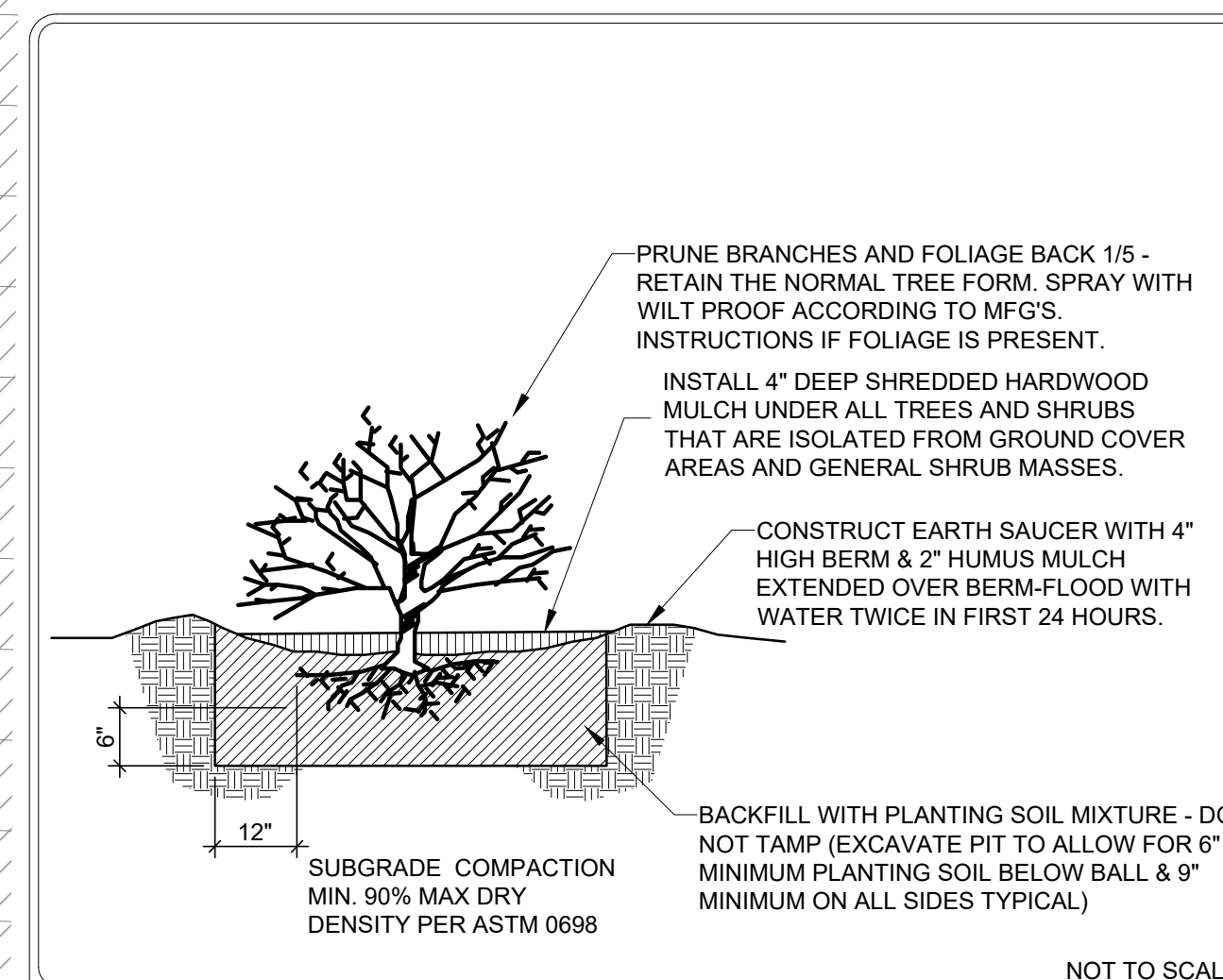
1. ALL EXISTING INFORMATION TAKEN FROM SURVEY BY GLASS CITY SURVEY, BACKGROUND SURVEY ON THESE DRAWINGS IS FOR REFERENCE ONLY. EXISTING WATER MAIN INFORMATION PER BID DOCUMENTS, DATED 10/30/92, BY PROGRESSIVE, FILE NO. 9109-13A.
2. SUBSURFACE GEOTECHNICAL INVESTIGATION IS NOT AVAILABLE AT THIS TIME.
3. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS INCLUDING LOCATIONS OF EXISTING PUBLIC AND PRIVATE UTILITIES, AND NOTIFY IMMEDIATELY ENGINEER OF ANY DISCREPANCIES PRIOR TO STARTING CONSTRUCTION.
4. ALL EXISTING UTILITIES AND OTHER IMPROVEMENTS ARE TO REMAIN UNLESS NOTED OTHERWISE.
5. CONTRACTOR TO KEEP FROM DAMAGE ALL EXISTING IMPROVEMENTS, LANDSCAPING, STRUCTURES AND UTILITIES THAT ARE TO REMAIN. CONTRACTOR TO REPAIR ANY DAMAGE AT OWN EXPENSE.
6. ALL WORK TO CONFORM WITH OSHTEMO TOWNSHIP AND STATE OF MICHIGAN STANDARDS AND REGULATIONS.
7. ALL EXCAVATIONS MUST COMPLY WITH THE REQUIREMENTS OF OSHA 29 CFR, PART 1926, SUBPART P "EXCAVATIONS AND TRENCHES". THIS DOCUMENT STATES THAT EXCAVATION SAFETY IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
8. CATCHBASINS AND MANHOLES ARE SHOWN ON PLAN LARGER THAN ACTUAL SIZE. COORDINATE LOCATION OF MANHOLE COVER AND CASTING SO THAT IT IS PROPERLY LOCATED AT THE BACK OF CURBLINE FOR THE CURB INLETS OR CENTERED IN THE AREA AS SHOWN ON THE PLAN FOR THE AREA DRAINS AND MANHOLE COVERS.
9. PROVIDE TRAFFIC CONTROL AT STREETS AND SIDEWALKS PER OSHTEMO TOWNSHIP AND MUTCD REQUIREMENTS. AS REQUIRED; TRAFFIC CONTROL DESIGN, RELATED PERMITTING, AND DRAWINGS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
10. ANY WORK PERFORMED OUTSIDE THE PROPERTY BOUNDARIES MUST BE APPROVED BY OWNER AND ALL REGULATING GOVERNMENT AGENCIES AND APPROPRIATE PERMITS MUST BE OBTAINED.

LEGEND

- HD HOLLY DWARF
YAUPON SHRUB
2.25 GALLON, EVEN SPACING
- AB1 AUTUMN BLAZE MAPLE
JEFFERSRED ACRE-FREEMANII
20 GALLON
- AT ASIMINA TRILOBA
PAW PAW
UNDERSTORY TREE
- AB2 AUTUMN BLAZE MAPLE
JEFFERSRED ACRE-FREEMANII
36 INCH BOX
- BW BLUE WONDER DWARF
ALBERTA SPRUCE
- GROUNDCOVER GOLD WINTER CREEPER
1 GALLON, EVEN SPACING
- SOD AREA

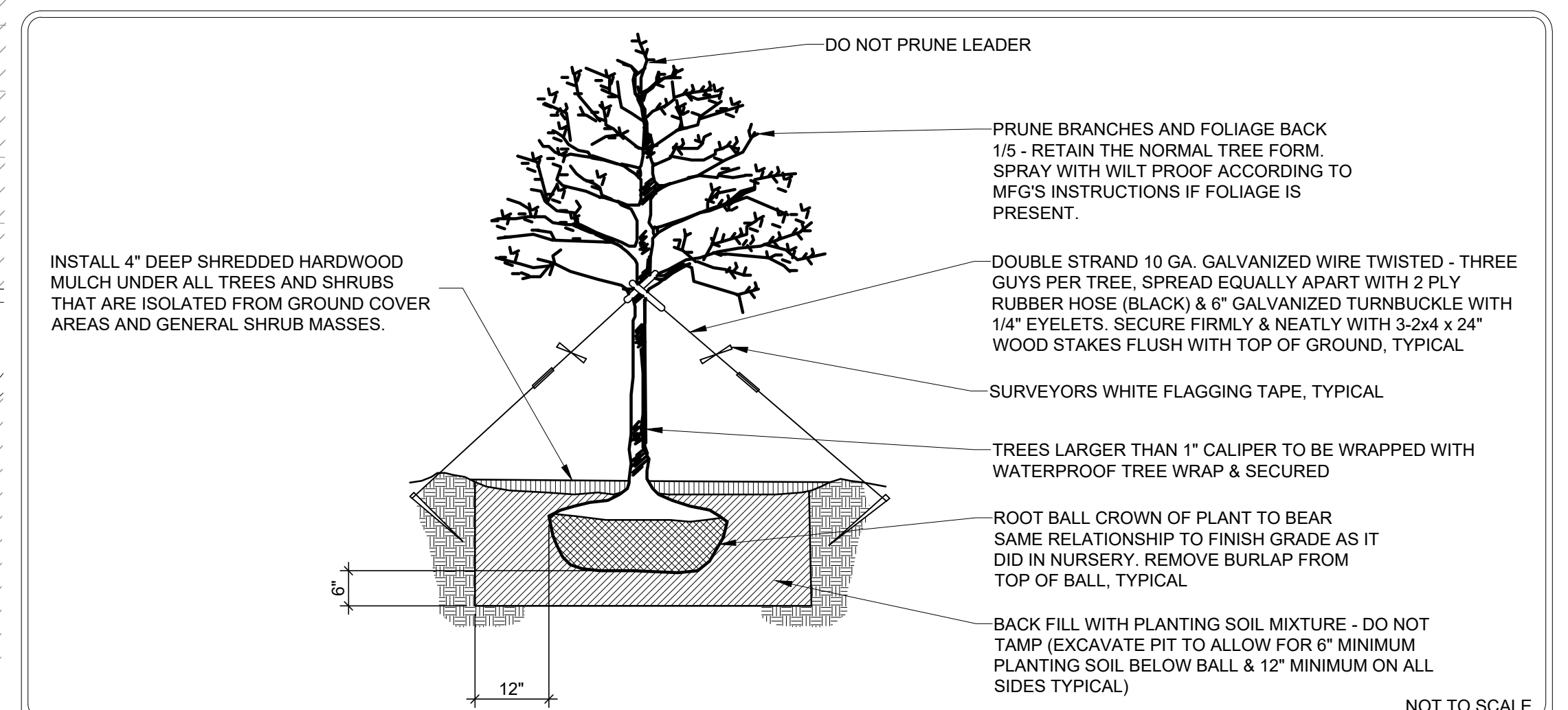
TREE COUNT

PROPOSED HD SHRUBS = 70
 PROPOSED AB1 TREES = 18
 PROPOSED AT TREES = 29
 PROPOSED AB2 TREES = 7
 PROPOSED BW TREE = 12
 TOTAL SHRUBS = 70
 TOTAL TREES = 67



SHRUB PLANTING DETAIL

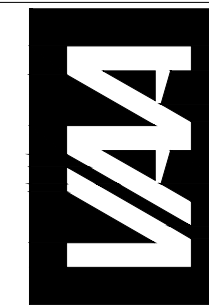
PLATE NO. C-3031



TREE PLANTING DETAIL

PLATE NO. C-3029

Planners and Engineers
 2300 Berkhine Lane N. Suite 200
 Plymouth, MI 48170
 www.vaaeng.com
 info@vaaeng.com
 765.559.9100



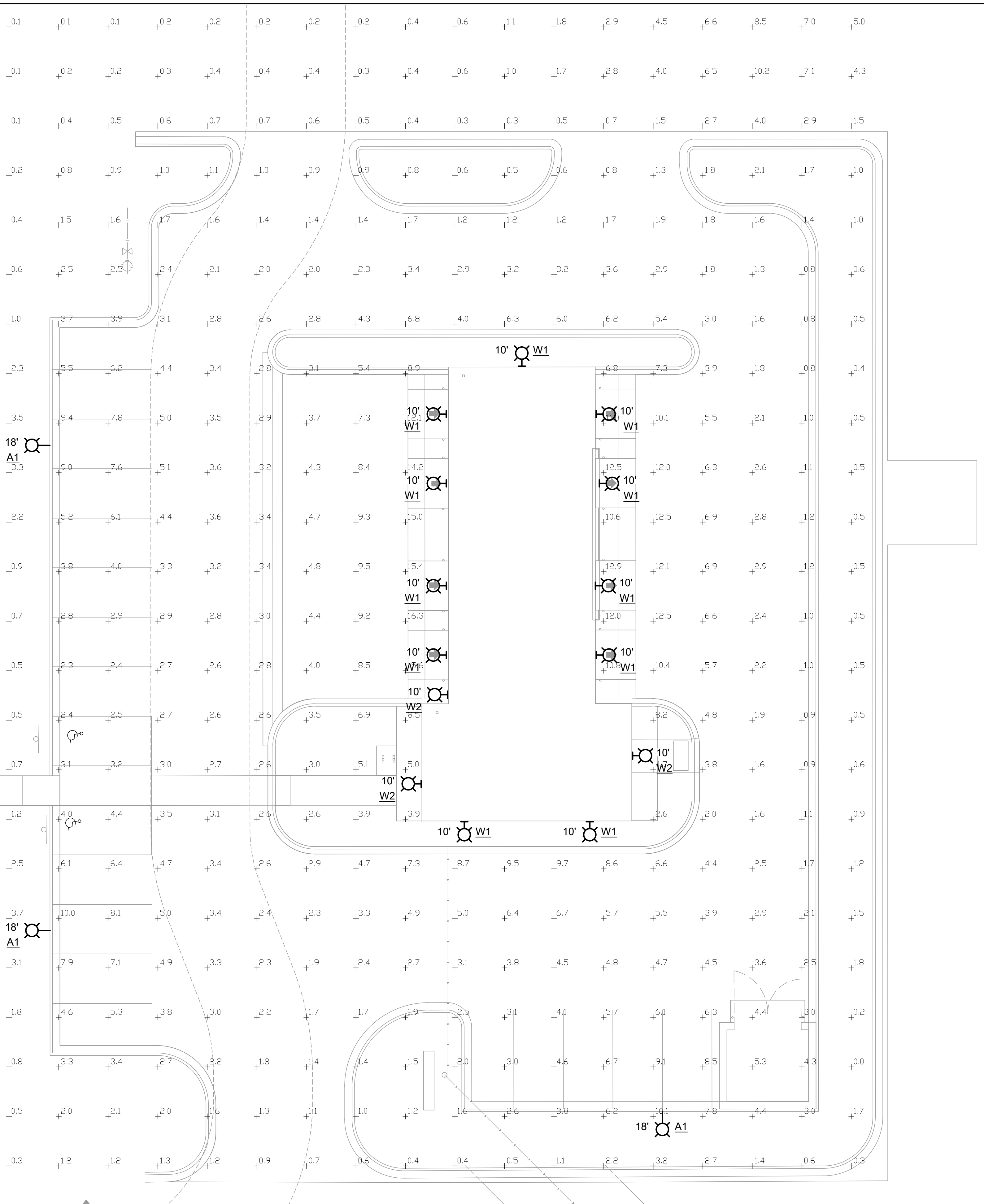
revision:

jiffylube MULTI-CARE SERVICES
 CRITERIA V2018.11-14
 OSHTEMO TOWNSHIP, MI
 MEIJER OUTLOT

PLANTING PLAN

project # 190685
 drawn: RCQ

L-1

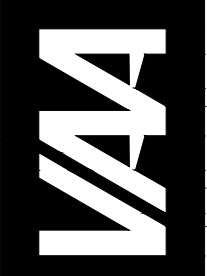
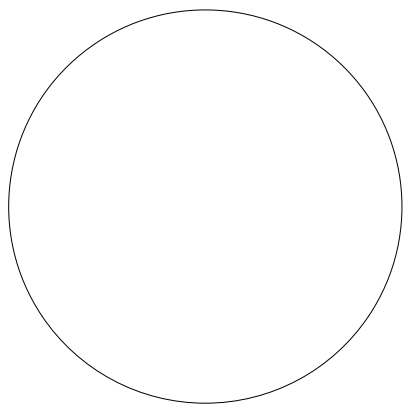


1 LIGHTING PHOTOMETRICS
E100

LIGHTING FIXTURE SCHEDULE					
SYMBOL	DESCRIPTION	MFR. / CAT. NO.	QUANTITY / LAMP TYPE	INPUT POWER / VOLT	REMARKS/ACCESSORIES
A1	ROADWAY "COMB HEAD" TYPE 3 DISTRIBUTION MOUNTED 18' ABOVE GRADE	AMERICAN ELECTRIC LIGHTING CAT. NO. ATB5866LED10M POLE CAT. NO. BR10W1BZK1A2596PNDZ(AB)	LED	234 WATT / (120-277V)	
W1	WALL-PAK WET LOCATION - WALL MOUNT LED FORWARD THROW REFRACTOR (ABOVE MAN DOORS)	HOLOPHANE CAT. NO. W4GLE30C100540K3MM/VOL/TS/SPD	LED	134 WATT / MULTI-VOLT (120-277V)	
W2	WALL-PAK WET LOCATION - WALL MOUNT LED FORWARD THROW REFRACTOR (ABOVE MAN DOORS)	HOLOPHANE CAT. NO. HLWPC2P10400XKT2M	LED	28 WATT / MULTI-VOLT (120-277V)	

2 LIGHTING FIXTURE SCHEDULE
E100

Planners and Engineers
2300 Berkshire Lane N, Suite 200
Plymouth, MN 55441
763.559.0100
www.vaaeng.com
info@vaaeng.com

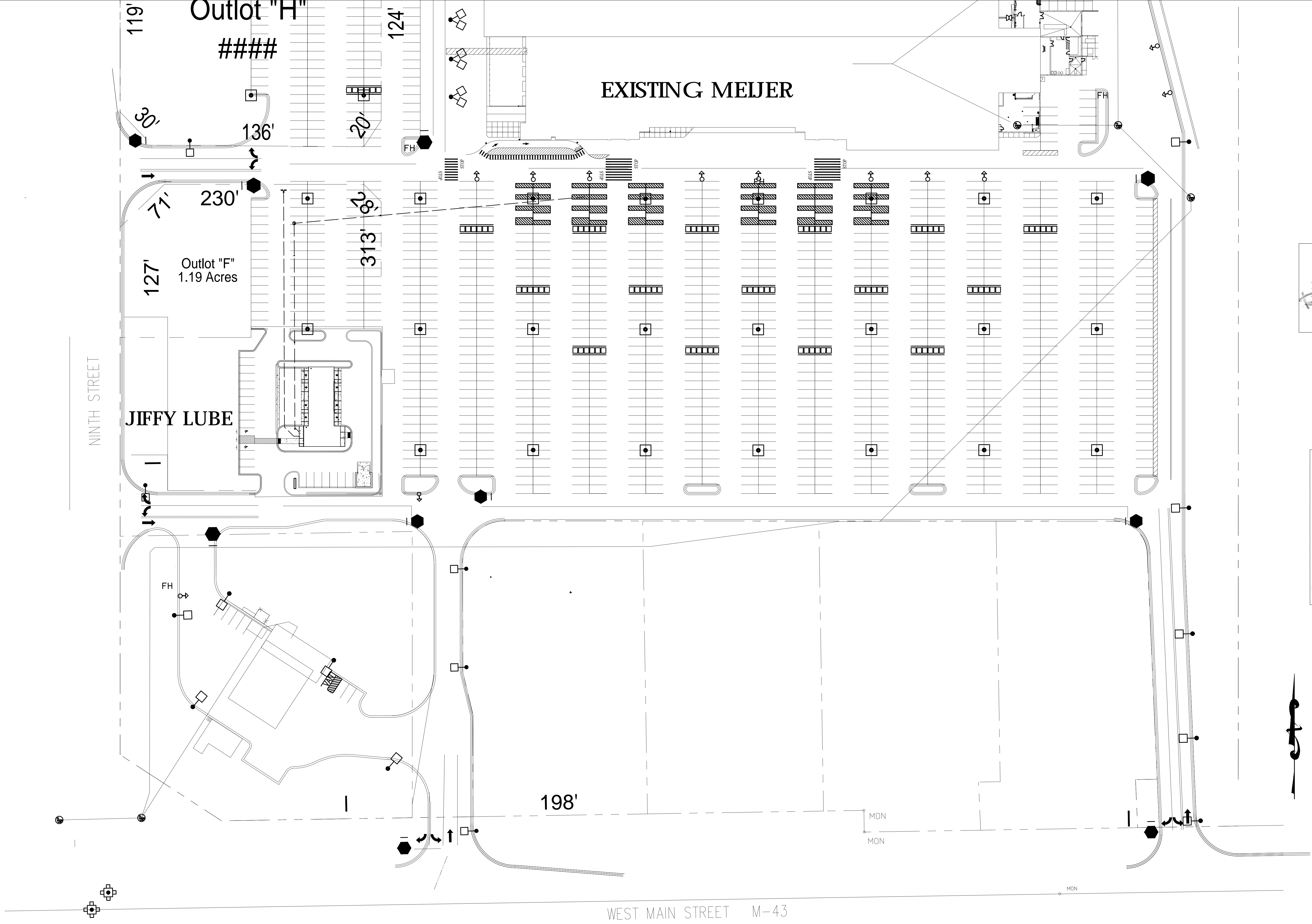
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jiffy lube
MULTI-CARE SERVICES
CRITERIA V2018-11-14
OSHTOMO TOWNSHIP, MN
MEIJER OUTLOT

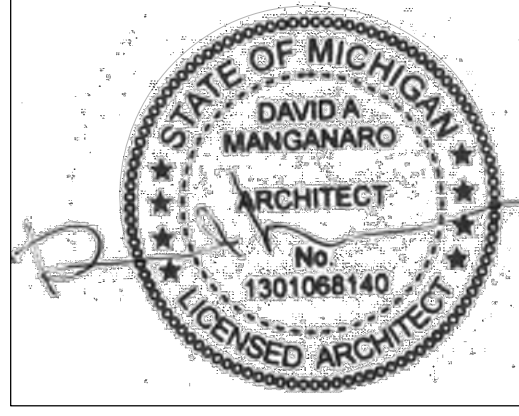
SITE PHOTOMETRIC PLAN

project #
190685
drawn: KMB

E100



COONAN & BONDS ARCHITECTS
 A CALIFORNIA CORPORATION
 TEXAS OFFICE:
 6808 Bridgemark Drive
 Grand Prairie, TX 75054
 949-520-0006



Architect of Record
 Dave Manganaro
 revision:



Jiffy Lube
 MULTI-CARE SERVICES
 CRITERIA V2018.11-1X4
 OSHTEMO TOWNSHIP, MICHIGAN
 6660 WEST MAIN ST. KALAMAZOO

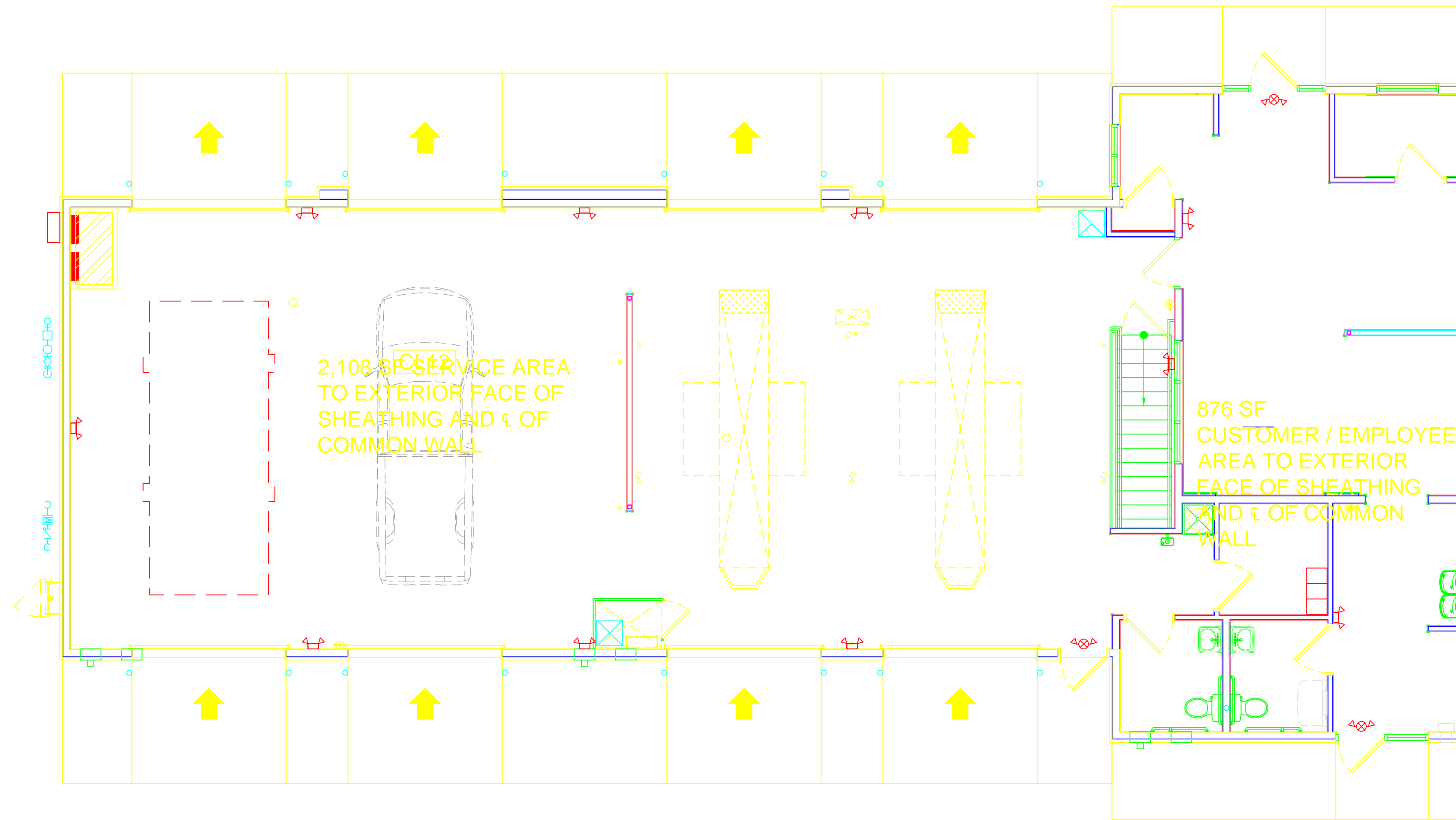
OVERALL SITE PLAN

project #
 2020-2
 drawn: d.a.m.

FEB. 10, 2020
 DESIGN PRINCIPAL
 CHRISTOPHER COONAN

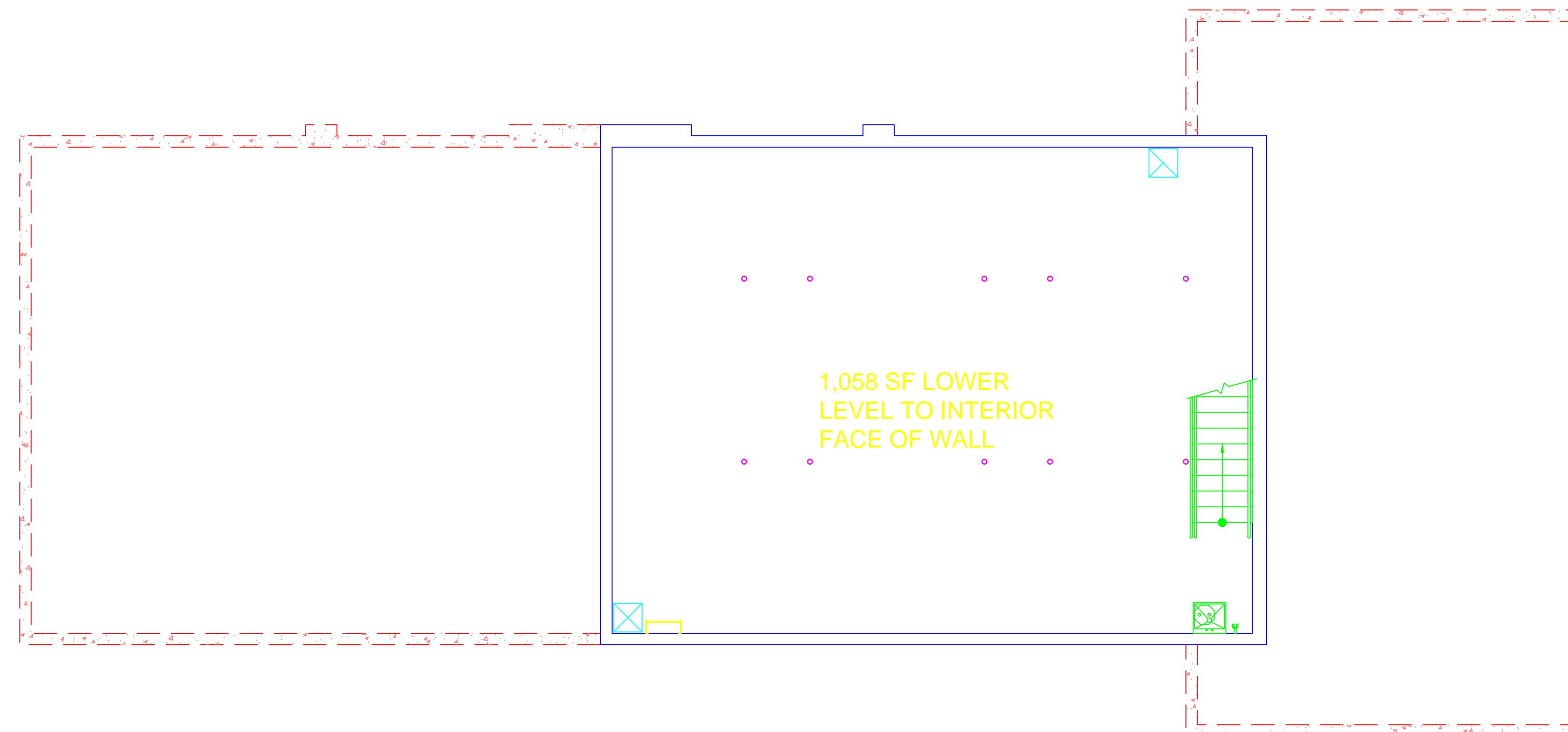


A-1



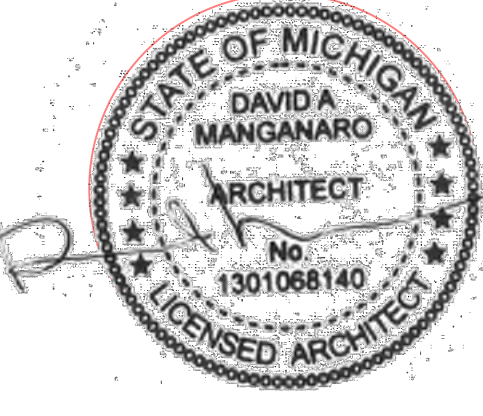
SQUARE FOOTAGE
 2,984 SF = MAIN LEVEL
 1,058 SF = LOWER LEVEL
 4,042 SF = TOTAL

1st Floor Plan - ground level



Basement Floor Plan

COONAN & BONDS ARCHITECTS
 TEXAS OFFICE
 6988 Bridgemark Drive
 Grand Prairie, TX 75051
 949-520-0006



Architect of Record
 Dave Manganaro

revision:

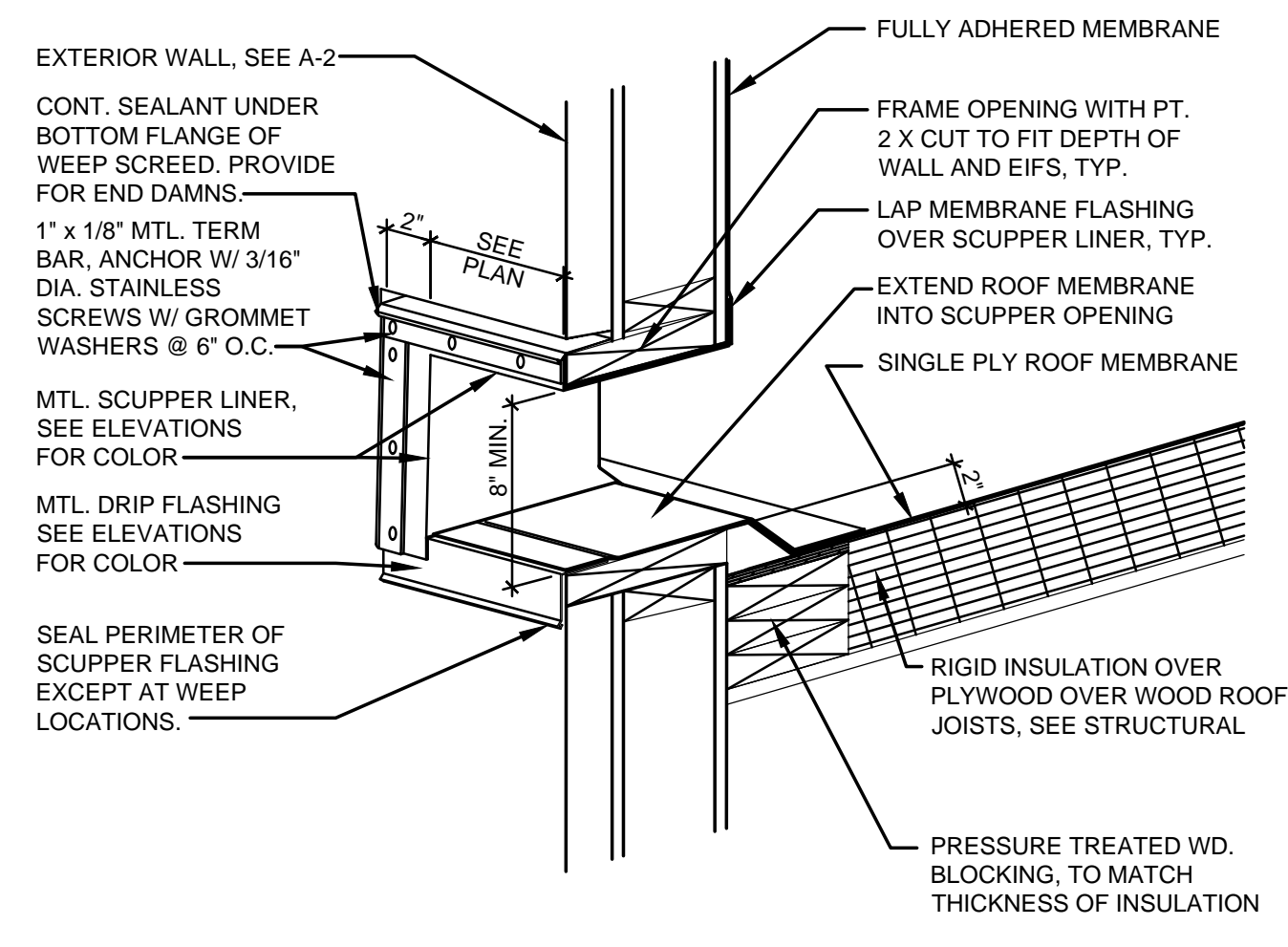
Traditional Brand
 DEVELOPMENT PARTNERS

Jimmylube • MULTI-CARE SERVICES
 CRITERIA V018 11.1X4
 OSHTMEMO TOWNSHIP, MICHIGAN
 6660 WEST MAIN ST. KALAMAZOO

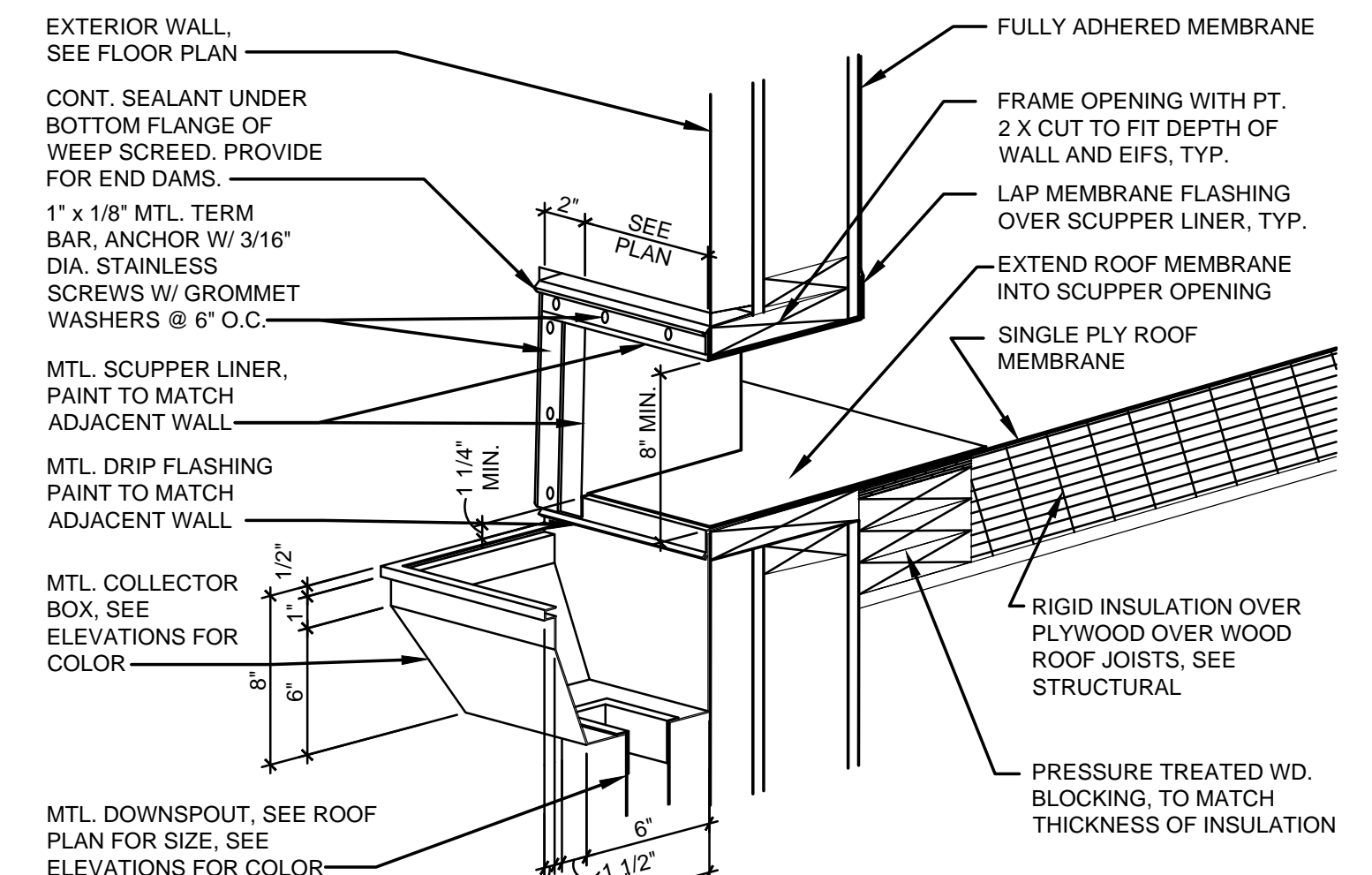
FLOOR PLANS

project #
 2020-2
 drawn: d.a.m.

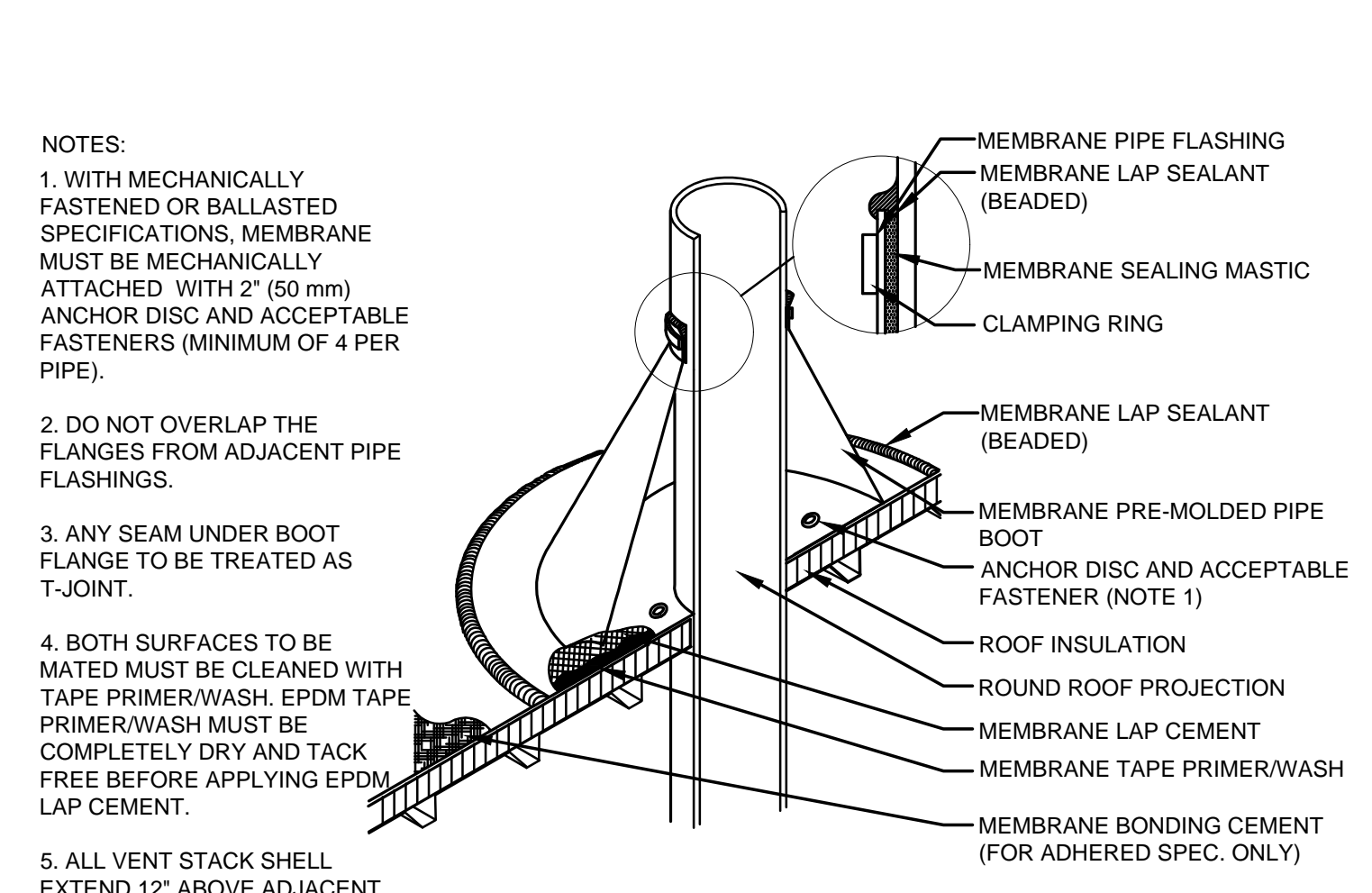
FEB. 10, 2020
 DESIGN PRINCIPAL
 CHRISTOPHER COONAN



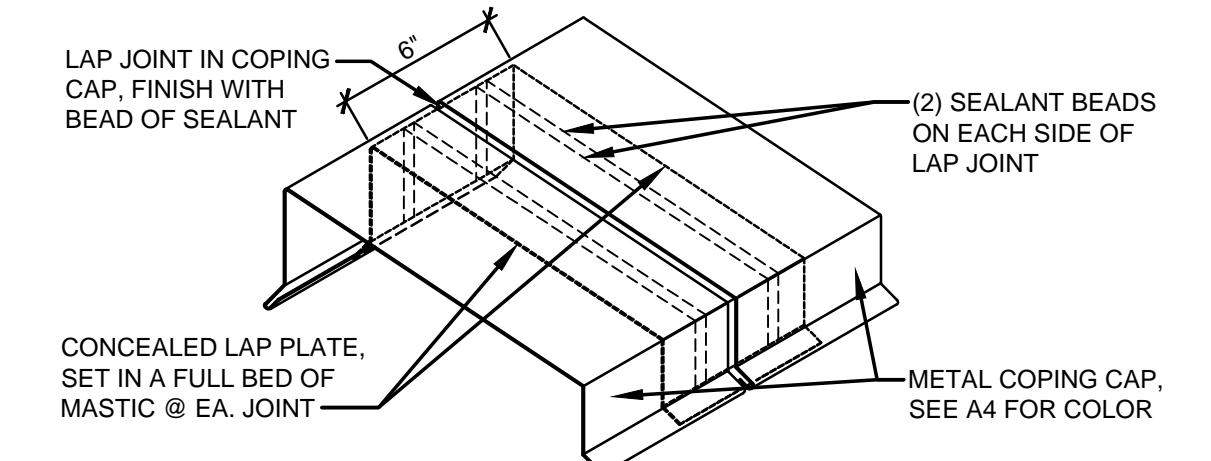
3 OVERFLOW SCUPPER DETAIL
SCALE: 1-1/2" = 1'-0"



4 SCUPPER OPENING DETAIL
SCALE: 1-1/2" = 1'-0"

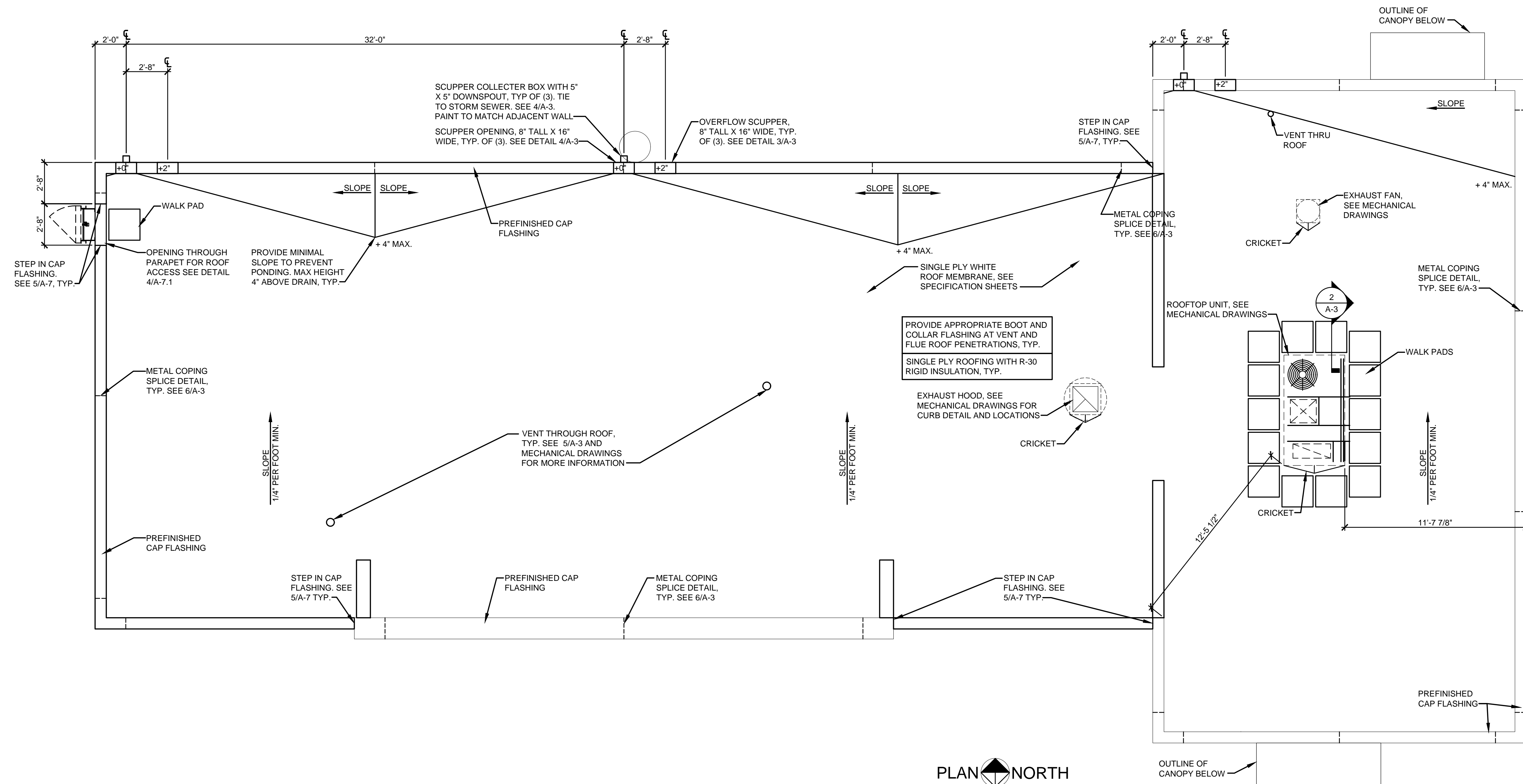


5 BOOT DETAIL
SCALE: N.T.S.

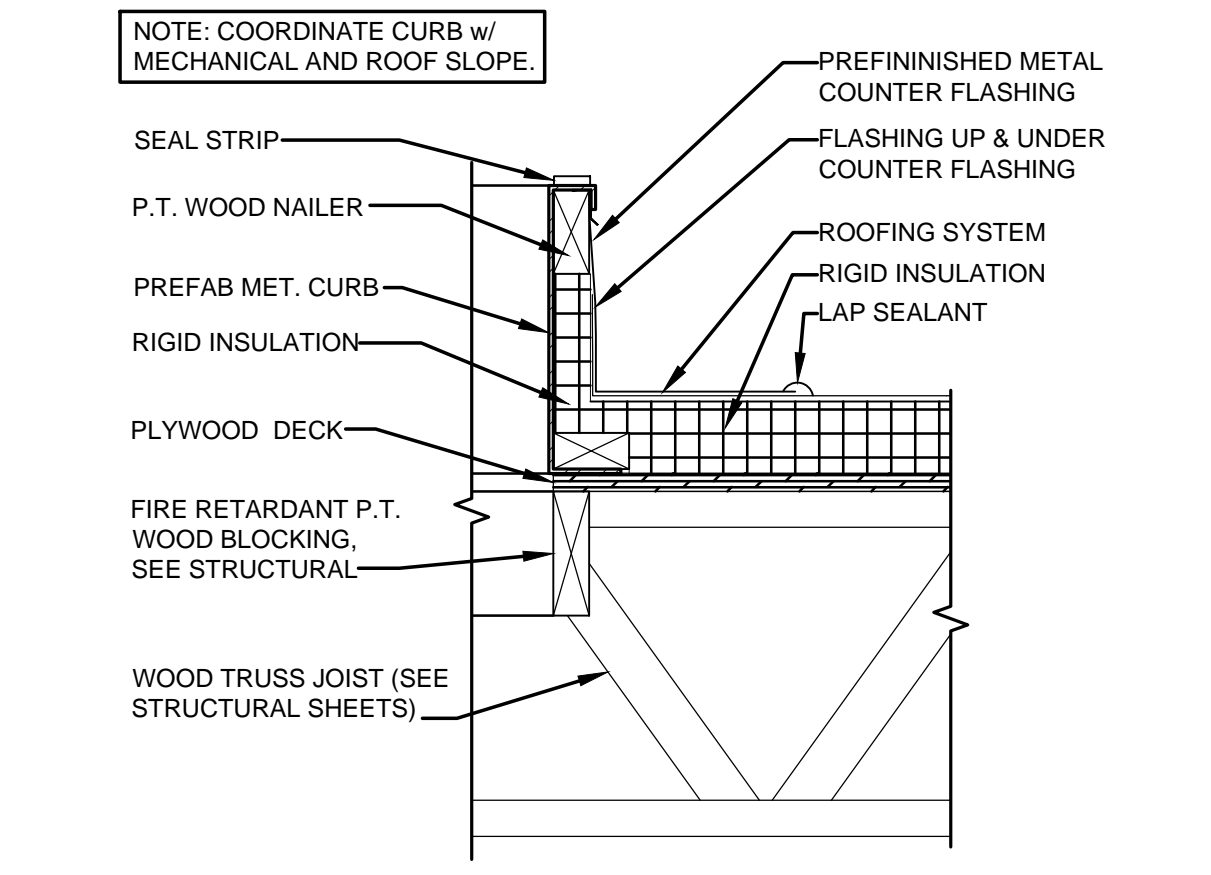


6 TYP. COPING LAP JOINT
SCALE: 1-1/2" = 1'-0"

- NOTES:
1. WITH MECHANICALLY FASTENED OR BALLASTED SPECIFICATIONS, MEMBRANE MUST BE MECHANICALLY ATTACHED WITH 2" (50 mm) ANCHOR DISC AND ACCEPTABLE FASTENERS (MINIMUM OF 4 PER PIPE).
 2. DO NOT OVERLAP THE FLANGES FROM ADJACENT PIPE FLASHINGS.
 3. ANY SEAM UNDER BOOT FLANGE TO BE TREATED AS T-JOINT.
 4. BOTH SURFACES TO BE MATED MUST BE CLEANED WITH TAPE PRIMER/WASH, EPDM TAPE PRIMER/WASH MUST BE COMPLETELY DRY AND TACK FREE BEFORE APPLYING EPDM LAP CEMENT.
 5. ALL VENT STACK SHELL EXTEND 12" ABOVE ADJACENT PARAPET WALLS.



1 ROOF PLAN
SCALE: 1/4" = 1'-0"



2 ROOF CURB DETAIL
SCALE: 1-1/2" = 1'-0"

COONAN & BONDS ARCHITECTS
A CALIFORNIA CORPORATION
TEXAS OFFICE:
6988 Bridgemarket Drive
Grand Prairie, TX 75054
946-520-0006



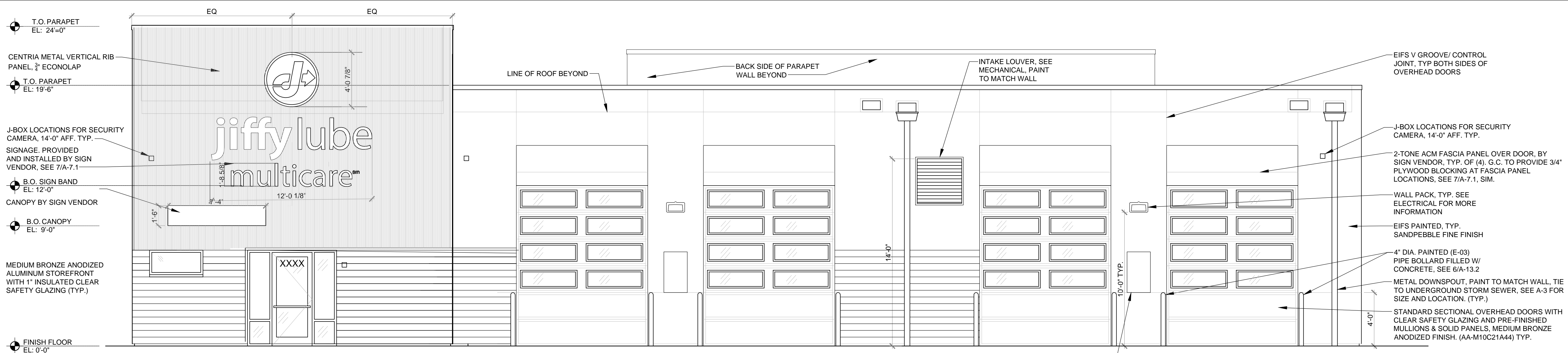
Architect of Record
Dave Manganaro
revision:

Traditional Brand DEVELOPMENT PARTNERS
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FLOOR PLANS

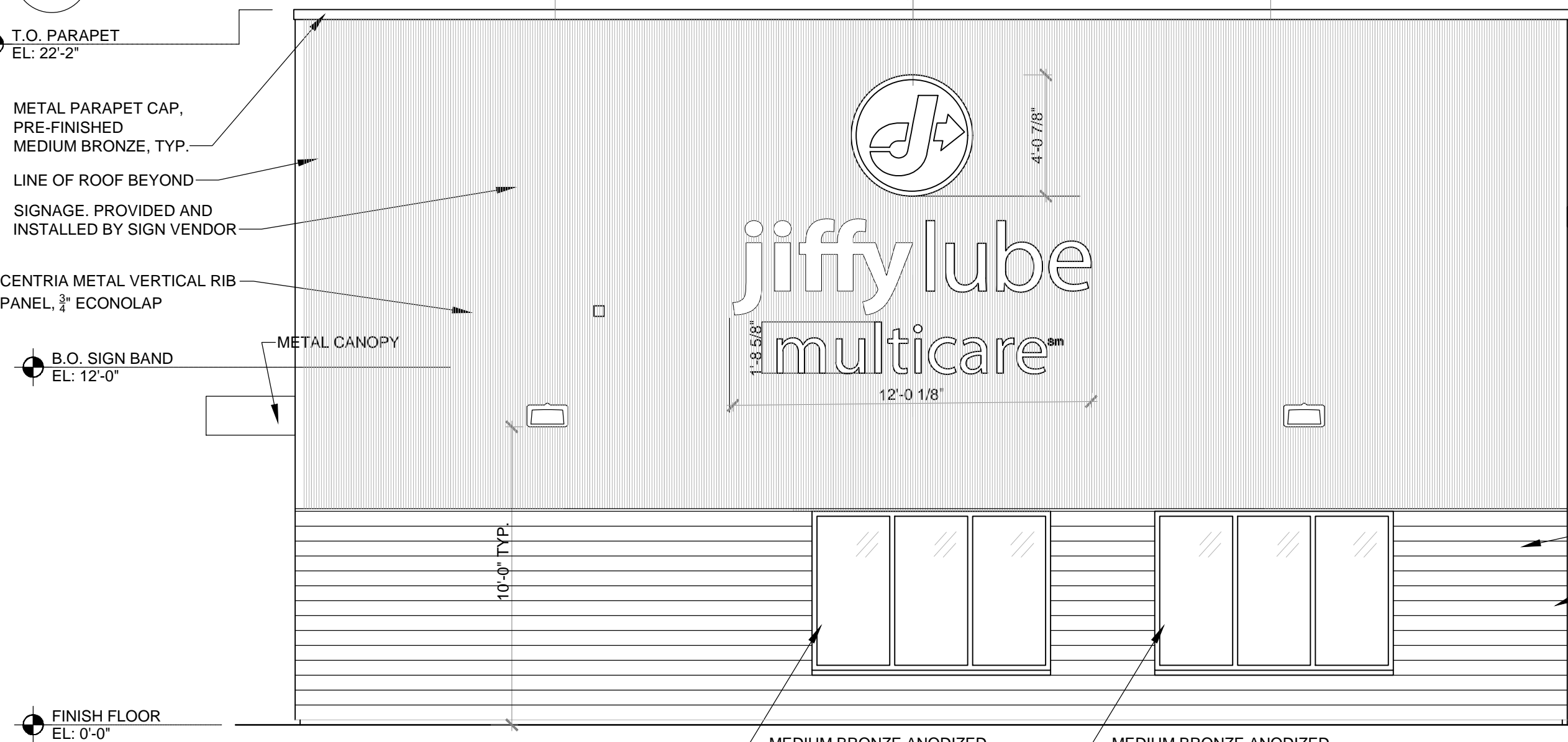
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DESIGN PRINCIPAL
CHRISTOPHER COONAN

A-3



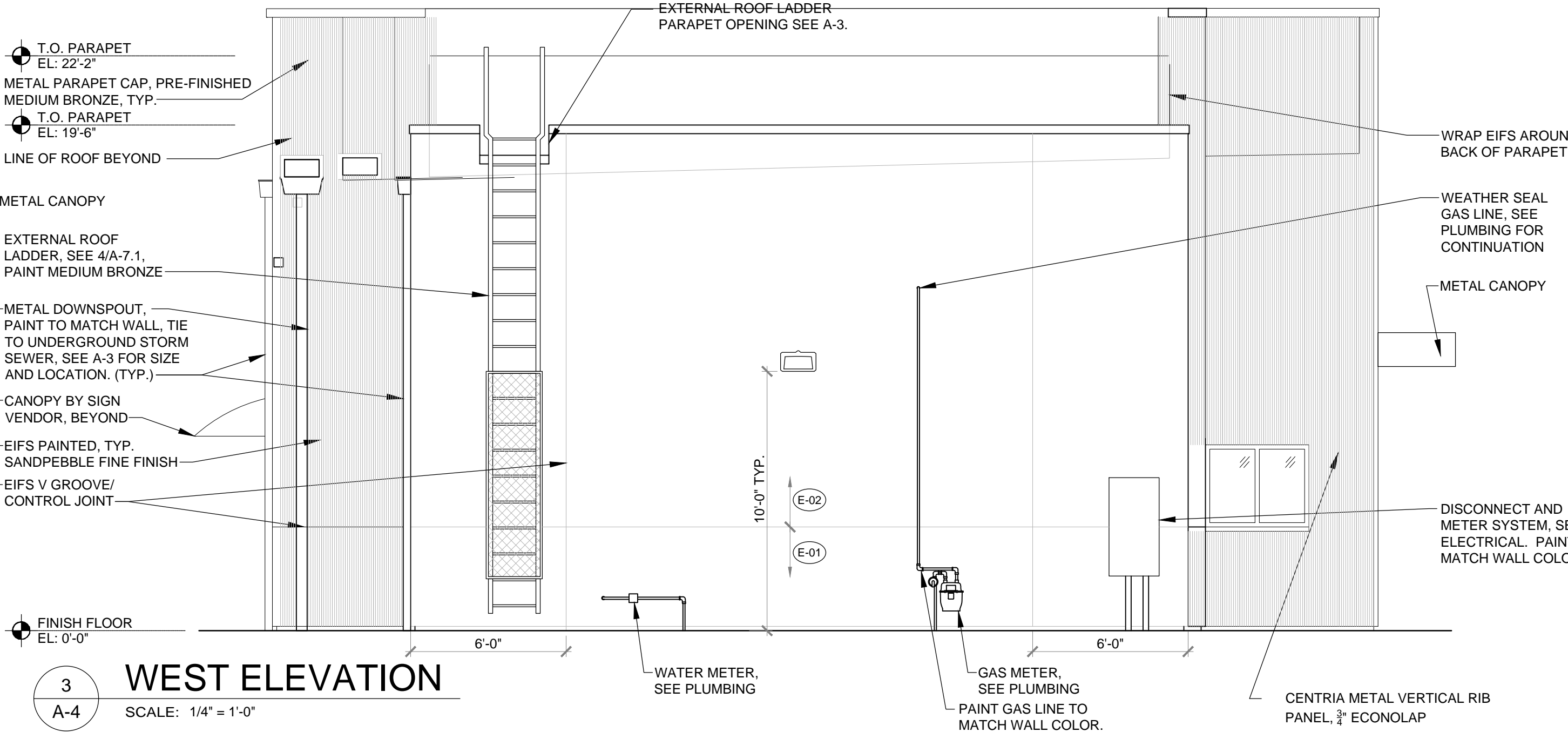
4 NORTH ELEVATION

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



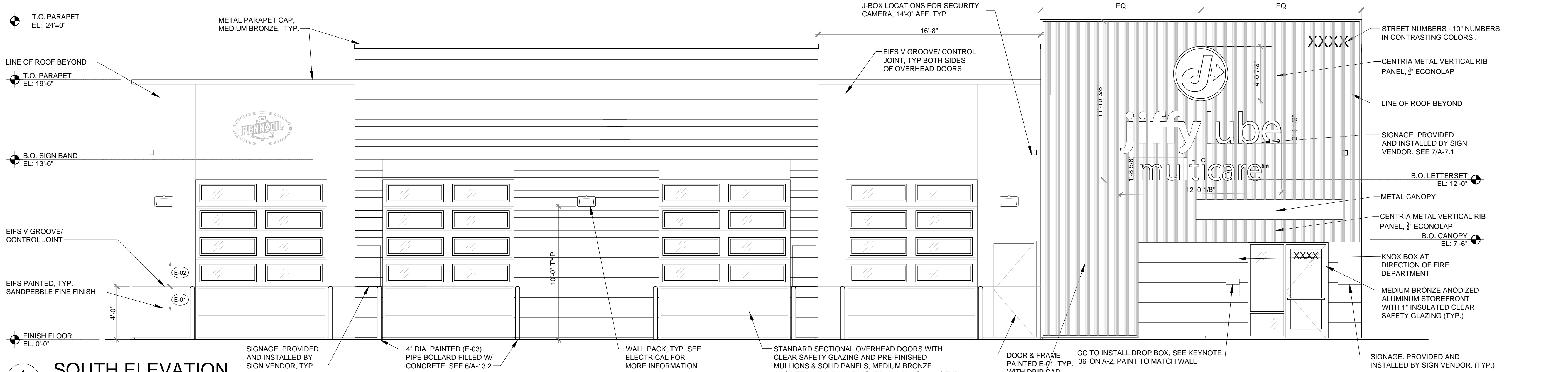
2 EAST ELEVATION

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



3 WEST ELEVATION

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



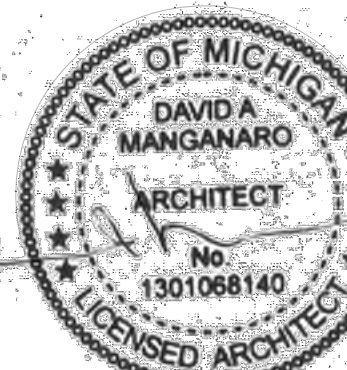
1 SOUTH ELEVATION

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

MARK	EXTERIOR FINISH SCHEDULE:	MATERIAL	MFR #	COLOR
E01	EXT. WALLS: WAINSCOT / SIGN POLES / FENCES / EXT. DOORS AND TRIM	PAINT (SATIN / SEMI-GLOSS)	SW2827	COLONIAL REVIVAL STONE
E02	EXT. WALLS ABOVE WAINSCOT	PAINT (SEMI-GLOSS)	SW7005	PURE WHITE
E03	EXT. WALLS: REAR FASCIA / HANDRAILS / GUARD RAILS / TRAFFIC BOLLARDS	PAINT (SEMI-GLOSS)	SW2905	CARMINE
E04	EXT. WALLS: APPLY OVER CARMINE COLOR ABOVE	PAINT (SEMI-GLOSS)	CLEAR COAT	SHER-CLEAR

NOTE: ALL COLOR NAMES INDICATED ARE FOR SELECTION PURPOSES ONLY. SEE PAINT SPECS FOR SPECIFIC REQUIREMENTS. DESCRIPTION: (ALL 'SHERWIN / WILLIAMS' NUMBERS 'SW' COLORS) -APPLY CLEAR COAT (E-04) OVER CARMINE (E-03) ON EXTERIOR APPLICATIONS.

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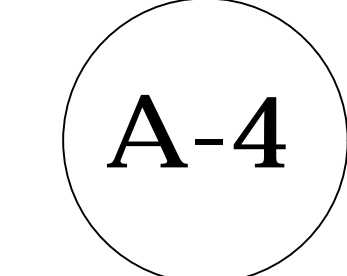


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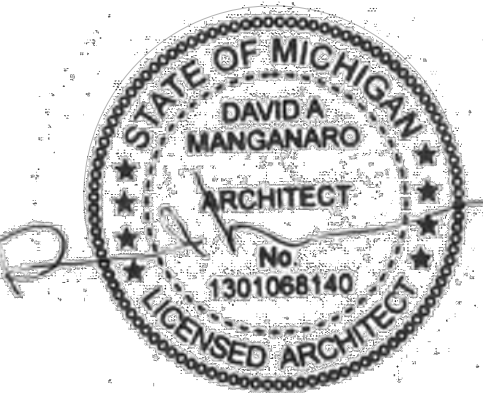
BUILDING ELEVATIONS

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COLORED SITE PLAN

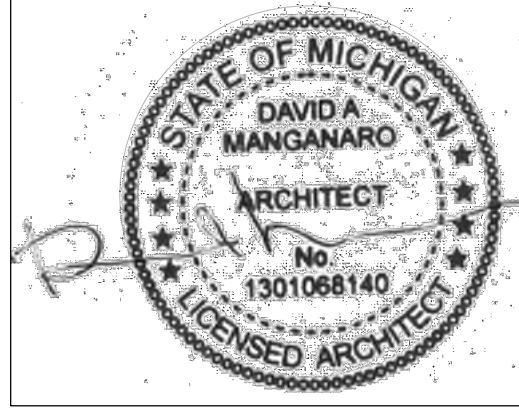
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RENDERING LOOKING NE

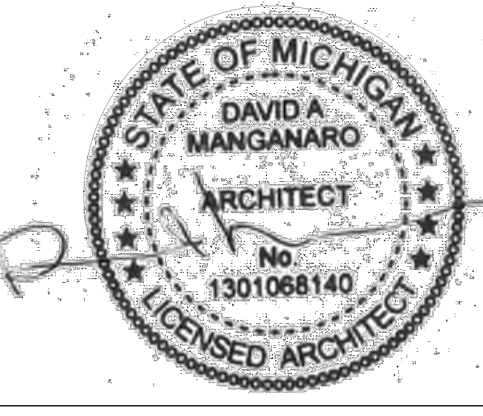
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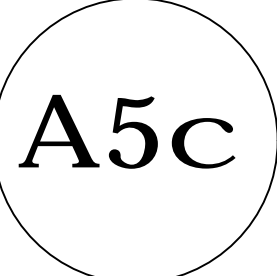


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RENDERING LOOKING NW

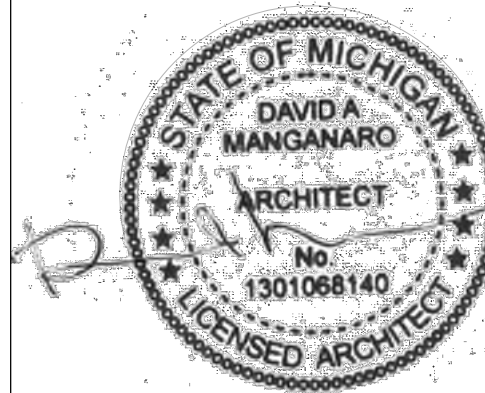
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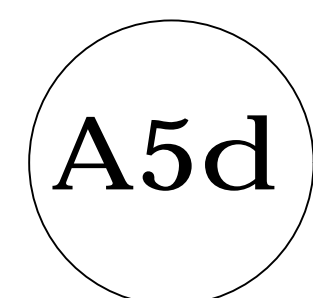


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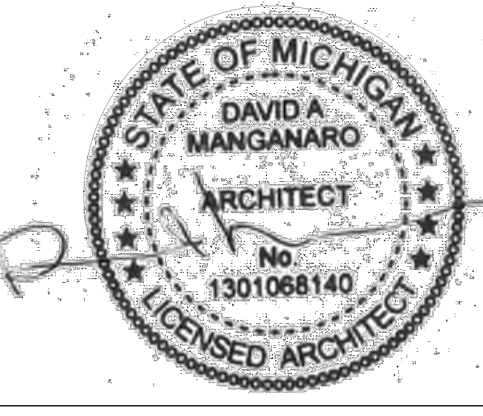
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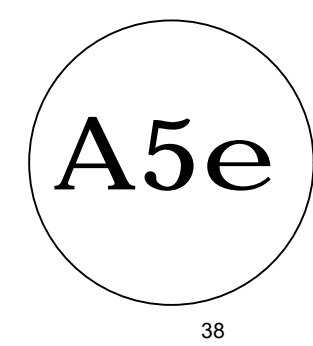


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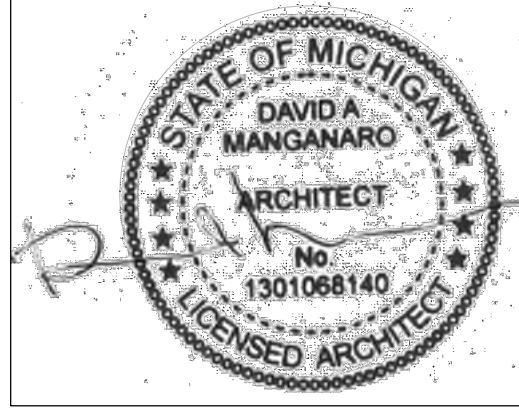
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LOOKING DUE EAST

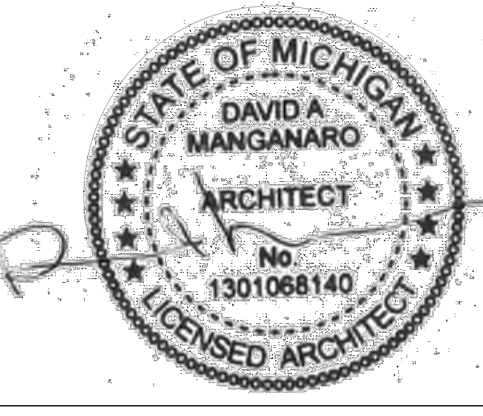
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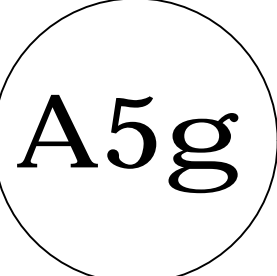


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LOOKING NORTHEAST

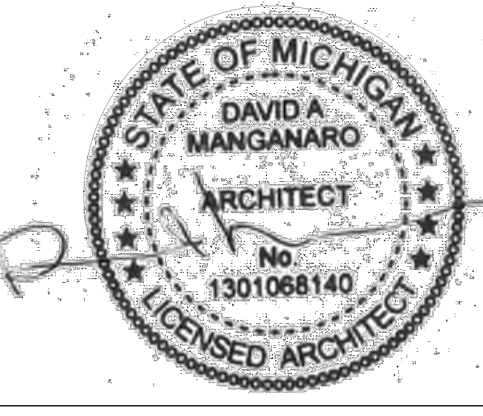
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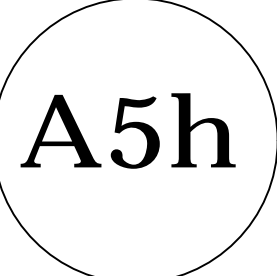


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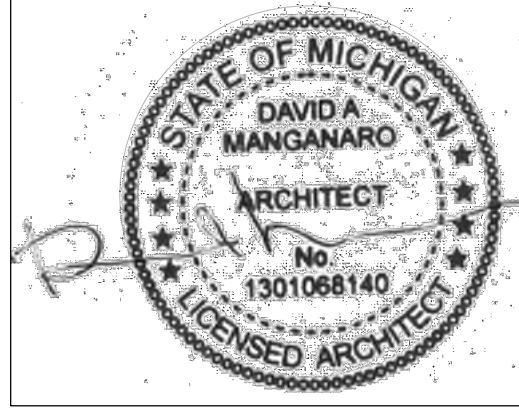
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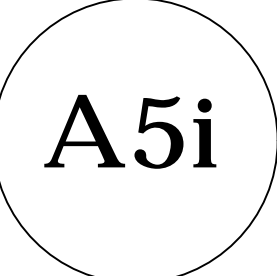
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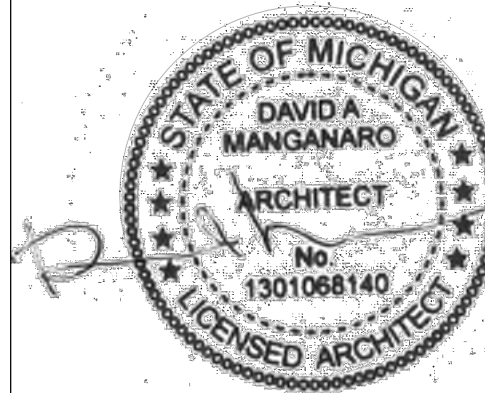




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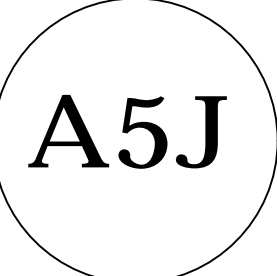


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LOOKING DUE NORTH

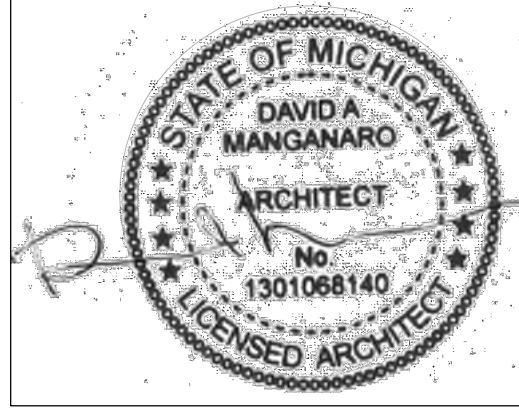
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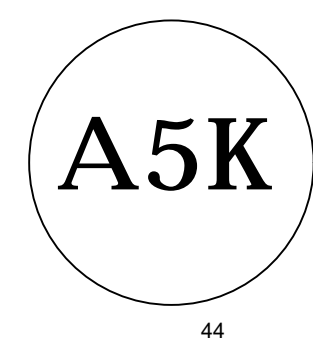


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LOOKING SOUTHWEST

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CORNER OF MAIN AND NINTH STREET



LOOKING TOWARD OUTLOT TO NORTH

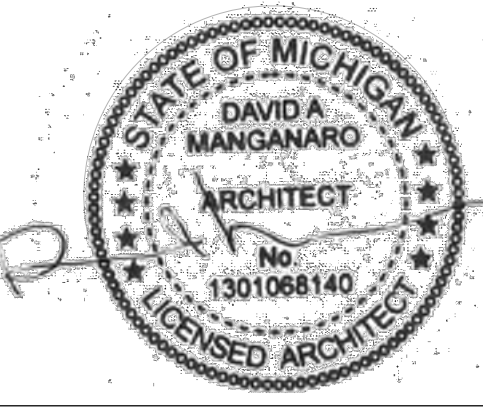


LOOKING TOWARD ENTRY DRIVE FROM MAIN



LOOKING DOWN 9TH STREET

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EXISTING PHOTOS

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VIEW OF MEIJER OUTLOT FROM ACROSS 9TH ST



VIEW AT END OF ENTRY DRIVE FROM MAIN, LOOKING N

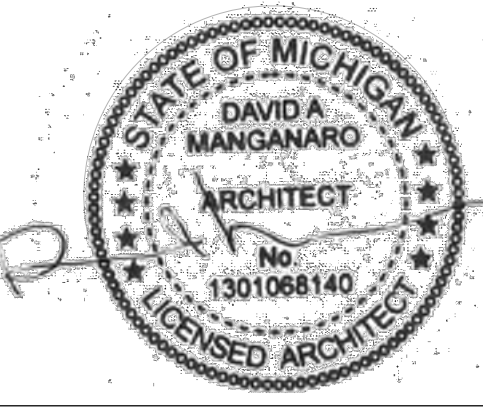


VIEW TO SOUTH ALONG 9TH STREET FRONTAGE



VIEW ON 9TH STREET FRONTAGE LOOKING SOUTH

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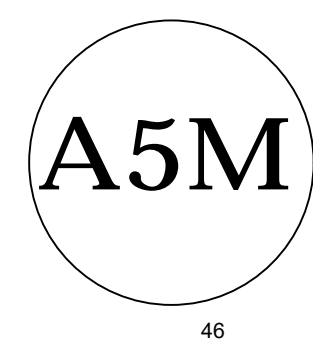


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July 24, 2020

Mtg Date: July 30, 2020
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Discussion: Assembly and Convention Halls

Objective:

Discuss potential definition and Special Use requirements for Assembly and Convention Halls.

Background:

Township Planning Department staff was approached by a perspective property owner who is interested in establishing a wedding/event venue within the commercial portion of the 9th Street and West Main Zoning Overlay. Examining the Township's Zoning Ordinance, staff found that no such use is identified as allowable in any zoning district in Oshtemo, despite a handful of such businesses having been located here in the past. In some cases, such as with the Delta Marriott Hotel on S 11th Street, the convention center there, is considered an accessory element to the primary use of the property. In the case that prompted this proposal, the event space would be the property's primary use.

A general tenant of local zoning is that no reasonable use of land can be outright prohibited in any community and must be allowed somewhere. In the interest of adhering to accepted legal convention and good planning practice, staff proposes a text amendment to the Zoning Ordinance to allow Assembly and Convention Halls as a Special Use in the C, Local Business District, the 9th Street and West Main Overlay Zone. All three zoning districts are appropriate locations for this use based on their character and intent. At this time, in order to mitigate any unforeseen consequences or impacts of this use to nearby properties, staff recommends making Assembly and Convention Halls a Special Use so that the Township can impose any necessary restrictions on a case by case basis. As the Township gains experience with Assembly and Convention Halls as a primary use, additional criteria can be developed, other zoning districts considered, and the use potentially even transitioned from a Special Use to a Permitted Use with Conditions, which would allow for administrative review and approval.

The Planning Commission initially reviewed the proposed amendment at their regular February 27th meeting. After discussion, the Commission agreed to move forward with the proposed changes to Sections 18.40 and 35.40 and set a Public Hearing for their meeting on March 26th. Due to COVID-19's impact on the Township's ability to hold open meetings, the public hearing needed to be rescheduled to April 30th. At the public hearing the Planning Commission grew concerned when they found that the ordinance does not define Assembly and Convention Halls. There was concern that if no additional guidance was provided larger Convention Centers (like the Kalamazoo County Expo Center) could accidentally be lumped into the same category. The Planning Commission moved to table the item and asked staff to explore possible definitions that would elevate their concerns and avoid potential future misunderstandings. Staff presented a drafted definition to the Commission at their May 14th meeting as well as discussed the possibility of implementing a maximum capacity or occupancy to be tied to the proposed special use – potentially a different value depending on the zoning district in which the use is allowed. It was agreed that staff would return to the Commission with a revised definition for Assembly and Convention Halls and drafted Special Use requirements.

Requested Discussion:

Based on the feedback provided by the Commission, Planning staff would like to present the amended definition to consider and discuss.

Assembly and Convention Hall Definition

A room or building for the purpose of hosting a party, banquet, wedding, or any other social or business event. Assembly and Convention Halls can also be called meeting rooms, function halls, reception halls, or banquet halls.

In addition to a general definition, staff has drafted the following requirements to be considered for Assembly and Conventions Halls to be placed under Section 49 Requirements for Special Uses.

Assembly and Convention Halls Requirements for Special Uses

- A. Assembly and Convention Halls shall have the following maximum capacities as established by the Township building code if located in one of the following zoning districts:
 - i. 9th Street and West Main Overlay Zone: 200 people
 - ii. C, local business district: 750 people
- B. Assembly and Convention Halls shall allow for both indoor and outdoor event spaces. Permitted maximum capacity of the site, per item A above, shall be considered the sum of the capacities of all indoor and outdoor event spaces. Outdoor event spaces must be approved by the Planning Commission at the time of Special Use and Site Plan approval. The following additional details shall be provided with the submitted site plan for all requests for outdoor event spaces:
 - a. A letter of intent, including information on how the outdoor space will be used, the hours of operation, description on what attempts were made to visually shield the proposed outdoor space from the road and neighboring properties, and a breakdown of the site's maximum occupancy capacity for the indoor and outdoor event spaces.
 - b. The outdoor event space clearly delineated on the site.
 - c. Placement of vehicles, trailers, and all other equipment for outdoor events is shown on the plan and placed away from adjoining residentially used properties and complies with all applicable setbacks.
 - d. Restrooms provided (in building or portable facilities).
 - e. Traffic lanes and additional on-site parking to service outdoor event space to be provided at the rate of 1 space for each 3 persons allowed within the maximum occupancy.
 - f. Fire lanes and emergency vehicle turning areas.
 - g. All activity takes place on subject property.
- C. The Planning Commission may impose additional conditions when found reasonable and appropriate to avoid or mitigate adverse impacts on surrounding properties.

Note parking for this use is already addressed in 52.100 Minimum Required parking spaces – the language is included on the next page for reference.

52.100 Minimum required parking spaces

Land Use	Minimum number of spaces per unit of measure
Meeting rooms, Assembly & Convention Halls (without fixed seating)	1 space for each 3 persons allowed within the maximum occupancy load as established by the Township building code

After discussion, staff requests that the Planning Commission provide direction to staff on how to move forward. Thank you.