

**OSHTEMO CHARTER TOWNSHIP
ZONING BOARD OF APPEALS**

MINUTES OF A MEETING HELD OCTOBER 23, 2018

Agenda

SITE PLAN REVIEW:

SELECT HINGES MANUFACTURING BUILDING SELECT PRODUCTS, LTD, A PARENT COMPANY OF SELECT HINGES, IS REQUESTING UPDATED SITE PLAN APPROVAL FOR A NEW MANUFACTURING FACILITY WITH SPACE FOR ADMINISTRATIVE OFFICES AT AN UNADDRESSED PROPERTY AT THE NORTH END OF STADIUM PARK WAY, PARCEL NUMBER 3905-34-130- 050.

A meeting of the Oshtemo Charter Township Zoning Board was held Tuesday, October 23, 2018 at approximately 3:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT:	James Sterenberg, Chair Nancy Culp Neil Sikora, Vice Chair Anita Smith Bruce VanderWeele
MEMBERS ABSENT:	Bob Anderson

Also present were Julie Johnston, Planning Director and Martha Coash, Meeting Transcriptionist. One other person was in attendance.

Call to Order and Pledge of Allegiance

Chairperson Sterenberg called the meeting to order and invited those present to join in reciting the "Pledge of Allegiance."

Public Comment on Non-Agenda Items

There were no comments on non-agenda items.

Approval of the Minutes of August 28, 2018

Chairperson Sterenberg asked if there were any additions, deletions or corrections to the minutes of August 28, 2018.

One typo was noted. The Chair asked for a motion.

Mr. Sikora made a motion to approve the Minutes of August 28, 2018, with the typo correction noted. Mr. VanderWeele supported the motion. The motion was approved unanimously.

SITE PLAN REVIEW:

SELECT HINGES MANUFACTURING BUILDING SELECT PRODUCTS, LT4 A PARENT COMPANY OF SELECT HINGES, IS REQUESTING UPDATED SITE PLAN APPROVAL FOR A NEW MANUFACTURING FACILITY WITH SPACE FOR ADMINISTRATIVE OFFICES AT AN UNADDRESSED PROPERTY AT THE NORTH END OF STADIUM PARK WAY, PARCEL NUMBER 3905-34-130- 050.

Chairperson Sterenberg moved to the next item on the agenda and asked Ms. Johnston for her review.

Ms. Johnston indicated that on June 27, 2017, Select Products, Ltd., a parent company of Select Hinges, received site plan approval from the Zoning Board of Appeals for the construction of a new manufacturing facility at 3258 Stadium Park Way. Per Section 82.900 of the Site Plan Review Ordinance:

“Approval of the Site Plan shall be valid for a period of one year after the date of approval. If a building permit has not been obtained and on-site development actually commenced within said one year, the Site Plan approval shall become void and new approval obtained before any construction or earth change is commenced upon the site. Extensions may be granted by the approving body if requested prior to the expiration of the one-year validity period.”

Unfortunately, she said, the one-year mark has passed for both the ability to commence work and to receive an extension from the approving body. Therefore, Select Hinges is requesting site plan re-approval from the Zoning Board of Appeals (ZBA).

The original approval received from the ZBA allowed Select Hinges to defer 20 parking spaces located at the north end of their parking lot and included the following conditions to be resolved administratively:

1. Prior to the issuance of a building permit, a more detailed photometric plan shall be submitted for staff review, indicating all points at which light levels drop to 0.1 foot-candles.
2. Prior to the issuance of a building permit, any outstanding issues pertaining to the design of the storm water management facilities for the Select Hinges site shall be reviewed and approved by the Township Engineer.
3. Prior to the issuance of a certificate of occupancy, any necessary easements shall be drafted and recorded with the Kalamazoo County Register of Deeds. This

condition shall include, but not necessarily be limited to, any relevant items listed in the Township Engineer's memo to the applicant, dated June 13th, 2017.

4. Prior to the issuance of a certificate of occupancy, Township staff shall inspect landscaping on the site in order to ensure that adequate vegetation has been preserved. If not, a compliant landscape plan shall be provided to the Township for administrative review and approval.

Ms. Johnston reported a new photometric plan was submitted to Township staff and was reviewed and approved. No further issues remain related to this condition. However, the condition related to storm water management is still outstanding. Staff requests this condition continue to be attached to the issuance of a building permit and be included in any consideration of re-approval. The remaining two conditions will not be resolved until after construction is complete and consequently should still be attached to any new approval.

Therefore, she said Planning Department staff continues to recommend approval of the Select Hinges site plan, with the following conditions, to be resolved administratively:

1. Prior to the issuance of a building permit, any outstanding issues pertaining to the design of the storm water management facilities for the Select Hinges site shall be reviewed and approved by the Township Engineer.
2. Prior to the issuance of a certificate of occupancy, any necessary easements shall be drafted and recorded with the Kalamazoo County Register of Deeds. This condition shall include, but not necessarily be limited to, any relevant items listed in the Township Engineer's memo to the applicant, dated June 13, 2017.
3. Prior to the issuance of a certificate of occupancy, Township staff shall inspect landscaping on the site in order to ensure that adequate vegetation has been preserved. If not, a compliant landscape plan shall be provided to the Township for administrative review and approval.

There were no questions from ZBA members; Chairperson Sterenberg noted there were no members of the public present for comment. He asked whether the applicant wished to speak.

Mr. Tim Vermeulen, 9770 Shaver Road, Portage, Vice President of Operations for Select Hinges, explained the multiple delays that caused them to not be able to activate the site plan within the initial 12-month approval window, including the serious environmental issues involved in dealing with the brownfield onsite. He noted they still have to go through the brownfield approval process for a second time.

Chairperson Sterenberg moved to Board Deliberations.

Both The Chair and Mr. Sikora expressed their appreciation for Select Hinges' continued commitment to staying in Oshtemo Township despite the complications they have encountered.

Ms. Smith pointed out a discrepancy in the total square footage for the office and manufacturing facility; Ms. Johnston said she would clarify the total with the Township Engineer.

Hearing no further comments, Chairperson Sterenberg asked for a motion.

Mr. Sikora made a motion to grant the updated site plan as requested and recommended by Staff with the inclusion of the three conditions listed and the continued deferral of the 20 parking spaces. Mr. VanderWeele supported the motion. The motion was approved unanimously.

Any Other Business

Ms. Johnston indicated there will likely be a November meeting to address a request for a setback variance.

ZBA Member Comments

There were no comments.

Adjournment

Chairperson Sterenberg noted the Zoning Board of Appeals had exhausted its Agenda. There being no other business, he adjourned the meeting at 3:22 p.m.

Minutes prepared:
October 24, 2018

Minutes approved:
November 27, 2018