

Planning Commission
Regular Meeting

April 19, 2023
6:30PM

Big Rapids City Hall
226 N Michigan Ave

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
 - a. March 15, 2023
5. Public Comment Unrelated to Items on the Agenda
6. Public Hearing
 - a. Proposed Amendments to Zoning Ordinance, Section 4.1:25
Single Family Dwellings
 - b. Site Plan Review for 1020 S State Street for a change to the
parking lot configuration
7. General Business
 - a. Review of Short Term Rental Ordinance
8. Unscheduled Business
9. Adjourn

CITY OF BIG RAPIDS
PLANNING COMMISSION MINUTES
March 15, 2023
Unapproved

Acting Chair Montgomery called the March 15, 2023 of the Planning Commission, to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

PRESENT Tim Vogel, Kasey Thompson, Natalie Schwettman and Sarah Montgomery

EXCUSED Kate McLeod, Jacob Buse and Rory Ruddick,

ABSENT None

ALSO PRESENT Michelle Stenger, Community Development Director
Emily Szymanski, Planning & Zoning Technician

There were 5 people in attendance.

APPROVAL OF MINUTES

Motion was made by Tim Vogel seconded by Sarah Montgomery, to approve the minutes of the February 15, 2023 meeting of the Planning Commission as presented.

Motion was passed with all in favor.

PUBLIC COMMENT NOT RELATED TO ITEMS ON THE AGENDA None

Before introducing the two scheduled public hearings, Szymanski introduced the newest Planning Commission member, Natalie Schwettman. Welcome Natalie!

PUBLIC HEARINGS

None

General Business

Discussion of Short Term Rentals – Staff provided the Board with information in regards to short term rentals and the growing popularity of them throughout Michigan. Staff discussed the current discussion/legislative bills in the State and what other communities currently have for Short Term Rental Ordinance. Discussion continued on the options the City had with ordinance revisions.

The Board expressed interest in moving forward with a Short Term Rental Ordinance and would like to explore the option of homeowner owned requirement.

Staff will be back at the next meeting with a draft ordinance for review.

Discussion of Draft Ordinance on Single Family Homes – Staff presented a draft ordinance compiled by Attorney Brad Fowler on Single Family Homes with a focus on improving the quality of housing within the City of Big Rapids. The proposed changes addressed the quality of housing, relationship to the street, and foundation requirements.

The Board expressed that the changes addressed all of the concerns and would like to move forward with the draft ordinance. The Board wanted to ensure that a marked-up version of the current ordinance would be available to the public with the change. Staff ensured that it would and would prepare the ordinance for public hearing at the next month's meeting.

UNSCHEDULED BUSINESS

Resignation of Emily Szymanski

Symanski let the Board know that this would be her last meeting. She expressed her gratitude to the Board in her professional development and great working relationships she had created throughout her years. She expressed it was tough decision to leave but was thankful for the opportunity she had at the City and proud of all the positive work they had accomplished.

There being no further business, Acting Chair Montgomery adjourned the meeting at 7:40 PM with all in favor.

Respectfully submitted,

Michelle Stenger

Director of Community Development

REPORT TO THE PLANNING COMMISSION

TO: Planning Commission
FROM: Michelle Stenger, Community Development Director
SUBJECT: Single Family Homes
DATE: April 3, 2023

Background

At the last meeting the Planning Commission reviewed the changes proposed by City Attorney for Single Family Homes. The Planning Commission was satisfied with the proposed changes and directed Staff to move forward with a Public Hearing regarding the ordinance update.

Desired Action: Recommend approval to the City Commission on the adoption of the ordinance changes for Section 4.1:25

Single Family Dwellings:

Single Family dwellings in the City of Big Rapids, included manufactured housing not located in a mobile home park shall be erected or constructed only if in compliance with the following residential design~~comply with the following~~ standards:

- (1) ~~(1)~~ If the dwelling unit is a manufactured home, the manufactured home must either be new and certified by the manufacturer and/or an appropriate inspection agency as meeting the Mobile Home Construction and Safety Standards of the U.S. Department of Housing and Urban Development, as amended, or any similar successor or replacement standards which may be promulgated; or used and certified by the manufacturer and/or an appropriate inspection agency as meeting the standards referenced above and found on inspection by the Building Inspector or his or her designee to be in excellent condition and safe and fit for residential occupant.
- (2) It complies with the minimum square footage requirements of this Ordinance for the zone in which it is located.
- (32) It has a minimum width across any section of twenty-four (24) feet and complies in all respects with the City Building Code, including minimum heights for habitable rooms. Where a dwelling is required by law to comply with any federal or state standards or regulations for construction which are less stringent than those imposed by the City Building Code, then the less stringent federal or state standard or regulation shall apply.
- (43) It is firmly attached to a permanent and continuous foundation, constructed on the building site. The foundation must have a wall of the same perimeter dimensions as the dwelling unit and be constructed of such materials and type required by in accordance with the City Building Code for on-site constructed single-family dwellings. If the dwelling unit is a manufactured home, its foundation shall fully enclose the chassis, undercarriage and towing mechanism. The foundation shall also meet and coextensive with the perimeter of the building, which attachment shall also meet all applicable building codes and other state and federal regulations.
- (54) ~~It does not have exposed wheels, towing mechanism, under carriage or chassis.~~ If the dwelling unit is a manufactured home, the manufactured home shall be installed with the wheels removed.
- (66) If the dwelling unit is a manufactured home, it shall be installed pursuant to the manufacturer's setup instructions and shall be

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secured to the building site by an anchoring system or device that complies with the rules and regulations of the Michigan Mobile home Commission, as amended, or any successor agency having regulatory authority for manufactured homes.

- (7) The dwelling is connected to a public sewer and water supply or to such private facilities approved by the local Health Department.
- (68) The dwelling contains storage area either in the basement under the dwelling, in an attic area, in closet areas or a separate structure being standard construction similar to or of better quality than the principal dwelling. Such storage shall be in addition to the space for the storage of automobiles and shall be equal to not less than fifteen (15) percent of the minimum square footage requirement of this Ordinance for the zone in which the dwelling is located. In no case, however, shall more than two hundred (200) sq. ft. of storage area be required by this provision.
- (97) The dwelling is aesthetically compatible in design and appearance with other residences in the vicinity, with either a roof overhang of not less than six (6) inches on all sides, or alternatively with window sills and roof drainage systems concentrating roof drainage along the sides of the dwelling; with not less than two (2) exterior doors with one being in the front of the dwelling and the other being either the rear or side of the dwelling; contains permanently attached steps connected to said exterior areas or to porches connected to said door areas where a difference in elevation requires the same. The compatibility of design and appearance shall be determined in the first instance by the City Zoning Administrator upon review of the plans submitted for a particular dwelling subject to appeal by an aggrieved party to the Zoning Board of Appeals within a period of fifteen (15) days from the receipt of notice of said Zoning Administrator's decision. Any determination of compatibility shall be based upon the standards set forth in the within definition of "dwelling" as well as the character of residential development outside of mobile home parks within three hundred (300) feet of the subject dwelling where such area is developed with dwellings to the extent of not less than twenty (20) percent of said area; where said area is not so developed, by the character of residential development outside of mobile home parks throughout the City. The foregoing shall not be construed to prohibit innovative design concepts involving such matters as solar energy, view, unique land contour, or relief from the common or standard designed home.
- (108) The dwellings shall front on a public or private street. For the purpose of this subsection "front" means that the dwelling is constructed so that the front door faces a public or private street. If

the dwelling is a manufactured home, the dwelling must be installed or constructed so that the wide side of the home is facing the public or private street.

- (11) The dwelling contains no additions or rooms or other areas which are not constructed with similar materials and which are similar in appearance and which have similar quality of workmanship as the original structure, including the above-described foundation and permanent attachment to the principal structure.
- (129) The dwelling complies with all pertinent building and fire codes, ~~including, in the case of mobile homes, the standards for mobile home construction as contained in the United States Department of Housing and Urban Development (HUD) regulations entitled Mobile Home Construction and Safety Standards, effective June 15, 1976 as amended.~~
- (130) The foregoing standards shall not apply to a mobile home located in a licensed mobile home park except to the extent required by a state or federal law or otherwise specifically required in the Ordinance of the City pertaining to such parks.

ORDINANCE NO.

Commissioner _____ moved, support by Commissioner _____, the adoption of the following Ordinance.

**AN ORDINANCE AMENDING SECTION 4.1:25 OF ARTICLE 4
OF THE BIG RAPIDS ZONING ORDINANCE**

THE CITY OF BIG RAPIDS ORDAINS:

Section 1. Section 4.1:25 of the Big Rapids Zoning Ordinance is hereby amended to read in its entirety as follows:

4.1:25 Single Family Dwellings

Single family dwellings in the City of Big Rapids, included manufactured housing not located in a mobile home park shall be erected or constructed only if in compliance with the following residential design standards:

- (1) If the dwelling unit is a manufactured home, the manufactured home must either be new and certified by the manufacturer and/or an appropriate inspection agency as meeting the Mobile Home Construction and Safety Standards of the U.S. Department of Housing and Urban Development, as amended, or any similar successor or replacement standards which may be promulgated; or used and certified by the manufacturer and/or an appropriate inspection agency as meeting the standards referenced above and found on inspection by the Building Inspector or his or her designee to be in excellent condition and safe and fit for residential occupancy.
- (2) It complies with the minimum square footage requirements of this Ordinance for the zone in which it is located.
- (3) It has a minimum width across any section of twenty-four (24) feet and complies in all respects with the City Building Code, including minimum heights for habitable rooms. Where a dwelling is required by law to comply with any federal or state standards or regulations for construction which are less stringent than those imposed by the City Building Code, then the less stringent federal or state standard or regulation shall apply.
- (4) It is firmly attached to a permanent and continuous foundation, constructed on the building site. The foundation must have a wall of the same perimeter dimensions as the dwelling unit and be constructed of such materials and type as required by the City Building Code for on-site constructed single-family dwellings. If the dwelling unit is a manufactured home, its foundation shall fully enclose the chassis, undercarriage and

towing mechanism. The foundation also meet all applicable building codes and other state and federal regulations.

- (5) If the dwelling unit is a manufactured home, the manufactured home shall be installed with the wheels removed.
- (6) If the dwelling unit is a manufactured home, it shall be installed pursuant to the manufacturer's setup instructions and shall be secured to the building site by an anchoring system or device that complies with the rules and regulations of the Michigan Mobile Home Commission, as amended, or any successor agency having regulatory authority for manufactured homes.
- (7) The dwelling is connected to a public sewer and water supply or to such private facilities approved by the local Health Department.
- (8) The dwelling contains storage area either in the basement under the dwelling, in an attic area, in closet areas or a separate structure being standard construction similar to or of better quality than the principal dwelling. Such storage shall be in addition to the space for the storage of automobiles and shall be equal to not less than fifteen (15) percent of the minimum square footage requirement of this Ordinance for the zone in which the dwelling is located. In no case, however, shall more than two hundred (200) sq. ft. of storage area be required by this provision.
- (9) The dwelling is aesthetically compatible in design and appearance with other residences in the vicinity, with either a roof overhang of not less than six (6) inches on all sides, or alternatively with window sills and roof drainage systems concentrating roof drainage along the sides of the dwelling; with not less than two (2) exterior doors with one being in the front of the dwelling and the other being either the rear or side of the dwelling; contains permanently attached steps connected to said exterior areas or to porches connected to said door areas where a difference in elevation requires the same. The compatibility of design and appearance shall be determined in the first instance by the City Zoning Administrator upon review of the plans submitted for a particular dwelling subject to appeal by an aggrieved party to the Zoning Board of Appeals within a period of fifteen (15) days from the receipt of notice of said Zoning Administrator's decision. Any determination of compatibility shall be based upon the standards set forth in the within definition of "dwelling" as well as the character of residential development outside of mobile home parks within three hundred (300) feet of the subject dwelling where such area is developed with dwellings to the extent of not less than twenty (20) percent of said area; where said area is not so developed, by the character of residential development outside of mobile home parks throughout the City. The foregoing shall not be construed to prohibit innovative design

concepts involving such matters as solar energy, view, unique land contour, or relief from the common or standard designed home.

- (10) The dwellings shall front on a public or private street. For the purposes of this subsection "front" means that the dwelling is constructed so that the front door faces a public or private street. If the dwelling is a manufactured home, the dwelling must be installed or constructed so that the wide side of the home is facing the public or private street.
- (11) The dwelling contains no additions or rooms or other areas which are not constructed with similar materials and which are similar in appearance and which have similar quality of workmanship as the original structure, including the above-described foundation and permanent attachment to the principal structure.
- (12) The dwelling complies with all pertinent building and fire codes.
- (13) The foregoing standards shall not apply to a manufactured home located in a licensed mobile home park except to the extent required by a state or federal law or otherwise specifically required in the Ordinance of the City pertaining to such parks.

Section 2. **Publication; Effective Date.** This ordinance shall become effective 7 days after publication or 7 days after the publication of a summary of its provisions in the Pioneer, which is a local newspaper of general circulation in the City.

YEAS: _____

NAYS: _____

The Mayor declared the ordinance: _____.

Date:

Published:

STAFF REPORT TO THE PLANNING COMMISSION

TO: Planning Commission
FROM: Michelle Stenger, Director of Community Development
SUBJECT: Site Plan Review for a parking lot reconfiguration at 1020 S State Street
DATE: April 19, 2023

Introduction

Applicant, Venture Engineering, representing McDonald's Restaurant, is applying for a Site Plan Review for a parking lot reconfiguration at 1020 S State Street (PIN 17-15-481-006) in Big Rapids. The property is zoned C-3 and is .796 acres or 34,674 square feet.

The applicant is seeking to rearrange the parking lot to alleviate a traffic problem on State Street as traffic tends to back up during peak drive-through times. The proposal will move four parking spaces from the rear/side portion of the parking lot and place them in front of the building. This will allow for more room for a vehicle to move around the drive-through traffic and park on the other side of the restaurant. A Location Map and several images of the site are attached. See also the set of Site Plans included with the packet.

Site Plan Review Process and Procedure

The Site Plan Review Application was received by the Community Development Department on May 30, 2023 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 Tuesday, April 3, 2023 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, and the Zoning Administrator for their review. As the change to the development did not effect the building the Building Department was not contacted for review of the plans.

Public Safety – Fire Marshal Jeff Hull reviewed the site plans and there were no comments.

Public Works - Plans were by Engineering Technician Matt Ruelle as regards to infrastructure connections and stormwater and he has no comments

Zoning – Plans were reviewed by the Director of Community Development, Michelle Stenger, and have been determined to comply with the Zoning Ordinance. Staff feels this will help to alleviate a traffic issue that sometimes occurs on State Street.

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 parking lot change at 1020 S State St (PIN 17-15-481-006) because it meets the Criteria for Review found in Section 9.6.6 of the Zoning Ordinance.

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 parking lot change at 1020 S State Street (PIN 17-15-481-006) 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 parking lot change at 1020 S State Street (PIN 17-15-481-006) be approved, because it meets all of 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 parking lot change at 1020 S State Street (PIN 17-15-481-006) because it does not meet all of the Criteria for Review set in Section 9.6 of the Zoning Ordinance.”



**CITY OF BIG RAPIDS
DEPARTMENT OF COMMUNITY DEVELOPMENT**

SITE PLAN REVIEW APPLICATION

APPLICANT NAME: Venture Engineering, PLLC - Jeff Brinks, PE

APPLICANT ADDRESS: 8515 Ridgebluff Dr. SW Byron Center, MI 49315

APPLICANT PHONE NUMBER: 616-490-0329 | Email jbrinks@venturecivil.com

PROJECT TITLE: McDonald's Restaurant - Parking Improvements

PROJECT ADDRESS/LOCATION: 1020 State Street

SUBJECT PROPERTY OWNER: McDonald's USA, LLC

LEGAL DESCRIPTION OF PROPERTY (attach separate sheet)

SUBJECT PROPERTY ZONING: C-3 **SITE SIZE (ACRES):** 0.88

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:

eSigned via SeamlessDocs.com

Jeffrey M. Brines
Applicant Signature

Key: 97b0d0ec233e03494cc53d2c75b54b3

03-29-2023

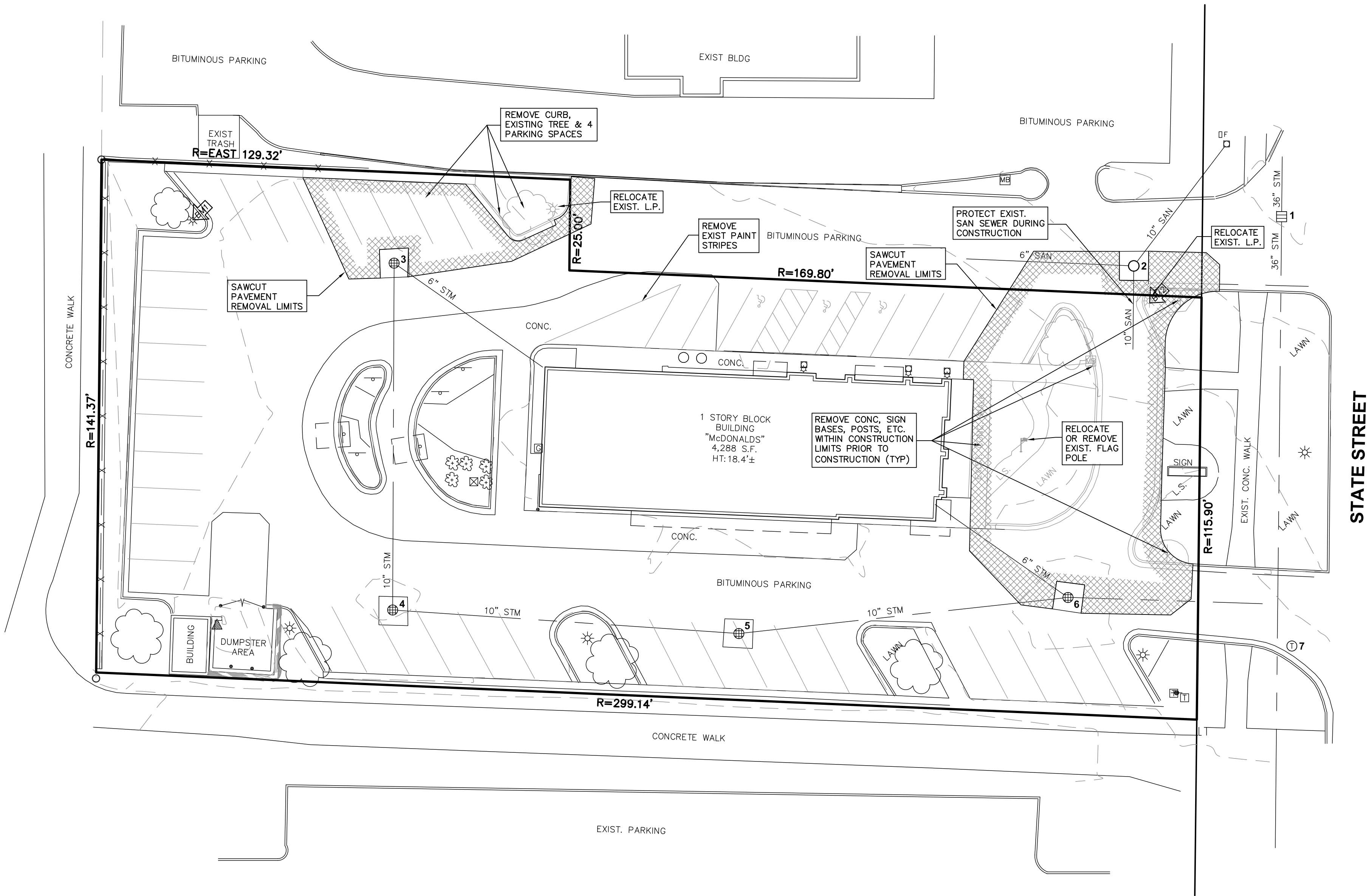
Date

Apr 13, 2023 - 2:37pm C:\Users\jbrn\OneDrive\Documents\Venture Projects\22134_McD, Big Rapids (021-0203)\M&D Drawings, SHEETS [M&D 2B14] [0]
22134-01

UTILITY STRUCTURES
SQUARE CATCHBASIN #1
RIM: 958.63'
36" N 952.18'
36" S 952.33'
SANITARY MANHOLE #2
RIM: 959.89'
6" PVC W 952.81'
10" TILE NE 951.49'
10" TILE S 951.53'
ROUND CATCHBASIN #3
RIM: 960.80'
6" PVC SE 957.28'
10" CPP S 9578.18'
ROUND CATCHBASIN #4
RIM: 690.92'
10" CPP N 956.77'
10" CPP E 956.77'
ROUND CATCHBASIN #5
RIM: 961.07'
10" CPP NW 956.27'
12" CPP ENE 956.27'
ROUND CATCHBASIN #6
RIM: 960.69'
6" PVC NW 956.59'
12" CPP WSW 954.59'
TOP OF 8" SIPHON EAST 955.09'
TELE MANHOLE #7
RIM: 961.40'
TOP OF SEDIMENT 951.70'

ELEVATION NOTES
ELEVATIONS ARE BASED ON NAVD88 DATUM.
CONTOURS ARE ILLUSTRATED AT 1.0' INTERVALS.
BM#1) ELEV. 964.957'
DESCRIPTION: SE'LY BOLT ON LIGHT POLE BASE, NORTHWEST CORNER OF PARKING LOT
BM#2) ELEV. 962.642'
DESCRIPTION: SW'LY BOLT ON LIGHT POLE BASE, SOUTH SIDE OF ENTRANCE

LEGAL DESCRIPTION PER TAX RECORDS
001020 S STATE STREET: WINTER AND LATIMER'S ADDITION -- BLK 1, LOT 12. SUBJ TO THAT PART TAKEN FOR RD ROW, SEC 15, T 15 N, R 10 W -- A PARCEL OF LAND DESC AS COM AT THE SE COR OF PARTIALLY VAC WINTER AND LATIMER'S ADDITION; TH W ALG THE S PLAT BNDY, 33 FT TO THE POB; TH CONTN ALG THE S PLAT BNDY, 316.14 FT; TH N ALG THE W LI OF VAC BLK 1, 141.37 FT; TH E // WITH THE S PLAT BNDY, 129.32 FT; TH S // WITH THE E PLAT BNDY, 25 FT; TH E // WITH THE S PLAT BNDY, 186.8 FT; TH S // WITH THE E PLAT BNDY, 115.9 FT TO THE POB EXC LOT 12 OF BLK 1 OF WINTER AND LATIMER'S ADDITION AS PREVIOUSLY DESC. SUBJ TO RD ROW ALG THE E'LY LI THRF.



REMOVAL LEGEND

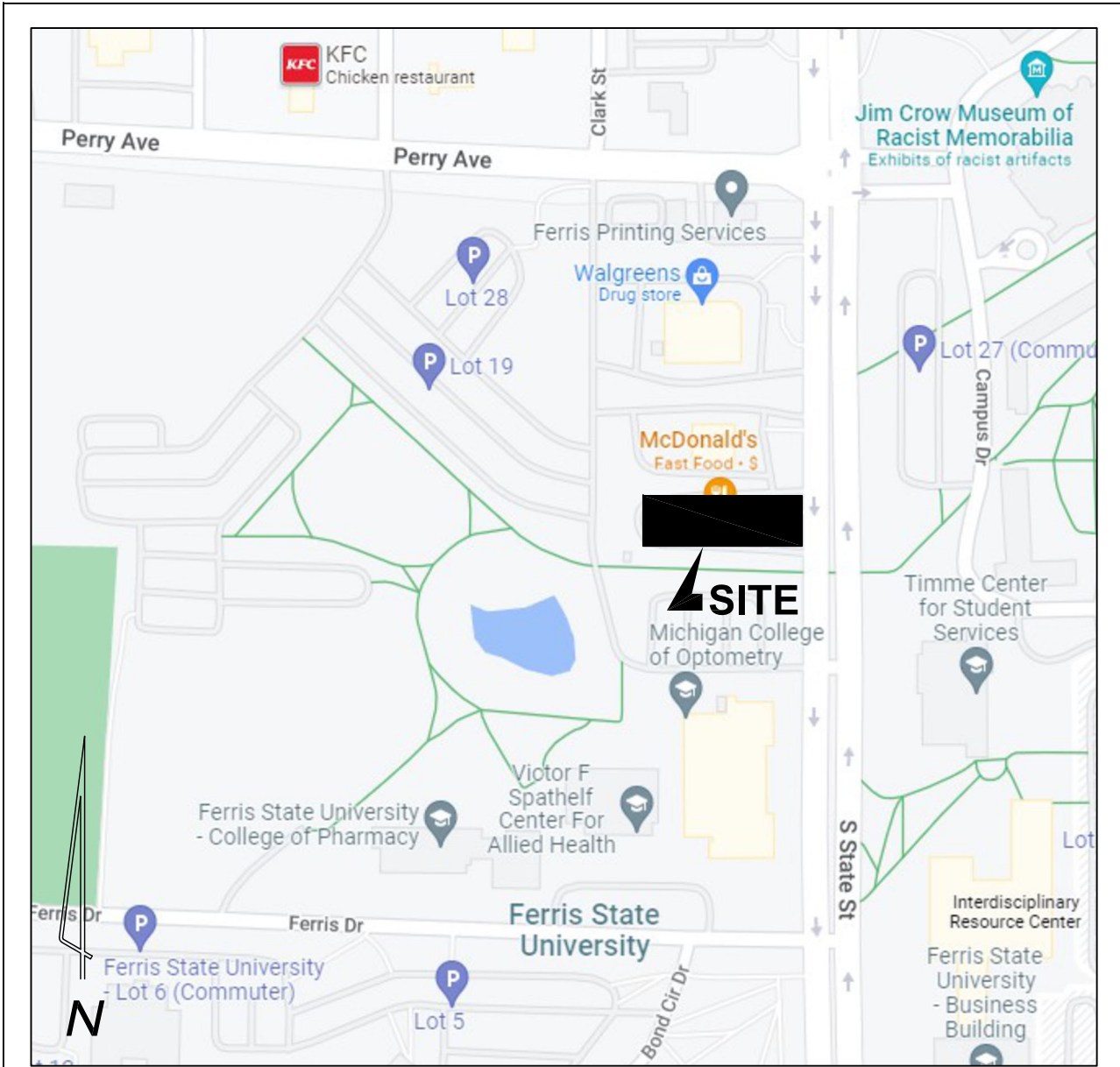
PAVEMENT REMOVAL - [hatched box]



Know what's below.
Call before you dig.



0 20 40
SCALE: 1" = 20'



LOCATION MAP
NOT TO SCALE

REMOVAL NOTES:

1. CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES IN PLACE UNLESS NOTED FOR REMOVAL.
2. ALL CONCRETE SIDEWALK & CURB REMOVALS SHALL BE TO THE NEAREST JOINT.
3. BITUMINOUS PAVEMENT REMOVAL LIMITS SHALL BE BY SAW CUT.
4. CONTRACTOR SHALL COORDINATE ANY UTILITY SHUT-OFFS AND REMOVALS WITH THE APPROPRIATE UTILITY PROVIDERS.
5. EXISTING UTILITIES SHOWN ARE FROM RECORD PLANS AND EVIDENCE IN THE FIELD. NO GUARANTEE IS MADE FOR ACCURACY OR THAT THE UTILITIES SHOWN ARE THE ONLY IN THE AREA.
6. CONTRACTOR SHALL OBTAIN NECESSARY PERMITS & MAINTAIN PROPER TRAFFIC CONTROL MEASURES FOR ANY WORK WITHIN THE PUBLIC R/W.
7. RESTAURANT AND DRIVE-THRU LANE WILL REMAIN OPEN DURING CONSTRUCTION. CONTRACTOR SHALL COORDINATE WORK TO ENSURE MINIMAL DISRUPTION OF RESTAURANT OPERATIONS.



McDonald's®

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF McDONALD'S CORPORATION AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.

OFFICE ADDRESS MICHIGAN REGION 1021 KARL GRIEDEL DR., STE. 200 BRIGIDON, MI 48116 PH:(734) 335-9000 FX:(734) 335-9001

NOT FOR CONSTRUCTION

PAVING SPECIFICATION
(MINIMUM 3" TOTAL COMPACTED ASPHALT THICKNESS)

AUTO PARKING:
SUBBASE: 12" CLII SAND
BASE: 8" MIN. STONE, 21A, 21AA OR EQUIV.
ASPHALT: 1.5" MIN. LEVELING COURSE MDOT HMA 3C
1.5" MIN. WEARING COURSE MDOT HMA 4C OR EQUIV.

CONCRETE PADS & PAVING:
SUBBASE: 12" CLII SAND
BASE: 8" MIN. STONE, 21A, 21AA OR EQUIV.
CONCRETE: 4000 PSI-35S W/ 6AA LIMESTONE, 6" MIN. DEPTH W/ 6"x6" #10 W.W.F. AND "FIBERMESH" CRACK CNTRL FIBERS

PARKING INFORMATION

TOTAL SPACES	SPACES	X	•	•	•
	SPACES	X	•	•	•
	SPACES	X	•	•	•
	SPACES	X	•	•	•

ENGINEERING

VENTURE
ENGINEERING, PLLC

8515 Ridgebluff Dr. SW
Byron Center, MI 49315
616-490-0329
venturecivil.com

SURVEYOR

EXISTING CONDITIONS / REMOVAL PLAN

PROJECT STREET ADDRESS 1020 STATE ST.			STATUS	DATE	BY
CITY BIG RAPIDS			DATE DRAWN	08/2022	JAC
STATE MICHIGAN			PLAN CHECKED	08/2022	JMB
COUNTY MECOSTA			AS-BUILT		

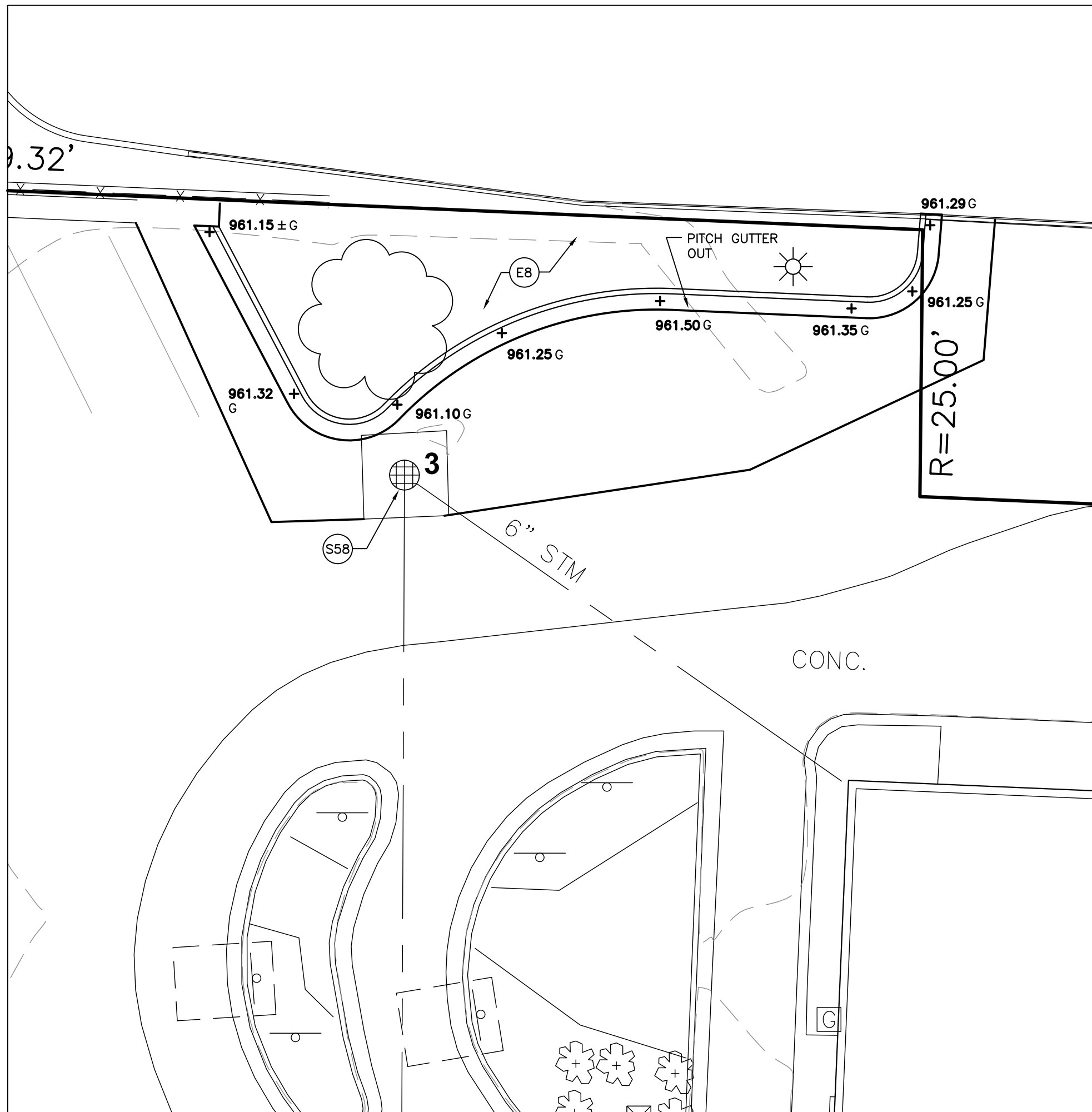
NATIONAL STORE NO. 2699	SITE LOCATION CODE NO. 021-0203
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CO

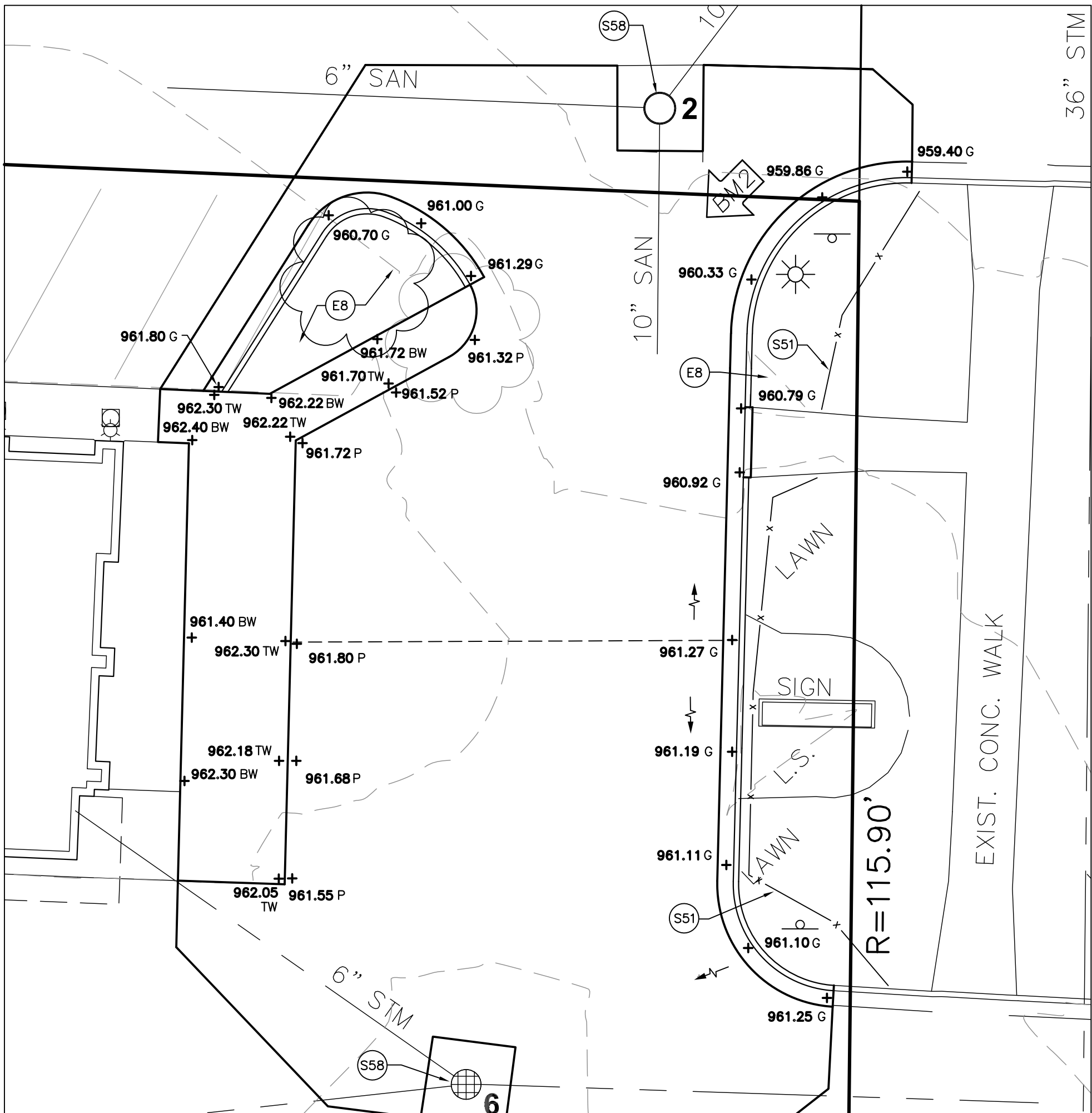
VE # 22134



Know what's below.
Call before you dig.



GRADING DETAIL
SCALE: 1"=10'



GRADING DETAIL
SCALE: 1"=10'

SESC NOTES

- ALL EROSION CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY & OTTAWA COUNTY DRAIN COMMISSION STANDARDS.
- GRADING WILL BE LIMITED TO WITHIN PROPERTY LINES AND/OR GRADING LIMITS.
- NO SOIL WILL BE ALLOWED TO ACCUMULATE OFF SITE. ANY SOIL TRACKED OFF SITE IS TO BE IMMEDIATELY REMOVED BY THE CONTRACTOR.
- WHERE POSSIBLE SILT FENCE IS TO BE PLACED 10' FROM TOE OF SLOPE TO ALLOW FOR MAINTENANCE.
- ALL DISTURBED AREAS TO BE SEEDED WITHIN 5 CALENDAR DAYS OF ACHIEVING FINAL GRADE WITH PERMANENT SEED MIXTURE.
- ALL SLOPES GREATER THAN 1:4 AND DRAINAGE SWALES SHALL BE STABILIZED WITH NORTH AMERICAN GREEN DS-150 EROSION CONTROL BLANKET OR APPROVED EQUAL, UNLESS NOTED OTHERWISE. BLANKETS TO BE INSTALLED PER MANUFACTURERS INSTRUCTIONS.
- TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES TO BE CHECKED DAILY AND ANY PROBLEMS REMEDIED IMMEDIATELY.
- PERMANENT EROSION CONTROL MEASURES TO BE MAINTAINED BY PROPERTY OWNER. MAINTENANCE INCLUDES REGULAR INSPECTION AND CLEAN OUT OF CATCH BASINS, ENSURING VEGETATION IS ADEQUATE ON ALL SLOPES.
- INSTALL SILT FENCE & INLET PROTECTION AS SHOWN. MAINTAIN SILT FENCE BY REMOVING SEDIMENT WHEN IT HAS REACHED 1/3 TO 1/2 OF THE HEIGHT OF THE FENCE.
- PLACE INLET PROTECTION IN ALL PROPOSED CATCH BASINS IMMEDIATELY FOLLOWING INSTALLATION. INLET PROTECTION TO BE "SILT SACK" BY ACF ENVIRONMENTAL OR APPROVED EQUAL.
- PERMANENT CONTROL MEASURES MUST BE COMPLETED 5 CALENDAR DAYS AFTER THE FINAL EARTH CHANGE IS COMPLETED FOR EACH AREA DISTURBED. THIS INCLUDES BLANKETS, SEEDING, MULCHING & HYDROMULCHING, AS INDICATED IN THESE PLANS.
- FOR ALL AREAS TO BE SEEDED, THE MULCH MUST BE APPLIED IMMEDIATELY AFTER SEED APPLICATION.
- CLEAN STORM SEWER, INLETS AND PIPES OF ALL CONSTRUCTION SEDIMENT IMMEDIATELY FOLLOWING PROJECT COMPLETION.
- REMOVE TEMPORARY CONTROLS SUCH AS SILT FENCE, INLET PROTECTION AND NETTING ONCE VEGETATION IS ESTABLISHED AND THE SITE HAS BEEN STABILIZED.

SESC SCHEDULE

- INSTALL SILT FENCE & INLET PROTECTION AS SHOWN. MAINTAIN SILT FENCE BY REMOVING SEDIMENT WHEN IT HAS REACHED 1/3 TO 1/2 OF THE HEIGHT OF THE FENCE.
- CLEAR & GRUB SITE AS NECESSARY AND REMOVE EXISTING PAVEMENT AS SHOWN ON PLANS. STOCKPILE EXCESS MATERIALS AS REQUIRED. THE CONTRACTOR IS DIRECTED TO INSTALL SILT FENCE AT THE TOE OF THE SLOPE AROUND PERIMETER OF TEMPORARY STOCKPILES.
- CONSTRUCT STORM SYSTEM.
- PLACE INLET PROTECTION IN ALL PROPOSED CATCH BASINS IMMEDIATELY FOLLOWING INSTALLATION.
- PERMANENT CONTROL MEASURES MUST BE COMPLETED 5 CALENDAR DAYS AFTER THE FINAL EARTH CHANGE IS COMPLETED FOR EACH AREA DISTURBED. THIS INCLUDES BLANKETS, SEEDING, MULCHING & HYDROMULCHING, AS INDICATED IN THESE PLANS.
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MICHIGAN DEPARTMENT OF MANAGEMENT AND BUDGET S-E-S-C KEYING SYSTEM

KEY	BEST MANAGEMENT PRACTICES	SYMBOL	
EROSION / SEDIMENT CONTROLS			
E8	PERMANENT SEEDING		Stabilization method utilized on sites where earth change has been completed (final grading attained).
S51	SILT FENCE		Use adjacent to critical areas, to prevent sediment laden sheet flow from entering these areas.
S58	INLET PROTECTION FABRIC DROP		Use at stormwater inlets, especially at construction sites.

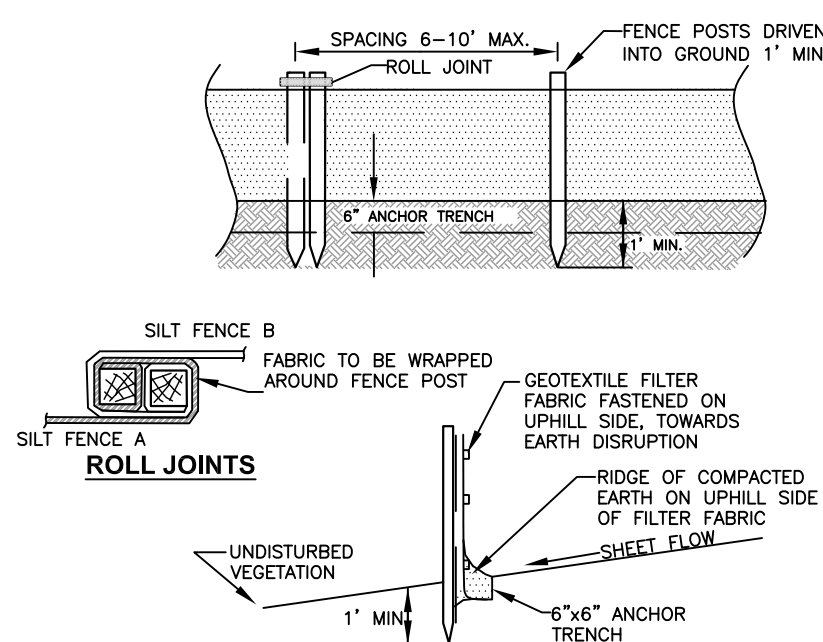
PERMANENT SEEDING NOTE

ALL PROPOSED LAWN AREAS AND ALL AREAS DISTURBED BY CONSTRUCTION SHALL RECEIVE A MINIMUM OF 4" OF TOPSOIL AND LAWN SEED MIX AS INDICATED ON PLANS AND AS FOLLOWS:

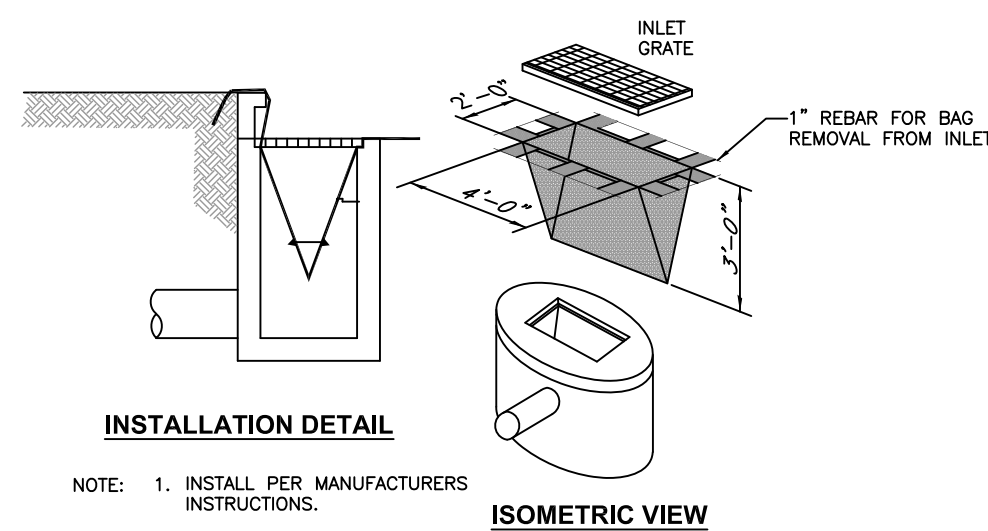
PROPORTION	CLASS "A" SEED TYPE
10%	CANNON KENTUCKY BLUEGRASS
10%	COLORSH KENTUCKY BLUEGRASS
20%	RONDE KENTUCKY BLUEGRASS
20%	SR5100 CHEWINGS FESCUE
20%	SR5200 CREEPING RED FESCUE
10%	SR4400 PERENNIAL RYEGRASS
10%	SR4500 PERENNIAL RYEGRASS

SEEDING RATE SHALL BE 4 TO 6 lbs. PER 1000 SQ. FEET.

ALL AREAS DESIGNATED FOR PERMANENT SEEDING SHALL BE HYDRO-SPRAYED.



S51 SILT FENCE DETAIL
NOT TO SCALE



S58 INLET PROTECTION - FABRIC DROP

LEGEND

(ELEV.)	EXISTING CONTOURS
+ 123.45	PROPOSED SPOT ELEVATION
TW	TOP OF WALK GRADE
P	PAVEMENT GRADE
BW	BACK OF WALK GRADE
BC	BACK OF CURB GRADE
→	DIRECTION OF DRAINAGE FLOW
---	DRAINAGE HIGH POINTS
X	SILT FENCE

NOT FOR CONSTRUCTION

PAVING SPECIFICATION (MINIMUM 3" TOTAL COMPACTED ASPHALT THICKNESS)	
AUTO PARKING:	
SUBBASE: 12" CLII SAND	
BASE: 8" MIN. STONE, 21A, 21AA OR EQUIV.	
ASPHALT: 1.5" MIN. LEVELING COURSE MDOT HMA 3C	
1.5" MIN. WEARING COURSE MDOT HMA 4C OR EQUIV.	
CONCRETE PADS & PAVING:	
SUBBASE: 12" CLII SAND	
BASE: 8" MIN. STONE, 21A, 21AA OR EQUIV.	
CONCRETE: 4000 PSI-35S W/ 6AA LESTONE, 6" MIN. DEPTH W/ 6"X6" #10 W.W.F. AND "FIBERMESH" CRACK CNTRL FIBERS	

PARKING INFORMATION

TOTAL SPACES	SPACES	X	0	1
43	SPACES	X	0	1
	SPACES	X	0	1
	SPACES	X	0	1

ENGINEERING

VENTURE ENGINEERING, PLLC	8515 Ridgebluff Dr. SW Byron Center, MI 49315 616-490-0329 venturecivil.com
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SURVEYOR

SITE GRADING & EROSION CONTROL PLAN

PROJECT STREET ADDRESS		STATUS	DATE	BY
1020 STATE ST.			08/2022	JAC
CITY	STATE	COUNTY	PLAN CHECKED	08/2022
BIG RAPIDS	MICHIGAN	MECOSTA	AS-BUILT	JMB
NATIONAL STORE NO.	SITE LOCATION CODE NO.			
2699	021-0203			

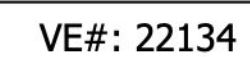
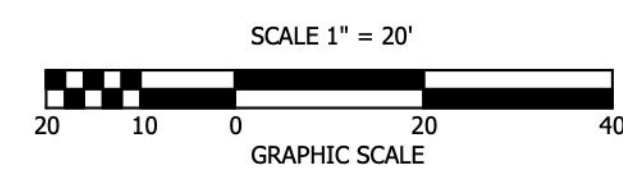
McDonald's®

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF MCDONALD'S CORPORATION AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.

MICHIGAN REGION
1021 KARL CREMEL DR., STE. 200 BRIGHTON, MI 48116 PH(734) 335-9000 FX(734) 335-9001

PLAN APPROVALS		DATE	DATE	BY
SIGNATURE (2 REQUIRED)				
REGIONAL MGR.				
CONST. MGR.				
OPERATIONS DEPT.				
REAL ESTATE DEPT.				
CO-SIGN SIGNATURES				
CONTRACTOR				
OWNER				

C2



Location & Aerial



Existing Site Pictures



Drive area currently in front of the restaurant, grass area to be replaced with parking.



Closer view of the parking area to be changed near the back of the site.



Drive area currently in front of the restaurant, grass area to be replaced with parking.



Landscaping area in front of restaurant to be replaced with additional parking.

REPORT TO THE PLANNING COMMISSION

TO: Planning Commission
FROM: Michelle Stenger, Community Development Director
SUBJECT: Short Term Rentals
DATE: April 19, 2023

Background

AT the last meeting the Board was presented with information about Short Term Rentals. There was discussion about the information presented, including ordinance possibilities. The Board directed Staff to move forward with preparing an ordinance with attention to owner occupied requirements.

Proposed Ordinance

Attached you will find the proposed ordinance. Instead of rewriting a lot of language that is in some of the ordinances reviewed, Staff made a reference to the City's Housing Ordinance, Chapter 151. This would require all short term rentals to follow the requirements of our current rental program.

Another part of the ordinance that is important to point out is the inclusion of the R-1 district within the Short Term Rental. Although this is a single family district, it is important to note that rentals are already a permitted use in the R-1 district. Staff attempted to limit the impact of the Short Term Rentals within the R-1 district by requiring the structure to be owner occupied.

Staff also placed a stipulation on the maximum number of occupants permitted to be in the house. Although you could do it by bedrooms, beds and square footage, Staff feels just a maximum would be the easiest to enforce. The reason for a maximum is because the definition of a single family can be very broad in the legal world and you may have just one family staying at the property, but there could still be a large number of them.

Options

As this is just a draft review the Board has the option of making changes to the proposed ordinance. One item the Board needs to discuss is how we want to define or treat owner occupied rentals. Is there a preference for the homeowner to be present during any rental taking place or would the Commission like language expressing the homeowner must use the dwelling as their primary dwelling but could rent it out for times either when or when they are not on the property.

Moving Forward

Staff will take the direction of the Planning Commission and move forward with scheduling the ordinance recommendations for public hearing.

11.1:31 Short Term Rentals are permitted by right in all residential and the C-2 zoning district, provided the following standards are met

(1) All occupancy standards within the zoning district shall be met.

(2) There shall be a maximum of 12 people (not including children 2 and under)

(3) Maximum length of stay is 28 days

(4) In the R-1 District the house must be owner occupied *we need to clarify if we want it to be owner occupied at the time of the rental i.e. owner must be present or just that it has to be considered an owner occupied dwelling that could be rented when owner is on vacation/not there.*

(5) All short term rentals must adhere to Chapter 151: Housing Regulations of the City Code of Ordinances.

Definitions:

Short-term rental – the rental or subletting of any dwelling for a term of 28 days or less, but does not include the use of campgrounds, hotel rooms, transitional housing operated by a nonprofit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance abuse rehabilitation clinic, mental health facility, or other healthcare related clinic.

Additional Changes

- Each residential zoning district and the C-2 district will have Short Term Rentals listed under permitted use.