

Planning Commission

Regular Meeting

June 15, 2022

6:30PM

Big Rapids City Hall
226 N Michigan Ave

Hybrid Meeting is also accessible via Zoom:

<https://us02web.zoom.us/j/88511840696?pwd=SDR1YjludG9FQzQrV2JKUVpsTlVoUT09>

Meeting ID: 885 1184 0696 Passcode: 795156 Phone Login: Dial (312) 626-6799

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
 - a. May 18, 2022
5. Public Comment Unrelated to Items on the Agenda
6. Public Hearing
7. General Business
 - a. Revised Site Plans for a Facility Expansion at 730 Water Tower Road
8. Unscheduled Business
9. Adjourn

CITY OF BIG RAPIDS
PLANNING COMMISSION MINUTES
May 18, 2022
Unapproved

Chair Jane called the May 18, 2022 regular meeting of the Planning Commission, to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

PRESENT Megan Eppley, Jacob Buse, Chris Jane, Kate McLeod, Kasey Thompson, Rory Ruddick, and Sarah Montgomery

EXCUSED None

ABSENT None

ALSO PRESENT Paula Priebe, Community Development Director

APPROVAL OF MINUTES

Motion was made by Sarah Montgomery, seconded by Rory Ruddick, to approve the minutes of the April 20, 2022 meeting of the Planning Commission as presented, with no changes.

Motion was passed with all in favor.

PUBLIC COMMENT NOT RELATED TO ITEMS ON THE AGENDA

None heard

PUBLIC HEARINGS

Site Plan for Facility Expansion at 602 Bronson Ave

The Public Hearing was opened at 6:34 PM.

Staff Report

Priebe summarized the Staff Report stating that JBS Contracting, Inc. on behalf of Mecosta Osceola Intermediate School District, has applied for a Site Plan Review for facility expansion at their 602 S Bronson Ave location. The existing facility is a metal arched building used as the MOISD Bus Garage. The Site Plans were shared with the Fire Marshal, the Public Works Department's Engineering staff, the Building Official, and the Zoning Administrator for review.

The Plans were found to be in compliance with every department, with one note in regard to zoning. School facilities are a principal use in the R-1 Residential District. While large garage facilities would not be generally allowed in the R-1, this is an existing, school-related facility on a very large lot. This expansion of the facility is not in opposition to the intent of the Ordinance.

Pete Lorenz of Lorenz Surveying and Engineering and Hunter Nivison of JBS Contracting spoke about the project, stating that the plans are to abandon well and connect to City water. The storm water basin is in the rear of parking, and soil tests show good infiltration. The building will be pole-type construction and consist of 2500 sq ft storage area, 800 sq ft wash bay, and two offices and a break area.

Those Who Spoke in Favor of the Request: None heard

Those Who Spoke in Opposition of the Request: None heard

Telephonic or Written Correspondence Received by Staff: None received

Chair Jane closed the Public Hearing at 6:40 PM and the Commission entered into Fact Finding.

- Has the Building Official provided any comments regarding this expansion? No comments from the Building Official have been received.
- Site lighting concerns regarding the surrounding neighbors. New lighting will shine down to doors and a fence will be installed to buffer light for neighbors.

Motion

Motion was made by Jacob Buse, seconded by Kasey Thompson to move that the Site Plan Review Application for a facility expansion at 602 S Bronson Avenue (PIN 17-14-200-019), be approved, because it meets all of the Criteria for Review set in Section 9.6 of the Zoning Ordinance.

Motion passed with all in favor.

Special Land Use Permit Application for a New Drive-Through Restaurant at 1250 Perry Avenue

The Public Hearing was opened at 6:50 PM.

Staff Report

Priebe stated that the Applicant, Scooter's Coffee, is applying for a Special Land Use Permit for a new Scooter's Coffee drive-through restaurant at 1250/1254 Perry Avenue. These two addresses make up the Ferris Commons shopping center. The business will be utilizing the currently vacant outlot site along Perry Avenue. "Drive-in" restaurants are permitted in the C-1 Commercial District as special land uses in Section 3.9:6 of the Zoning Ordinance. The outlot

parcel being utilized by Scooter's Coffee has approximately 133 feet of frontage on Perry Avenue and is about 145 feet deep into the parent parcel, for a total size of 0.47 acres.

Krisandra Lippert and Matt Carey of Scooter's Coffee spoke about the project, stating that Scooter's is starting to expand in Michigan with their drive-through only concept. The motto for the business is "be amazing every day" also the speed of size is key. There will be no public access to inside of the building and the parking added will be for staff.

Those Who Spoke in Favor of the Request: None heard

Those Who Spoke in Opposition of the Request: None heard

Telephonic or Written Correspondence Received by Staff: None received

Chair Jane closed the Public Hearing at 6:50 PM and the Planning Commission entered into Fact Finding.

- What items will be sold? Coffee, smoothies, tea, breakfast items, and lunch items.

Motion

Motion was made by Sarah Montgomery, seconded by Megan Eppley to move that the Special Land Use Permit Application for a restaurant at 1254 Perry Avenue (PIN 17-15-300-034) be recommended to the City Commission for approval, because it meets the Standards set in Section 10.3:8 and Section 11.1:20 of the Zoning Ordinance.

Motion passed with all in favor.

Site Plan Review for a New Drive-Through Restaurant at 1254 Perry Avenue

The Public Hearing was opened at 6:53 PM.

Staff Report

Priebe stated that the Applicant, Scooter's Coffee, is applying for a Site Plan Review for a new Scooter's Coffee drive-through restaurant at 1254 Perry Avenue. The outlot parcel being utilized by Scooter's Coffee has a total size of 0.47 acres. The Site Plans were shared with the Fire Marshal, the Public Works Department's Engineering staff, the Building Official, and the Zoning Administrator for review. The Plans were found to be in compliance with every department, with one note from Public Works. Engineering Technician, Matt Ruelle, found no significant issues with the Site Plans, though he did remark that the site is very flat. He stated that there is likely to be some water pooling on site during major rain events.

Krisandra Lippert and Matt Carey of Scooter's Coffee spoke about the project, stating that they are happy to work with City staff on any changes with the site plan.

Those Who Spoke in Favor of the Request: None heard

Those Who Spoke in Opposition of the Request: None heard

Telephonic or Written Correspondence Received by Staff: None received

Chair Jane closed the Public Hearing at 6:56 PM and the Planning Commission entered into Fact Finding.

- Plans for the stormwater detention pond to help mitigate water pooling? Site drains to be ½ to east and ½ to the west to catch basins and then to the pond.

Motion

Motion was made by Megan Eppley, seconded by Kate McLeod to move that the Site Plan Review Application for a restaurant at 1254 Perry Avenue (PIN 17-15-300-034) be recommended to the City Commission for approval, because it meets the Standards set in Section 9.6 of the Zoning Ordinance.

Motion passed with all in favor.

Site Plan Review – 730 Water Tower Road

The Public Hearing was opened at 7:01 PM.

Staff Report

Priebe stated that the Applicant, Baldwin Family Health Care, is applying for a Site Plan Review for facility expansion at their 730 Water Tower Road location. This 2.36-acre site is zoned R-2 Residential and is located on the west side of Big Rapids. The office building that is located at 730 Water Tower Road was built in 2001 with a Special Land Use Permit in order to locate in the R-2 District. In May 2019, a second Special Land Use Permit was approved, for a change of use from office to health care. Both uses are permitted as Special Land Uses in the R-2 District. Since that time, it has been the Big Rapids location of Baldwin Family Health Care. In July 2020, Baldwin Family Health Care applied for a Special Land Use Permit to add a second driveway to the site. The Site Plan was conditionally approved, pending staff approval of updated plans to show proper stormwater detention on site. As this second driveway project was not started within the 12-month deadline, that Site Plan Approval is no longer valid. If the Applicant wishes to continue with that project, a new Site Plan Review Application is required. The Site Plans were shared with the Fire Marshal, the Public Works Department's Engineering staff, the Building Official, and the Zoning Administrator for review. The Plans need to be

revised to address several concerns from Public Works and Community Development. These concerns are as follows:

Public Works – Plans were reviewed by Engineering Technician, Matt Ruelle, and Engineering Consultant from Fleis and Vandenbrink, Todd Richter, as regards to infrastructure connections and stormwater. The plans do not meet the Ordinance Requirements and Public Works Staff would need to see revised plans addressing their concerns before supporting approval of this Site Plan.

Community Development – The plans were compliant with the Ordinance in a few areas including setback regulations, site lighting, required parking lot trees, and trash receptacles. The plans were not compliant with the Ordinance in a few areas: number of parking spaces required, number of bicycle parking spaces if reduction of vehicle parking space reduction, the need for at least two new deciduous canopy trees along the public right-of-way on Water Tower Road, and the need for principal structure landscaping along the north, east, south, and partial west faces of the building.

Kaye Inglis of Mid-Michigan Engineering spoke and addressed the concerns, stating that stormwater can be adjusted, can reduce the number of parking, and add bicycle parking spaces, along with addressing the lack of landscaping that is needed.

Those Who Spoke in Favor of the Request:

Julie Tatko, CEO of Family Health Care, stated that this expansion will add more openings for medical, dental, and behavioral appointments. The expansion will help meet the need of affordable health care in Big Rapids, as there is very much a need from the community. This project will also double capacity and add new providers, a group room for behavioral health care, pharmacy, and medication counseling.

Those Who Spoke in Opposition of the Request:

Telephonic or Written Correspondence Received by Staff: None received

Chair Jane closed the Public Hearing at 7:11 PM and the Planning Commission entered into Fact Finding.

- What happened to adding the second driveway? Family Health Care went in a different direction.
- Facility expansion is a good idea, but necessary changes are needed for Planning Commissioners to feel confident approving this project.

Planning Commissioners did not make a Motion for the approval of the Site Plan for 730 Water Tower Road. Instead, revised Plans will be presented to Staff and will be discussed during the June 15, 2022 Planning Commission meeting for a final decision.

Request to Vacate an Easement in Rust Avenue for Road Extension

The Public Hearing was opened at 7:19 PM.

Staff Report

Priebe stated that the City Commission received a request from City Staff to vacate an easement on Rust Avenue to facilitate the road extension project approved last year. The Planning Commission approved a Site Plan Review for the Rust Avenue Extension Project in June 2021. This project will extend Rust Avenue to the west into a new cul-de-sac and will turn 2.11 acres of a 6.34-acre City owned parcel into three new residential lots. This easement vacation is necessary to final construction approvals for this project to move forward. Several departments were consulted regarding the proposal.

Public Works – Engineering Technician, Cody Wyman, has stated that the vacation is necessary to provide the new property owner the maximum amount of property possible. Public Works has worked hard to get the sanitary system re-routed so that it won't interfere with this lot as much as it would without this vacation.

Community Development – Staff find the easement vacation essential to ensure that the new parcel has adequate street frontage and options for building a new home within reasonable proximity to the road. Without vacating the alley, the frontage for this lot would only be 40', however, with the vacation, frontage increases to 60'. When factoring in the setbacks, this dramatically limits the buildability of the lot near the street.

Those Who Spoke in Favor of the Request: None heard

Those Who Spoke in Opposition of the Request: None heard

Telephonic or Written Correspondence Received by Staff: None received

Chair Jane closed the Public Hearing at 7:24 PM and the Planning Commission entered into Fact Finding.

- Why is 3.85 acres not developed? Clay Cliffs is not to be developed.

Motion

Motion was made by Jacob Buse, seconded by Kasey Thompson to recommend approval of Vacating an Easement in Rust Avenue for Road Extension to the City Commission.

Motion passed with all in favor.

UNSCHEDULED BUSINESS

None

There being no further business, Chair Jane adjourned the meeting at 7:30 PM with all in favor.

Respectfully submitted,

Emily Szymanski
Planning & Zoning Technician and Planning Commission Secretary

STAFF REPORT TO THE PLANNING COMMISSION

TO: Planning Commission
FROM: Paula Priebe, Community Development Director
SUBJECT: Revised Site Plan– 730 Water Tower Road
DATE: June 15, 2022

Introduction

Applicant Terri Vantias on behalf of Baldwin Family Health Care is applying for Site Plan Review for facility expansion at their 730 Water Tower Road location in Big Rapids. This 2.36-acre site is zoned R-2 Residential and is located on the west side of Big Rapids. A Location Map and several images of the site are attached. See also the set of Site Plans included with the packet.

History of the Property

The office building at 730 Water Tower Road was built in 2001 with a Special Land Use Permit to locate in the R-2 District.

In May 2019, a second Special Land Use Permit was approved, for a change of use from office to health care. Both uses are permitted as Special Land Uses in the R-2 District. Since that time, it has been the Big Rapids location of Family Health Care, a community health care center which provides full-service affordable care and has six locations in central Michigan.

In July 2020, Baldwin Family Health Care applied for a Special Land Use Permit to add a second driveway to the site. The Site Plan was conditionally approved, pending staff approval of updated plans to show proper stormwater detention on site. As stated in Section 9.11 of the Big Rapids Zoning Ordinance, physical construction of an approved project must begin within 12 months of Site Plan Approval and must be completed within 18 months of the commencement of physical construction. As this second driveway project was not begun within the 12 month deadline, that Site Plan Approval is no longer valid. If the applicant wishes to continue with that project, they must reapply for a new Site Plan Approval.

In May 2022, Baldwin Family Health Care presented the initial Site Plan during the Planning Commission meeting. However, Commissioners decided to table making a formal motion of approval due to several concerns from City staff. Community Development staff received the revised Site Plan and distributed the Plans to other staff to ensure changes discussed have been implemented.

Site Plan Review Process and Procedure

The Site Plan Review Application was received by the Community Development Department on April 28, 2022 and was deemed in compliance with Section 9.4. of the Zoning Ordinance which stipulates required Site Plan Review application materials. As required by Ordinance, Site Plan Reviews must go through a public hearing process. Notice was posted in the Big Rapids Pioneer on Wednesday, May 4, 2022 and sent to all property owners within 300 ft of the site.

The Site Plans were shared with the Fire Marshal, the Public Works Department's Engineering staff, the Building Official, and the Zoning Administrator for their review.

Public Safety – Fire Marshal Jeff Hull reviewed the site plans and found no issues with the Site Plans and preliminary drawings.

Public Works - The primary concern with the initial plan was that the plan showed that all stormwater will run off the site. The proposed retention pond needed additional inlets and needs to be deeper. The top of the berm around the pond must be 5 feet wide, as per Ordinance. And “Drainage Structure 8” does not meet Ordinance regulations as proposed.

After Engineering Technician, Matt Ruelle, reviewed the revisions, no issues with the Site Plan were found.

Building Official – The Mecosta County Building Official, Mr. Aaron Holsworth, also reviewed the plans. He did not provide feedback.

Zoning – Plans were reviewed by the Community Development Director as to their standings as regards the Zoning Ordinance. Initially, the plans were not found to be compliant with the Ordinance if a few areas, as explained below.

(Initial Site Plan Review analysis):

1. Parking
 - a. The Applicant can have no more than 65 spaces without express approval by the Planning Commission upon review of a Parking Demand Study demonstrating the need for the additional parking spaces.
 - b. The facility must provide space for at least 6 bicycles.
2. Landscaping
 - a. At least 2 new deciduous canopy trees must be planted as greenbelt along the public right-of-way on Water Tower Road.
 - b. No principal structure landscaping is shown, however it will be required along the north, east, south, and partial west faces of the building.

After Community Development staff reviewed the revised Site Plan, no issues were found. The Applicants have addressed all non-compliant areas present in the initial Site Plan.

Criteria for Review of Site Plan Review Applications

Section 9.6 of the Zoning Ordinance sets criteria for reviewing Site Plan Review applications:

- 9.6:1 That there is a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to ensure the safety and convenience of pedestrian and vehicular movement. With respect to vehicular and pedestrian circulation, including walkways, interior drives, and parking, the site shall be developed so that access points, general interior traffic circulation, pedestrian circulation, and parking areas are safe and convenient and, insofar as practicable, do not detract from the design of the proposed buildings and existing structures on neighboring properties.
- 9.6:2 All elements of the site plan shall be harmoniously and efficiently organized in relation to the topography, the size and type of the lot, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- 9.6:3 That as many natural features of the landscape shall be retained as possible where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree and soil removal, and by topographic modifications which will result in maximum harmony with adjacent areas.
- 9.6:4 That any adverse effects of the proposed development and activities emanating there from which affect adjoining residents or owners shall be minimized by appropriate screening, fencing, landscaping, setback and location of buildings, structures and entryways. All loading and unloading areas and outside storage areas, including areas for the storage of refuse, which face or are visible from residential districts or public thoroughfares, shall be screened by a vertical screen consisting of structural or plant materials no less than six (6) feet in height.
- 9.6:5 That the layout of buildings and improvements will minimize any harmful or adverse effect which the development might otherwise have upon the surrounding neighborhood. Physical improvements including sidewalks, drives and parking areas shall be built to adequate standards to minimize premature deterioration. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spill or discharges to the air, surface of the ground, groundwater, streams, drains or wetlands. Secondary containment for above ground storage of hazardous material shall be provided.
- 9.6:6 That all provisions of all local ordinances, including the City Zoning Ordinance, are complied with unless an appropriate variance therefrom has been granted by the Zoning Board of Appeals.

Planning Commissioners are encouraged to review the Application against the Criteria in Section 9.6 to decide if they find it meets or fails to meet them. These Criteria shall be used to decide the Action taken by the Planning Commission.

Recommendation

Staff recommends **approval** of the Site Plan Review Application for a facility expansion at 730 Water Tower Road (PIN 17-15-300-003), as it fails to meet the Criteria for Review found in Section 9.6.6 of the Zoning Ordinance, in that the revised Site Plans provided comply with all local Ordinances.

Action

Three options lay before the Planning Commission regarding Site Plan Review Applications: Approval, Denial, or Approval with Conditions. Explanations and sample motions are below.

Approval

An approval motion is appropriate when the Application meets the Standards of the Zoning Ordinance and approves the Application. Sample motion:

“I move that the Site Plan Review Application for a facility expansion at 730 Water Tower Road (PIN 17-15-300-003), be approved, because it meets all of the Criteria for Review set in Section 9.6 of the Zoning Ordinance.”

Approval with Conditions

An approval with conditions motion is appropriate when the Application meets the Standards of the Zoning Ordinance, but the Planning Commissioners believe a few minor conditions or alterations are required. This motion approves the Application contingent upon the listed conditions. Sample motion:

“I move that the Site Plan Review Application for a facility expansion at 730 Water Tower Road (PIN 17-15-300-003), be approved with conditions. The Application meets the Criteria for Review set in Section 9.6 of the Zoning Ordinance, but conditions are required to *(select from the relevant reasons below)*

- (1) Ensure that public services and facilities affected by the proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity.
- (2) Protect the natural environment and conserve natural resources and energy.
- (3) Ensure compatibility with adjacent uses of land.
- (4) Promote the use of land in a socially and economically desirable manner.

The following conditions are required to address this need: *(list conditions [such as requiring additional permits, revising plans to show needed changes, demonstrating adequacy of the stormwater detention facilities, among others] here).*

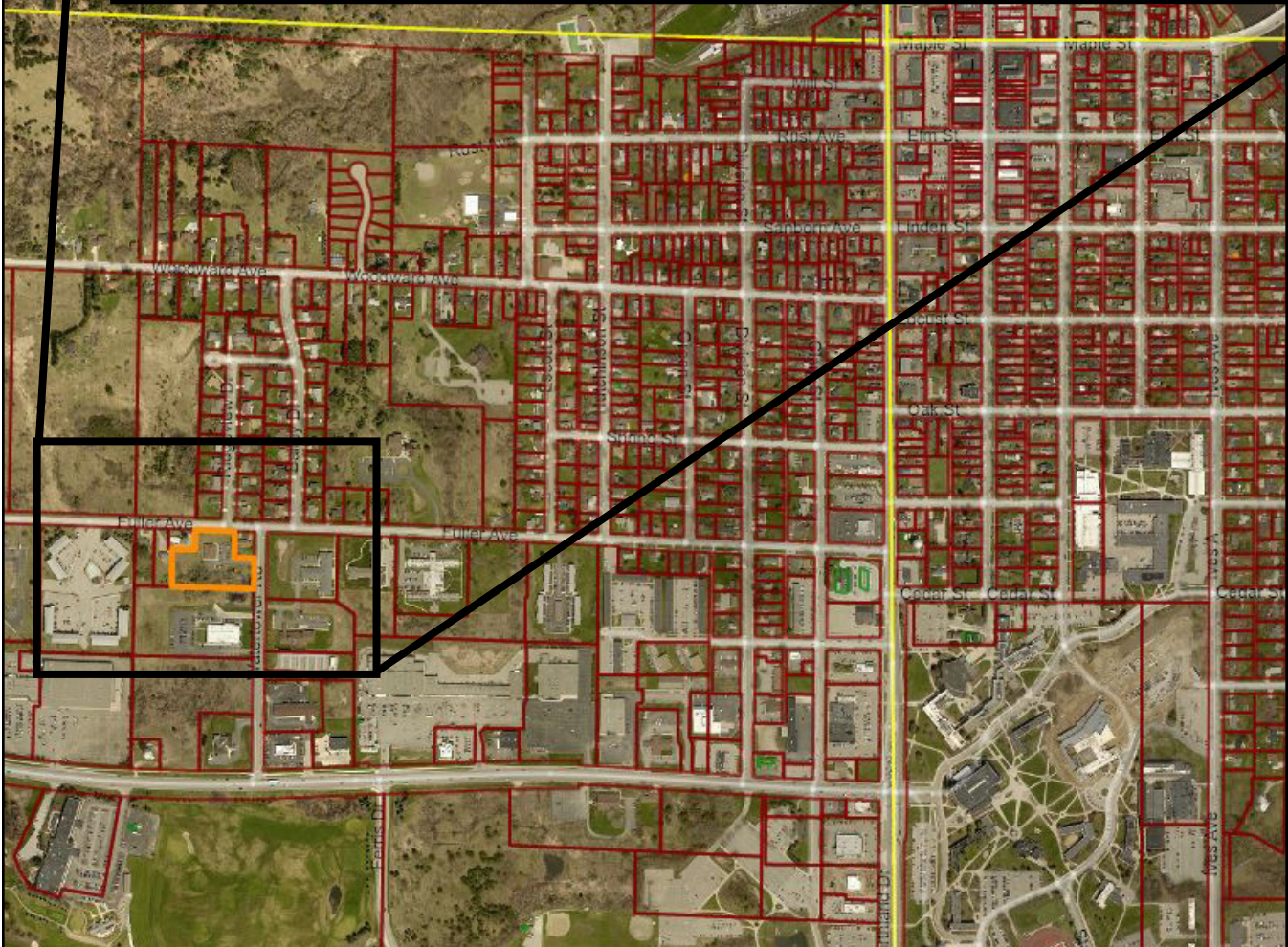
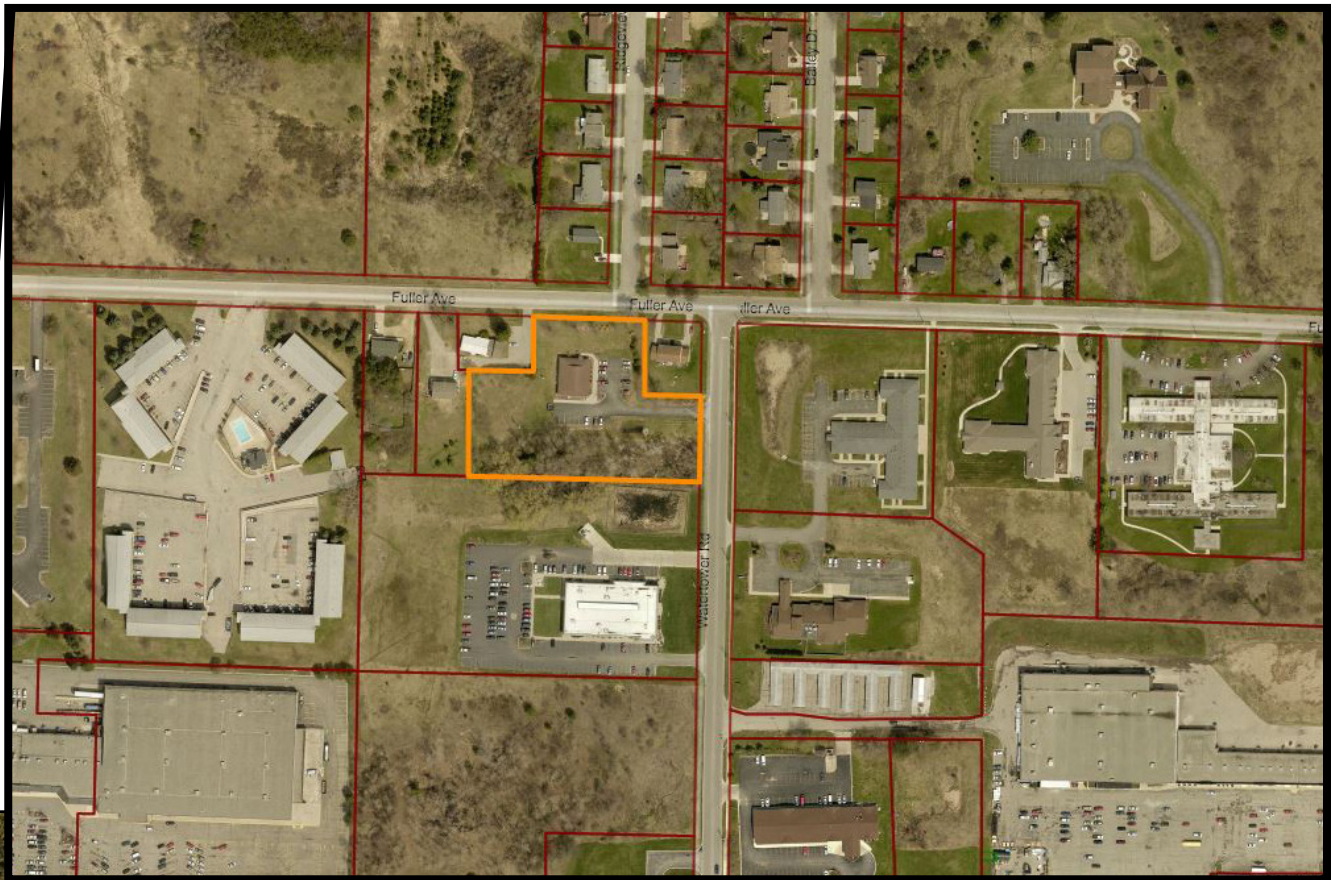
A revised, dated site plan and documents addressing the above shall be submitted for staff approval within 60 days.”

Denial

A denial motion is appropriate when the Application fails to meet the Standards of the Zoning Ordinance and ends the application process. Sample motion:

“I move to deny the Site Plan Review Application for a facility expansion at 730 Water Tower Road (PIN 17-15-300-003), because it does not meet Criteria 9.6:X of the Zoning Ordinance. *(Fill in the X with which number Criteria the application does not meet.)*”

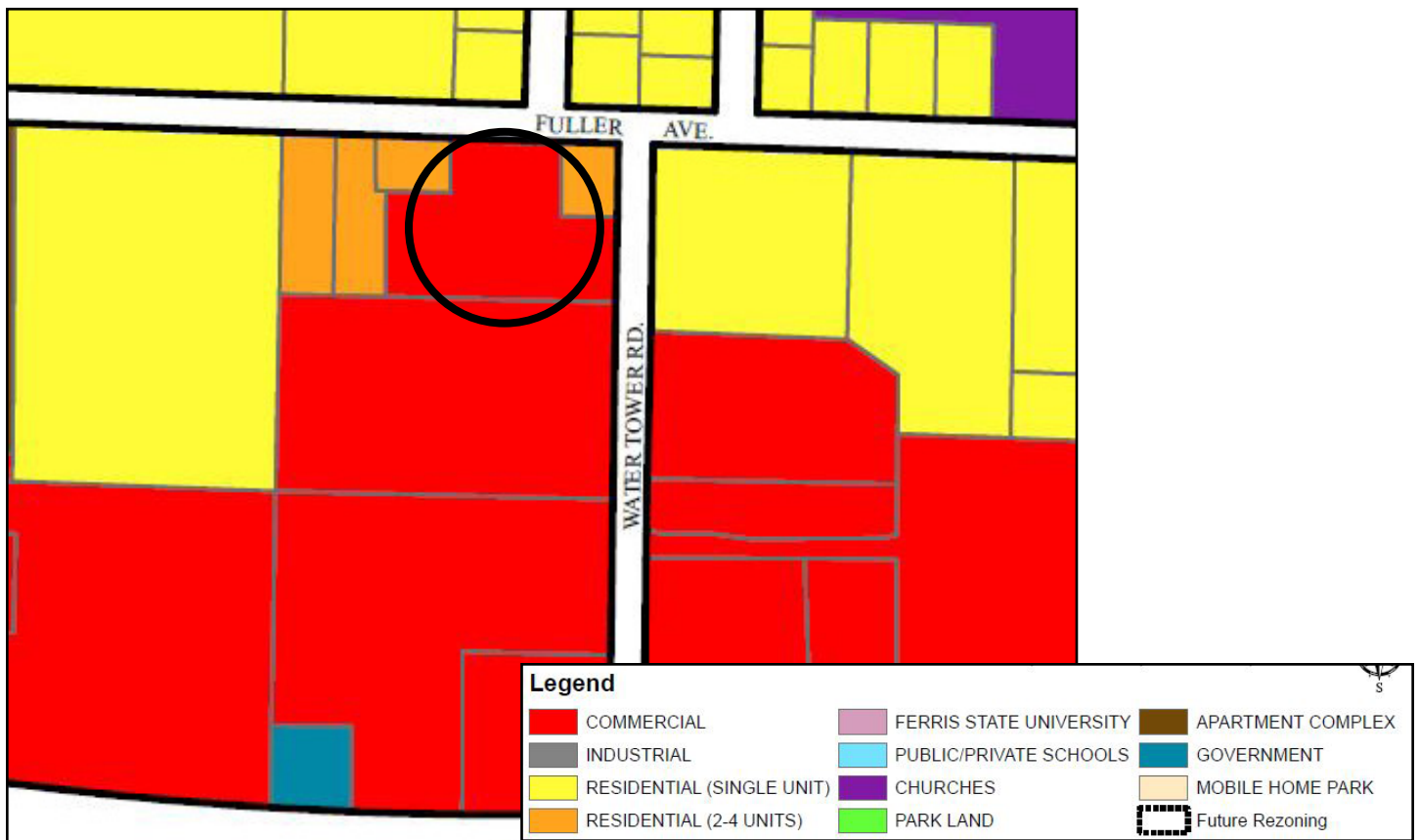
Location Maps



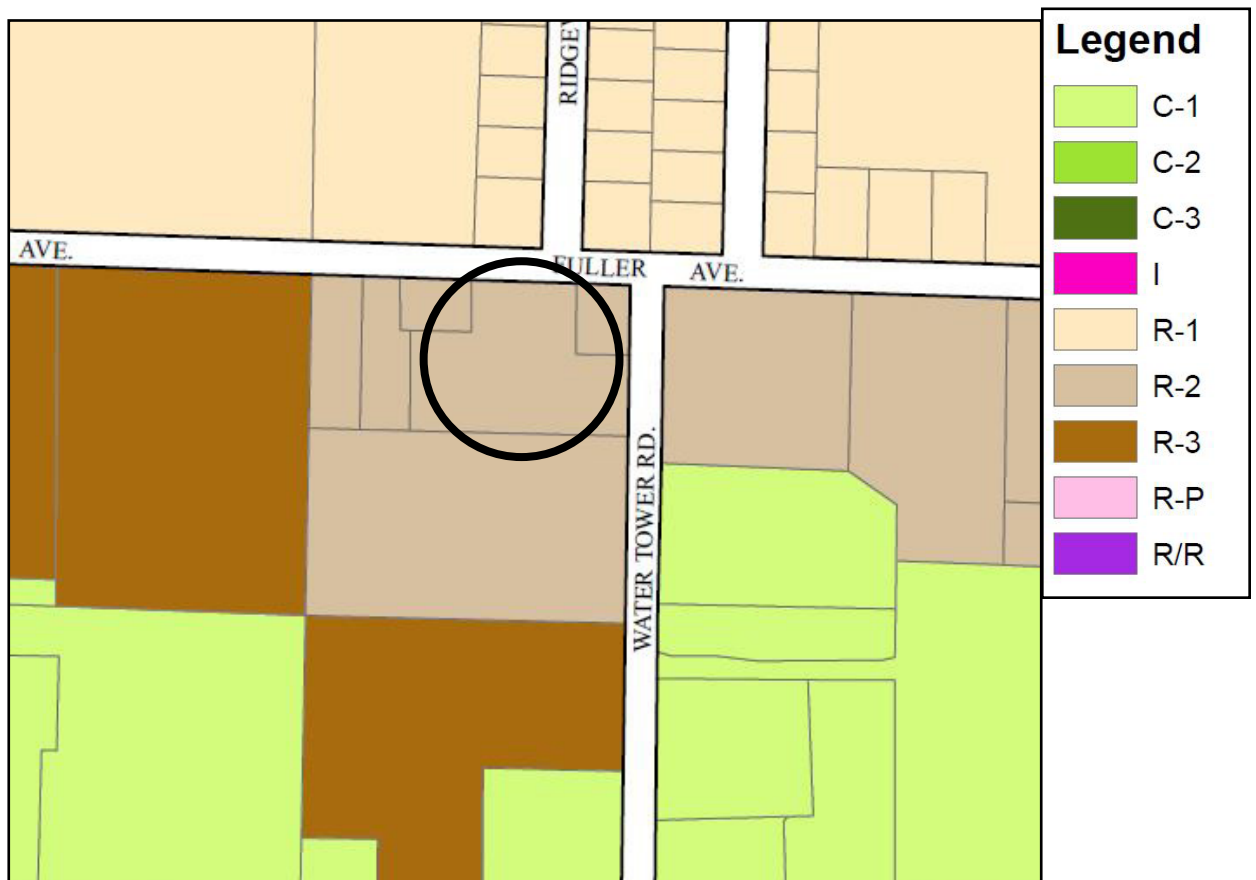
Aerial Imagery



Excerpt from Future Land Use Map



Excerpt from Zoning Map



Driveway off Water Tower Road



Current facility, looking west.



Current facility main entrance.



View of facility from Bailey Dr., across Fuller Ave.





CITY OF BIG RAPIDS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SITE PLAN REVIEW APPLICATION

APPLICANT NAME: Baldwin Family Health Care / Terri Vanias

APPLICANT ADDRESS: 1615 Michigan Avenue, Baldwin, Michigan 49304

APPLICANT PHONE NUMBER: 231-745-5044 | Email tvantias@familyhealthcare.org

PROJECT TITLE: Building addition to Baldwin Family Health Care

PROJECT ADDRESS/LOCATION: 730 Water Tower Road, Big Rapids, Michigan

SUBJECT PROPERTY OWNER: Baldwin Family Health Care

LEGAL DESCRIPTION OF PROPERTY (attach separate sheet)

SUBJECT PROPERTY ZONING: R-2 SITE SIZE (ACRES): 2.36

LIST ALL REQUIRED STATE AND FEDERAL PERMITS ON SEPARATE SHEET

In compliance with Section 9.4 of the City of Big Rapids Zoning Ordinance, twelve copies of a complete proposed site plan must be submitted to the Department of Community Development, a minimum of twenty one days prior to the Planning Commission hearing date. Failure to submit complete plans, a completed application form and filing fee may result in the site plan review hearing being delayed.

SITE PLAN INFORMATION REQUIREMENTS

TWELVE COPIES (12) of the proposed site plan, drawn on 24" x 36" paper

SCALE OF 1" = 20' for sites up to three acres and 1" = 100' for sites over three acres

LEGEND including north arrow, scale, date of preparation and name, address and telephone number of individual or firm preparing the plan

SEAL of professional architect, engineer or surveyor preparing the plan

LOCATION MAP indicating relationship of the site to surrounding land use

LOT LINES together with dimensions, angles and size correlated with the legal description, which is tied to existing monumentation

TOPOGRAPHY of the site in two foot contour intervals

NATURAL FEATURES such as wood lots, streams, rivers, lakes, wetlands, unstable soils and similar items

MAN MADE FEATURES within 100 feet of the site

BUILDING SIZE, height, finish floor and grade line elevations, yard setbacks and square footage. Front, side and rear elevations drawings of proposed structures.

FLOOR PLAN of structures showing existing and proposed uses (used to verify gross vs. usable floor areas and principal vs. accessory uses).

STREETS, driveways, sidewalks and other vehicle or pedestrian circulation features upon and adjacent to the site shall be shown

PARKING SPACES, location, size and number, service lanes, delivery and loading areas

CROSS SECTIONS illustrating construction of drives and parking areas

LANDSCAPING, together with open spaces, screening, fences, walls and proposed alterations of topography or other natural features.

SERVICE DEMANDS from the community to support proposed operations on the site

EARTH CHANGE plans required by State law

SITE LIGHTING including location, intensity and orientation

SURFACE WATER DRAINAGE

UTILITY LOCATION and size for sanitary sewer, water, storm sewer, natural gas, electricity, telephone, coaxial cable, fiber optic, etc.

FIRE LANES

OUTDOOR STORAGE

TRASH RECEPTACLES

HAZARDOUS MATERIAL storage facilities, including type, quantity, location and secondary containment provisions

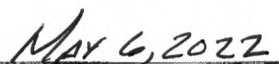
OTHER INFORMATION as required by the Plan Board

DIGITAL COPY submitted in anAutoCAD compatible format

SITE PLAN REVIEW FEE \$200

I have read the requirements of submittal and review of a site plan by the City of Big Rapids Planning Commission and attest that the provided site plan is complete:


Applicant Signature


Date