

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, MAY 14, 2024, BEGINNING AT 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance.
- IV. Additions to the agenda
- V. Public Hearing
- VI. Public Comment – Agenda Items Only – 3 Minute Limit (general rule)
- VII. Approval of Minutes from the meeting held April 9, 2024
- VIII. Site Plan review
 - A. ZP24- 05, Ausable Valley Health
 - B. ZP24-06, Wausau Building Supply
- IX. Sign Permit
- X. Unfinished Business
 - A. Economic Development Strategy
- XI. New Business
 - A. Masterplan update
- XII. Communications
- XIII. Reports and/or comments
 - A. Chairperson Report
 - B. Member Reports
 - C. Zoning Administrator Report.
 1. Duplex in Single Family Residential
- XIV. Public Comment – Any Topic – 3 Minute Limit (general rule)
- XV. Adjournment

Next meeting: Tuesday, June 11, 2023, 6:00 pm

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, APRIL 9, 2024.

Chairperson Lucynski called the meeting to order at 6:00 p.m.

Present: Bob David, Yvonne DeRoso, Kara Fachting, Mike Jackson, Cori Lucynski, and Rusty Showalter.

Absent: Josh Erickson

Others officers in attendance: Acting secretary/zoning administrator/City Manager, John Dantzer

* * * * *

All stood for the Pledge of Allegiance.

* * * * *

**MOTION BY JACKSON, SECOND BY DAVID, TO APPROVE THE MINUTES FROM THE MEETING
HELD MARCH 12, 2024**

Yes — David, DeRoso, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –Erickson

Motion carried

* * * * *

John Iacoangeli from Beckett and Raeder (attending virtually) continued discussion on the City's Economic Development Strategy. The Board reviewed the strengths and weaknesses of the City, the focus area, and strategy sections. Mr. Iacoangeli noted he would take the comments from the nights meeting and bring back a draft to review for approval at the next meeting.

* * * * *

**MOTION BY JACKSON, SECOND BY DAVID, TO EXCUSE MEMBERS DEROSO AND LUCYNSKI
FROM THE MARCH MEETING.**

Yes — David, DeRoso, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –Erickson

Motion carried

* * * * *

Member DeRoso noted she was honored to be nominated for the Chamber of Commerce Community Impact Award. She also noted the Ogemaw Housing Committee continues to move forward and they are looking at some funding options.

Member Jackson noted the construction downtown had started and invited everyone to the Airport picnic on Saturday, April 13 at 11:00 to celebrate being named the General Aviation Airport of the year.

Member Showalter commended MDOT for their wayfinding signs helping direct traffic to the downtowns businesses.

* * * * *

Chairperson Lucynski closed the meeting at 6:54 pm.



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail clerktreasurer@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender

ZONING AND USE PERMIT APPLICATION

Applicant: Contractor ☐ Homeowner ☐

Property Owner: Asable Valley Health

Mailing address: 511 Griffen Rd West Branch 48661

Phone Number: 989-345-5540 Property ID # 052-630-042-10

Project Address: 511 Griffen Rd West Branch MI 48661

Contractor Name: Lody Youm

Contractor Address: 835 M-61 Standish MI 48658

Contractor Phone: 989-630-6709

Use Rest / Lunch / Break area

Type of Improvement (please circle one)

a) Garage b) Shed c) Fence d) Deck e) Addition f) Residence/Building g) Use h) Other

Dimensions: (skip this section if it is just a use permit)

Length 40' Width 30' Height 10'

Setbacks:

Front 100'+ Rear 36' Sides 72'

Applicant Signature: [Signature] Date: 03-13-24

(See reverse for site plan sketch area)

See
Attached.

Please include: Roads, sidewalks, setbacks and distance from current structures.

****Applicant is required to contact Miss Dig at 811**

Staff Action: Date _____ Approved _____ Denied _____ Signature _____

Permit No. 2P 24-05

Application fee (\$25.00 for residential, \$50 for commercial) - PAID ☒ NOT PAID ☐

S:\Forms -8-27-20

JD

CONCRETE
1
CONCRETE WITH A MINIMUM COMPRESSIVE STRENGTH (FC) OF

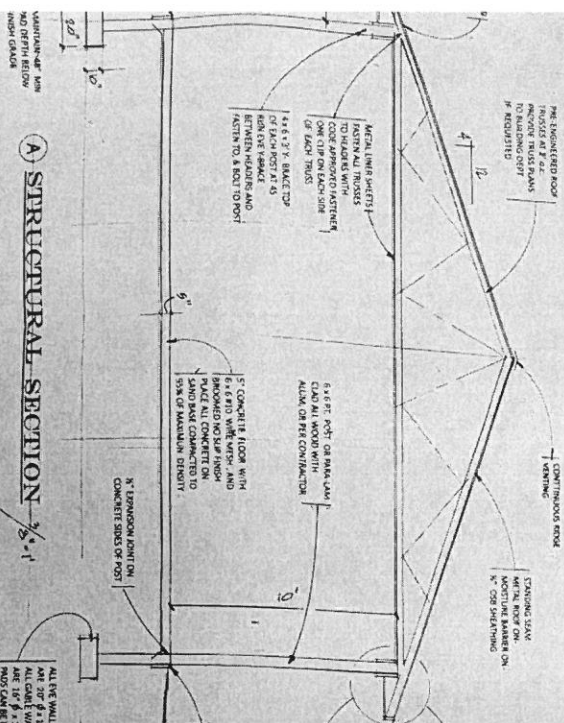
- [illegible]

ALL AERIFORMING STEEL SHOULD BE EXAMINED BY THE FOLLOWING METHOD.
ASTM A-615 GRADE 40 UNLESS OTHERWISE NOTED.
ALL AERIFORMING PLATES HEATED "CONTINUOUS" MAY BE SPUN TO WITH
STANDARD TENSILE STRENGTHS.

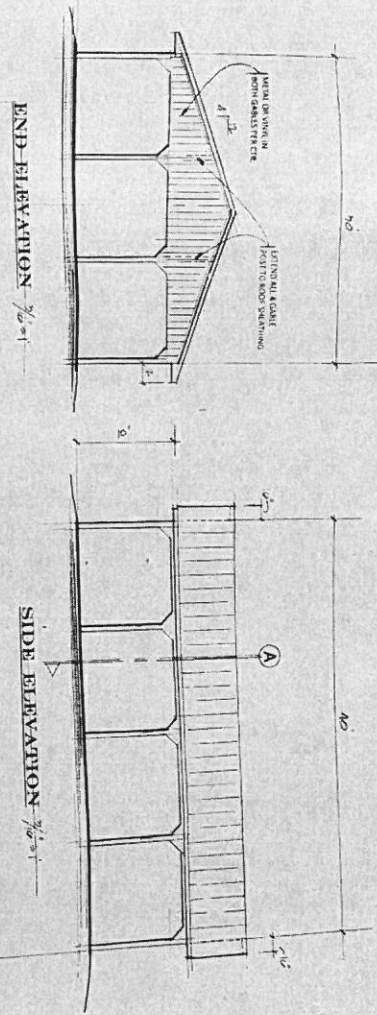
7. A 6000-kg truck is stopped at a traffic light. It is then accelerated uniformly over a distance of 130 m to a speed of 14 m/s. Assuming a constant force is applied, how much work is done on the truck?
8. A 6000-kg truck is stopped at a traffic light. It is then accelerated uniformly over a distance of 130 m to a speed of 14 m/s. Assuming a constant force is applied, how much work is done on the truck?
9. A 6000-kg truck is stopped at a traffic light. It is then accelerated uniformly over a distance of 130 m to a speed of 14 m/s. Assuming a constant force is applied, how much work is done on the truck?
10. A 6000-kg truck is stopped at a traffic light. It is then accelerated uniformly over a distance of 130 m to a speed of 14 m/s. Assuming a constant force is applied, how much work is done on the truck?

1. CONTRIBUTION INVOLVING THE SITE AND BECOMING FAMILIAR WITH ALL CONDITIONS PRIOR TO SUBMITTING HIS PROPOSAL.

- [illegible]

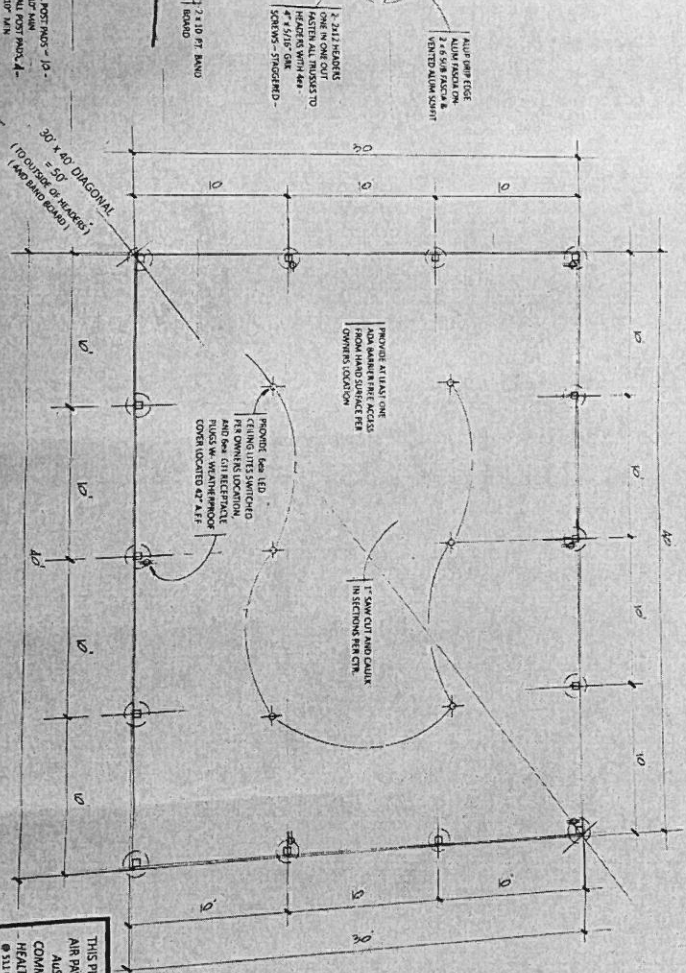


① STRUCTURAL SECTION $\frac{3}{8}$ "



END-ELEVATION $\frac{7}{100}$

SIDE ELEVATION $\frac{7}{10}$



FLOOR PLAN

THIS PLAN IS FOR AN OPEN
AIR PAVILION FOR:
ASABLE VALLEY
COMMUNITY MENTAL
HEALTH AUTHORITY
@ 511 GERRARD, WEST BRANCH MI

USE GROUP _____ U
OCCUPANT LOAD _____ N/A
CONSTRUCTION TYPE _____ SB

YOCOM
CONTR BUILDERS

PREPARED UNDER SUPERVISION OF
J. J. PUNK

Zoning Administrator notes for AuSable Valley Mental Health Pavilion, zoning plan ZP24-05

The AuSable Valley Mental Health property is zoned in the Industrial District.

The submitted plans call for the addition of a 30'X40'x10' high covered pavilion which will be used by the employees for an outdoor break and lunch area. As per the definitions in section 2.2 of the zoning ordinance, a covered pavilion would be considered an accessory structure. As noted in table 4.10, accessory buildings and structures are regulated by section 3.10 of the zoning code.

As per section 3.10(b), accessory structures can be located in any yard of the property so the location of the pavilion is allowed.

As per section 3.10(c)(2), accessory structure setbacks are 5' from the side lot lines, 3' from the rear, and a front setback that shall conform to the same setback as the principal structure which in this case is 25'. The proposed plan calls for a front setback of 100', 36' to the rear, and 72' for the closest side setback.

Zoning Administrator recommendation

The pavilion is allowed in the zoned district of the property and does match all setback. In addition, because this is just a covered pavilion, it does not pose and additional parking concerns, snow storage, increased traffic, or other zoning issues. I would recommend approval of the plans as submitted.

We would need a motion to approve zoning permit ZP24-05 for AuSable Valley Mental Health as submitted.



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail citymanager@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender

ZONING AND USE PERMIT APPLICATION

Applicant: Contractor ☒ Homeowner ☐

Property Owner: Wausau Supply Company

Mailing address: 7102 Commerce Drive Wausau WI 54476

Phone Number: 715 218 4451 Property ID # 011 025 024 25

Project Address: _____

Contractor Name: Peninsula Construction and Design

Contractor Address: 1125 Business Park Drive Traverse City MI 49686

Contractor Phone: 231 947 7951

Use Building Products Warehouse PHASE 1

Type of Improvement Other

Dimensions: (skip this section if it is just a use permit)

Length 410 Width 300 Height 23'

Setbacks:

Front 25 Rear 25 Sides 25

Applicant Signature: Chris Dittenbir Date: 5-8-24

(See reverse for site plan sketch area)

Arthur J. Dauter

THE REVERSE SIDE OF THIS DOCUMENT INCLUDES MICROPRINTED ENDORSEMENT LINES AND ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

HUNTINGTON
www.huntington.com

PENINSULA CONSTRUCTION & DESIGN, INC.

1125 BUSINESS PARK DRIVE
TRAVERSE CITY, MI 49686
PHONE (231) 947-7951

30917

CHECK NO.

30917

AMOUNT

DATE

*****FIFTY DOLLARS AND 00 CENTS*****

05/08/24

*****50.00

PAY
TO THE
ORDER
OF

CITY OF WEST BRANCH
CITY HALL
121 N. 4TH STREET
WEST BRANCH MI 48661

Kam B. Wurenga
AUTHORIZED SIGNATURE



⑈030917⑈ ⑆072403473⑆ 01182207092⑈

THIS DOCUMENT IS PRINTED ON TONER ADHESION PAPER

Zoning Administrator review for permit ZP24-06, Wausau Building Supply Company

SECTION 4.10 - DISTRICT REGULATIONS

The parcel is located in the Industrial district (IND district). The use of the building would fall under the Manufacturing, Light use, which is permitted by right in the IND district.

The building has a front setback requirement of 25' on all sides. The plans call for a front setback of 150', rear setback of 90', and the smallest side setback is 114' so they are in compliance.

The lot is 30.39 acres and the building is 123,000sf so the coverage is way under the 60% max allowed.

The building height is 24' at its highest elevation which is less than the maximum of 45' allowed.

SECTION 3.29 - PARKING REQUIREMENTS

SECTION B – PEDESTRIAN TRAVELWAYS

B1 and B3 calls for all developments except for single- and two-family dwellings to install a sidewalk to connect to the public sidewalk and to clearly define pedestrian travel ways from the sidewalk to the main entrance of the building. Because M-30 does not have public sidewalks nor does the entrance road coming into the property, it would not make any sense requiring them to put in a sidewalk. I would recommend waiving of the requirement of a sidewalk.

SECTION C- BICYCLE PARKING

B1 calls for required bicycle parking for any parking lot over 10,000 square feet. I think there is some question in this plan for what should be considered the parking lot because their parking and the entrance for the trucks going in and out of the building all are using the same concrete area. If you just use the size of the parking spots, they only have about 420 sf but if you include area that they would be using to drive into the spots and back out, etc., it would be much larger. I would recommend the Commission decide how they want to figure what areas of the plan be considered "parking lot" and then that will decide if bicycle parking be required. It can be something as simple as requiring a bike rack installed somewhere in the plans. I would recommend you make this requirement either for or against as part of your site plan approval.

SECTION D-GENERAL STANDARDS

D5C calls for parking to be located in any yard but shall be located within 500' of the permitted use. All parking is located in the front yard right up against the front of the building.

E1 requires the minimum size for a 90° parking spot to be 9'X18'. The plans call for 10'X20' parking spots so they are in compliance.

E5 -Drainage. The planed parking lot is larger than 5,000 sf of surface area so the plans must call for onsite drainage that discharges to the storm sewer. The plan calls for the parking lot to have three drains that are connected to the storm sewer so they have adequately addressed that drainage requirement.

E9 requires the parking spots to be clearly marked and the plans do show the all of the lines to be marked.

E10 A and B -In the IND district, off street parking is permitted to be installed in the front, side, or rear but must have a minimum of a 10' landscaped area between the parking lot and lot line. The plans do show an area between the lot line and the parking lot but that distance is not labeled. I would recommend we put that a 10' landscaped area between the property line and parking lot in our site plan approval. The parking lot does not have 76 spaces or more so no interior landscaping is required.

E11 requires any parking lot abutted by residential to be effectively screened on the side that abut the residential property. Because the parking lot is in the front of the building and the only residential zoned areas are to the west or behind the building, I would not recommend any screening requirements.

The plan shows for a concrete parking area and E12 does require the concrete parking be a minimum of 6" in depth. The plans note the concrete will be 5" in depth so we will need to make a requirement in the site plan approval that the concrete be 6" in depth not 5".

SECTION F – NUMBER OF SPACES REQUIRED

Because the building is being used as a distribution building, it is my determination the use of the building most closely lines up with the parking requirements of industrial-warehouse and storage building which requires 2 parking spots for each employee. The plan notes 20 employees but they only have 17 parking spots so we will need to put in our approval that additional parking spaces be required.

SECTION H- LOADING AND UNLOADING AREA

H1 requires buildings which will be occupied by manufacturing, storage, or warehouse and are over 10,000sf must provide area for the delivery trucks. The plans do show unloading areas to support all incoming and outgoing trucks.

SECTION 3.20 – BUFFERING REGULATIONS

SECTION B- WHEN REQUIRED

A buffer must be considered because the property does abut residential property to the West in Ogemaw Township and where the Brook is to the East.

SECTION C – CRITERIA

The buffering criteria is based on the following.

- (1) Prior to site plan review by the planning commission, the zoning administrator shall make recommendations, if requested by the developer, as to the character of the buffer that may be required at the site. I have not received any requests from the developer.
- (2) The planning commission shall determine the character of the buffer based on the following criteria:
 - a. Traffic impact.
 - b. Increased building and parking lot coverage.
 - c. Increased outdoor sales, display and manufacturing area.
 - d. Physical characteristics of the site and surrounding area such as topography, vegetation, etc.
 - e. Visual, noise and air pollution levels.
 - f. Health, safety and welfare of the city.
- (3) A buffer may consist of any or all of the following:
 - a. *Buffer area distance.* The distance required to be achieved between zones, in addition to the required yard on the side on which a residential district abuts a commercial or industrial district, shall be according to the following table:

District	Distance Between Residential Zone or Use
I	45'
GB	30'
CBD	20'
O-S	20'

b. Landscape screen, fence, or wall. Continuous rolling screen six feet in height comprised of plant material, screen walls or fences or any combination of these elements is required pursuant to the construction standards in subsection (d) of this section. Wall heights may vary as shown in subsection (d) of this section.

On the west side, the lot does abut residential property. The distance between the building and the lot line is approximately 88' so they do meet the minimum buffer. The distance on the east side is over 1,000'. There is also a large line of trees between the property and any of the homes to the West. There appears to be one house that will be approximately 450' from the property; otherwise, the next closest is over 2,400' away. The north and south of the property is zoned agricultural so no buffering is required on those sides. The East is mostly commercial other than the Brook. The Brook property is going to be approximately 1,000' from the building. The City is planning for the planting of a tree buffer between the Brook and the City property that is in between the Wausau property and the Brook during the summer of 2025. The building will be used as a distribution building so it would not create any excessive offensive noise or air pollution. The estimated traffic per the developers is 10-12 delivery trucks per day and they are only planning for one shift with approximately 20 workers so they are not creating a large volume of traffic. Because of the distance between the residential buildings on the east and west side; in addition, because the west side already has a tree buffer and the City is planning a buffer on the east, I do not recommend any additional buffering requirements.

SECTION 3.21 – LANDSCAPING

The plan does show for grass to be planted on all sides of the building and parking lot. The plans do not show any trees or plants. Zoning does allow for some leeway as to the requirements of landscaping by the Commission. Because this is industrial in nature and most other commercial/industrial properties in the City do not have planting requirements, I would not recommend any additional landscaping requirements.

SECTION 3.28 – LIGHTING

The plan does not show any light fixtures on the parking lot so I would assume they would be just using standard lights by all doors as required by the building code. This type of lighting will not create light pollution or spread onto neighboring properties.

SECTION 3.32

SECTION C – SCOPE

As per this section, any building that uses, stores, or generates hazardous substances in greater quantities than 100 kilograms, 25 gallons, or 220 pounds per month are subject to a groundwater protection review. I do not believe they will have any hazardous materials on hand but we will need to verify during the planning review and possibly state this in our site plan approval.

SECTION 5.5 SITE PLAN DATA REQUIRED.

The plans do adequately address the requirements of 1,2,3,4,5, and 7

Section 4J requires there to be a snow storage area. The plan does show two separate snow storage locations which should be adequate for their storage.

Section 4M requires a trash pad location and method of screening to be noted. I do not see anything noted in the plans. If they plan on having a dumpster of some sort, I would recommend we put in our site plan approval the requirement to have a spot for a dumpster with fencing on at least 3 sides.

ADDITIONAL COMMENTS

Mike Killackey looked over the plans and has no issues with the plans.

Chief Walters was shown the plans and he noted there are no line of sight or safety issues with the plan.

I reached out to the Fire Chief but he has not provided any comments.

Comments from the City engineer are provided.

I have also sent the plans to our attorney for his review but have not heard from him.

CONCLUSION

During the zoning amendment that changed the zoning in this area, we did receive one letter of concern from the Brook. There were no other concerns noted and those that border the other three sides were in favor but the concerns of the Brook should be considered in the planning approval.

We would also need a motion to approve site plan ZP 24-06 for Wausau Building Supply Company as submitted with the following additional requirements.

1. Addition of a bicycle parking area.
2. A minimum of 10' of greenspace required on all sides of the property.
3. The parking lot concrete be a minimum of 6" in depth.
4. The parking lot be required to have 40 parking spots to meet the requirement of 2 spots per employee.
5. The addition of a pad for a dumpster for trash that is screened on three sides with an opaque fence or wall that is at least 6' in height or the height of the container.
6. The property will not use, store, or generate hazardous substances in greater quantities than 100 kilograms, 25 gallons, or 220 pounds per month.

We may also want to include the comments made by the engineer and anyone else in our plan approval. I will have an updated recommended motion for you on Tuesday once we hear from everyone. Please take some time and go over this review. This is the largest one I have been involved with and there is a lot to look over so it's very possible you could see things that I don't or have other concerns we need to address. With the concern from the Brook, we also want to make sure we address their concerns with our review. This is much too big to look at it during the meeting and make an informed decision.



May 17, 2024

Via Email:

Mr. John Dantzer – City Manager
City of West Branch
121 N. 4th Street
West Branch, MI 48661

RE: Wausau Site Plan Comments

Dear Mr. Dantzer:

The following items were discussed earlier this week regarding further information needed for Site Plan Review for the proposed Wausau warehouse facility.

1. All storm drainage to be collected on the new facilities property and connected to a single 24" storm sewer that the City will provide as part of the EDA/MEDC project. Storm Water calculations need to be submitted.
2. The sanitary sewer from the new facility will need to be connected to a sanitary manhole in the City right-of-way by means of a flexible boot connection.
3. A metered domestic water service is to be installed from the 12" City water main. Tapping fee to be paid by the Owner. Size to be determined by the Owner.
4. A metered fire protection (fire sprinkler system) water service is to be installed from the 12" City water main. Tapping fee to be paid by the Owner. Size to be determined by the Owner.
5. Fire hydrant watermain with the appropriate number and spacing of fire hydrants to be installed by the Owner around the perimeter of the new facility per the City of West Branch Fire Department. Fire hydrant watermain shall have a check valve within a concrete structure located near the road right-of-way.
6. An access road for firefighting and emergency vehicles, with the appropriate turning radii, around the entire facility.

We will review the final submission in greater detail once it has been received.

Respectfully,

FLEIS & VANDENBRINK

Douglas R. Stevens, PE
Project Engineer

2125 Ridgewood Drive, Suite 101
Midland, MI 48642
P: 989.837.3280
F: 989.837.3290
www.fveng.com