



**TSEGO
TOWNSHIP**
EST 1833

**OTSEGO TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES**

**April 1st, 2024
Monday at 7:00 PM**

Planning Commission Members;

*Chair Andy Webb, Vice Chair open, Secretary Jeff Polonowski,
Scott Reising, Karen Burns, Mike Bosch, Noah Boyd, Brad Ade & Roger Rumble*

Acting Chair Brad Ade called the meeting to order at 7:01 p.m.

Members Present: Andy Webb, Karen Burn, Brad Ade, Jeff Polonowski, Roger Rumble, Mike Bosch,
Noah Boyd, Scott Reising.

Members Absent: Bill Rohr (deceased).

Approval / Correction of Minutes: Motion by Mike Bosch, support by Roger Rumble, to approve the February 5th 2024 Planning Commission meeting minutes as presented. Motion carried; 8 – Yes, 0 – No.

24-04 Site Plan Review / Harold Ziegler Auto Group: Pat Flanagan engineer from MEGA and Bob Kuehl from Harold Ziegler Auto Group were present. Pat Flanagan presented their case and explained the project. He started with the location of the project as 1340 M89, however, the property will be split to two parcels: 1/3(or 4.5 acres) that has access on M89 which will be sold off and the remaining 2/3(or 9 acres) will be kept and developed by Harold Ziegler as a parts distribution warehouse. Access will be off of 13th Street. The land division is in progress.

The public hearing was opened at 7:13pm but hearing no comments was closed at 7:13pm.

Lori Castillo from PCI was present for the hearing. Lori Castillo and Jason Derry provide Zoning Administration services to Otsego Township. The review began with a review of the findings of fact provided as provided by Jason Derry. First issue concerned Zoning Code section 4.25 which refers to the use of vegetation rather than fencing at the border with Residential properties. The consensus was that evergreen vegetation was an acceptable replacement for fencing. Noah Boyd asked about the water retention area capabilities are adequate and suggested that we should have the township engineers Prien and Newhof review the retention pond. Mike Bosch stated that the Otsego Fire Chief has reviewed the plan with the suggestion that an emergency access be provided to the Walmart road/parking lot. Mike will email the information to Chair Webb. Lori from PCI also recommended an access to the Walmart road (Plainwell dam road). Chair Webb stated that we are still waiting on the photo luminescence plan. Lori from PCI was concerned about the pack lights on the building being too high and shinning into the residential area. She suggested using a combination of pole and wall pack lighting to cover the parking lot area on the west side. Pat Flanagan stated that they were not planning on lighting the drive to the west and that the photo luminescence plan would be provided after the site plan approval.

On a motion by Noah Boyd, support Mike Bosch, recommend to the Township Board to approve the site plan as presented with the following stipulations: 1) provide a photometric plan to be reviewed by PCI, 2) have the Otsego Fire Chief review and approve the site plan, 3) Township engineer (Prien and Newhof) and review and approval, 4) The county drain commissioner department review and approval, and 5) we recommend that the applicant work with Walmart to gain joint access for emergency vehicles. Motion carried; 8 – Yes, 0 – No.

24-05 Special Use and Site Plan Review – Tommy’s Express (QCW Enterprises 3, LLC):

Steve Witte, PE, Nederveld, Inc. was present and provided the project details. The car wash will be located at 1320 M-89. The current building will be razed. Steve provided details of their proposed water recovery system to recycle 33% of the waste water. Steve stated that the Allegan County Drain Commission told him they did not need to review or approve but did not provide the email. He also stated he recently sent the photometric plan to Lori, however, Lori has not received and or reviewed it. Steve said that they will submit site plans with only grass on the open areas but will add other vegetation when the project is completed. No one on the Planning Commission had an issue with grass only. An item on the “findings of fact” from PCI asked about the Mat washer location. The mat wash will be inside and the wash water collect. The other major issue was the location of the entrance/exit on Plainwell Dam Road. It is located near road access onto M-89. Steve stated that this would be a “game changer” if they can’t maintain the location because it would create a substantial change to the flow of traffic and the car retention lanes for access to the car wash. Karen B stated that a new side walk on M-89 will be required and replace the existing bike trail pavement.

Public Hearing was opened at 8:23 and hearing no comments was closed at 8:23.

Chair Webb asked that the Findings of Fact from PCI would be entered into the minutes and are as follows:

Section 18.08 General Requirements for Approval

FINDINGS OF FACT

“The request for special exception use approval must meet the following general standards, as Article 18 Site Plan Review Procedures / Site Development Requirements – Page 110 well as the more specific requirements for the applicable requested land use in Section 18.10. The Planning Commission shall review and recommend and the Township Board shall approve, approve with conditions or deny each application based upon a determination as to whether the proposed use in the proposed location will adhere to the following general standards.

- (a) *Be harmonious with and in accordance with the general principals and objectives of the Master Plan of Otsego Township.*

Findings: This area on the Future Land Use Map is designated to remain Commercial.

- (b) *Be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and to uphold the essential character of the area in which it is proposed.*

Findings: The applicant’s site plans indicate a facility and proposed land use which aligns with the general commercial character of the area.

- (c) *There is a proper relationship between the thoroughfares and proposed service drive, driveways, and parking areas. Locate buildings, outside storage receptacles, parking areas, screen walls and utility areas to minimize adverse effects for occupants of the use and of the surrounding areas.*

Findings: Applicant’s plans indicate that the site is to be accessed by the service/access drive known as Plainwell Dam Road. There is also a proposed cross access easement agreement with the incoming Dunkin’ Donuts property immediately to the east. The existing M-89 entrance will be removed to support limited access to M-89 which is a goal of the master plan as well as MDOT to provide better traffic flow in this area.

The existing north/western access drive is proposed to be relocated to the east, which would place it very near to the intersection of Plainwell Dam Road and M-89, which in my opinion falls closer than recommended to said intersection. The

proposed access is planned for roughly 25 feet from the stop line for the intersection, or less than 2 car lengths. Likely any person turning left would use this access to utilize the traffic light, leaving little to no room to navigate to the left hand turn lane, especially if there is more than one car waiting to go straight or turn right.

- The Planning Commission may wish to require an increased separation of the access and M-89 intersection for traffic safety and flow purposes.

(d) *All buildings or groups of buildings shall be arranged to permit emergency vehicles access by some practical means to all sides.*

Findings: The building is smaller than 150' in any direction, permitting emergency vehicle access on all sides.

(e) *Development shall aim to preserve natural resources and will not degrade or destroy natural features such as lakes, ponds, streams, wetlands, steep slopes and woodlands.*

Findings: The proposed site is currently mostly level and occupied by an existing building which is slated for demolition; no existing features on the parcel are naturally occurring.

(f) *Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater, or nearby water bodies.*

Findings: No such materials have been proposed for usage or storage onsite, however there is potential for pollutants to be collected from vehicles as they are cleaned. The Applicant has included water reclaim information to illustrate how the water will be reused and cleaned prior to heading into the sewer system.

(g) *Location of buildings, parking, drives, landscaping, and other improvements on the site is appropriate for the lot size and configuration.*

Findings: The proposed parking, maneuvering and stacking layout meets requirements of this standard and those standards required per Section 18.10.ee (Specific standards for vehicle wash establishments; see additional comments below), however the access as presented leaves traffic flow concerns.

- The Planning Commission may wish to require an increased separation of the access and M-89 intersection for traffic safety and flow purposes.

(g) *Landscaping, including trees, shrubs and other vegetative material, is provided to maintain and improve the aesthetic quality of the site and the area.*

Findings: No landscaping is proposed for the site. The large majority of the lot is proposed to be hardscaped per the requirements of Section 18.10.ee, however should the Planning Commission determine that landscaping is desired, it can require such where it is possible to be added around the required hardscaping that is placed for parking and maneuvering.

- The Planning Commission may wish to discuss whether the **proposed limited landscaping plan** with grass only is sufficient to meet this standard.

(h) *The parcel is served adequately by essential public facilities and services, such as highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities and schools.*

Findings: The parcel is served by municipal water and sanitary sewer. The applicant has verified that the water reclaim system which cleans and recycles water will be used

to recycle water for reuse to be scrubbed through oil and debris separators prior to connecting to the sanitary sewer system. Stormwater is proposed to be collected within the identified catch basins and pipes. The project engineer notes that overall there is a net reduction of hard surface area which should be adequately served by this proposed system. The applicant notes that the overall net coverage of the lot by hard surface will be reduced. Typically all stormwater plans are required to be reviewed and approved by either the township engineer or the County Drain Commissioner. It may or may not be considered necessary in this case; although there is a net decrease in impervious surfaces, the rearrangement of water flow may be required to be reviewed.

- The Planning Commission may choose to require engineer or county drain commissioner's approval to confirm storm water sufficiency.

(i) *The proposed use does not involve uses, activities, processes, materials, and equipment or conditions of operation that will be detrimental to any person, property or general welfare as a result of producing excess traffic, noise, smoke, fumes, glare, or odors."*

Findings: The use is to take place largely within the subject structure but does include various outdoor accessory uses such as drying and vacuum stations as proposed on the plan. While some of these activities do produce additional noise as compared to operations that occur within a completely enclosed structure, the proposed location surrounded by a higher level of ambient noise from M-89 traffic and multiple commercial uses would likely not be negatively impacted.

Section 18.10 Conditions for Special Exception Uses

"Those special exception uses permitted in any given Zoning District and listed below shall be subject to all of the following conditions regarding site development, unless otherwise specified by the Planning Commission or Township Board. The Planning Commission or Township Board may also impose conditions beyond those specially listed below:

(ee) *Vehicle Wash Establishments*

1. Minimum lot area shall be fifteen thousand (15,000) square feet.

Findings: The lot is approximately 42,250 square feet. The Planning Commission may find this standard met.

2. Minimum lot width shall be one hundred (100) feet.

Findings: The lot is approximately 139 feet wide. The Planning Commission may find this standard met.

3. The drive-through or self-serve washing structure shall be located not less than forty (40) feet from any right-of-way line and not less than twenty-five (25) feet from any side or rear lot line abutting residential property.

Findings: The proposed building lies approximately 55 feet south of the M-89 Right of Way, 49 feet from the east property line, 75 feet from the south/rear property line, and 34 feet from the west property line. There is a proposed canopy/pay area that will extend to the edge of the property line, however this structure does not house the washing structure, and a 0 setback is permitted within the C-Commercial Zoning District. The Planning Commission may find this standard met.

4. A wood fence or concrete block wall (minimum height of six (6) feet) shall separate the vehicle wash establishment from adjacent residential property.

Findings: Not Applicable as there are no adjacent residential parcels. The Planning Commission may find this standard met.

5. The entire lot, excluding the area occupied by a building, shall be hard surfaced with concrete or a plant-mixed bituminous material, except desirable landscaped areas which shall be separated from all paved areas by a low barrier or curb.

Findings: The lot is very nearly completely hard surfaced. Currently the areas proposed to be left as turf are only planned to be planted with grass.

- The Planning Commission may require some amount of landscaping, however caution should be taken in the front area to allow for clear vision along M-89 due to the proximity of the intersection at Plainwell Dam Road.

6. Curb cuts shall be located no closer than twenty-five (25) feet from any intersection or adjacent property line. Drives associated with the facility shall be separated along the front property line by a distance of at least twenty-five (25) feet. Curb cuts shall not be permitted where, in the opinion of the Zoning Administrator, it may produce a safety hazard to pedestrian or vehicular traffic.

Findings: The proposed access from Plainwell Dam Road appears to meet the minimum standard of twenty-five (25) feet, however the proximity to the intersection causes concern as noted above in my opinion.

- The Planning Commission may find this standard met if the body, after review, determines proximity is not an issue for traffic flow, or alternately require a relocation of the access farther to the south to better accommodate traffic flow.

7. Adequate lane maneuvering area shall be provided on the premises, with enough distance to allow for a minimum of four (4) vehicles waiting in line.

Findings: The pay gates under the proposed canopy are currently approximately 100 feet from the west entrance. There are two gates. Based on a calculation of average 25' vehicle length (which is generous; most parking spaces are 18' deep for comparison), there is room for approximately 8 vehicles stacked. After the pay gate there is additional stacking room as the maneuvering lane tapers from double to single wide, which is approximately 150 feet, which again, with generous estimation, can hold at least 6 vehicles before the building/wash entrance. The Planning Commission may find this standard met.

8. Adequate on-premises landscaping shall be provided.

Findings: Currently the areas proposed to be left as turf are only planned to be planted with grass.

- The Planning Commission may require some amount of landscaping, however caution should be taken in the front area to allow for clear vision along M-89 due to the proximity of the intersection at Plainwell Dam Road.

9. On-site lighting shall be so located and designed as to have minimum impact upon surrounding properties.

Findings: There is no specific lighting plan shown, however a typical photometric plan has been submitted. Based on the plan as indicated, the potential of light encroaching onto adjacent parcels is high. However, the neighboring parcels are commercial in nature, and likely would not be directly impacted

negatively. Additionally, proposed pole lights may be located on adjacent parcels, provided deeded easements supporting this can be provided.

- The Planning Commission may require a more specific lighting plan based on the proposed site for a clearer scenario. The applicant has indicated they are working on this and hope to have it for review at the meeting.

10. On-site signage shall conform to the requirements of Article 20.

Findings: As of submission time, no freestanding signage is proposed. Typical wall signage meeting brand standards is provided, however dimensional information is not included within the submission.

- The Planning Commission may require a more specific signage plan if it chooses; if it determines that the signage is conceptually compliant, the final dimensions will be required to be approved by the Zoning Administrator prior to issuance of construction permits.

11. All washing activities must be carried on within a building.

Findings: All vehicle washing activities are proposed to take place within the building. The Planning Commission may find this standard met.

12. Vacuuming activities must occur at least twenty-five (25) feet from any adjoining residential use.

Findings: Not Applicable as there are no adjacent residential parcels. The Planning Commission may find this standard met.

13. The building entrances and exits of the facility shall be from within the lot and not directly to or from an adjoining street or alley. An alley shall not be used as maneuvering or parking spaces for vehicles being serviced by the subject facility.

Findings: The Planning Commission may find this standard met.

14. An adequate on-site area for waiting vehicles shall be provided to prevent the lining up of said vehicles on public streets.

Findings: (Identical to standard 7 above) The pay gates under the proposed canopy are currently approximately 100 feet from the west entrance. There are two gates. Based on a calculation of average 25' vehicle length (which is generous; most parking spaces are 18' deep for comparison), there is room for approximately 8 vehicles stacked. After the pay gate there is additional stacking room as the maneuvering lane tapers from double to single wide, which is approximately 150 feet, which again, with generous estimation, can hold at least 6 vehicles before the building/wash entrance. The Planning Commission may find this standard met.

SUMMARY & CONCLUSION

Should the Planning Commission find that the standards for special use permit are met, they may consider approval of this request subject to the potential discussion topics and conditions below. I have included my observations on the *findings of fact* above but encourage the Planning Commission to consider them during the meeting to support any decision to approve, approve with conditions, or deny. A blank *findings of fact* form has been attached to this memo to be included within the minutes supporting any decision made.

Potential Discussion Topics and Conditions.

	Memo Page	Ordinance Section	Potential Condition
Approval from:	3	§ 18.08	➤ Otsego Fire Chief
	3	§ 18.08	➤ Allegan County Health Department
	3	§ 18.08	➤ Allegan County Drain Commission and/or Otsego Township DPW Engineer
Verification of:	3	§ 18.08	➤ Operation of water reclamation system.
	5	§ 18.08	➤ Mat wash location
	5	§ 18.08	➤ Access easement agreements for ingress/egress and any off-premise light structures.
	5	§ 18.08	➤ Sign dimensions for proposed wall signage- must comply with Article 20 standards.
Discussion of:	3	§ 18.08	<ul style="list-style-type: none"> ➤ The Planning Commission may wish to require an increased separation of the access and M-89 intersection for traffic safety and flow purposes. ➤ The Planning Commission may wish to discuss whether the proposed landscaping with no plantings other than grass is sufficient to meet this standard.

Conclusion

I hope the information provided is helpful to you as you consider this special use permit request. If you have any questions or concerns, please contact me at your convenience and I will be happy to assist in any way I am able. You may reach me by phone at (616) 888-6156 or by email at lcastello@pcimi.com.

(End of findings of fact from PCI)

The Planning Commission reviewed the findings of fact and those that were issues are captured above.

Motion by Mike Bosch, support Brad Ade, to recommend to the Township Board, approval of the Special Use Permit and Site Plan as presented contingent on replacing the currently paved bike path with a concrete sidewalk meeting ADA and MDOT standards. Motion carried; 8 – Yes, 0 – No.

Election of Officers: Andy Webb has accepted staying on as Chair. Brad Ade has accepted the position of Vice-Chair (replacing Bill Rohr) and Jeff Polonowski has accepted staying on as Secretary. On a motion by Mike Bosch, support Noah Boyd, to elect Andy Webb as chair, Brad Ade as Vice-Chair and Jeff Polonowski as Secretary for the next year. Motion carried; 8 – Yes, 0 – No.

Meeting Date Changes: Do to election dates the following meeting dates will be changed:

May meeting will change from Monday the 6th to Wednesday the 8th.

August meeting will change from Monday the 5th to Wednesday the 7th.

November meeting will change from Monday the 4th to the Wednesday the 6th.

Motion by Jeff Polonowski, support Mike Bosch to approve the meeting changes. Motion carried; 8 – Yes, 0 – No.

Motion made by Mike Bosch, support by Brad Ade, to adjourn the meeting at 9:36p.m. Motion carried; 8 – Yes, 0 – No.

Respectfully submitted,

Jeffrey Polonowski
Planning Commission Secretary

Date

At the request of Chair Webb the following Email chain has been added as an attachment:

FYI. As I requested at the PC meeting, below is the email thread indicating the township engineer wasn't going to require a review unless we wanted it. It's my understanding that we were okay with allowing the project to proceed without review by the township engineer.

Jeff and Jen, I'd like to include the below thread with the meeting minutes to confirm our position.

Andy

Begin forwarded message:

From: Lori Castello <lcastello@pcimi.com>
Subject: Fwd: 2420027 Tommy's Plainwell
Date: April 3, 2024 at 16:52:44 EDT
To: Planning Commission <pcchair@otsegotownship.org>
Cc: Steve Witte <switte@nederveld.com>

Hi Andy,

Please see the chain below. :)

Have a great day!
Lori Castello, AICP
Zoning Administrator
Professional Code Inspections of Michigan Inc.
1575 142nd Ave.
Dorr, MI 49323
Office 616-877-2000 ext. 213
Direct Line: 616-888-6156

Begin forwarded message:

From: Steve Witte <switte@nederveld.com>
Date: April 3, 2024 at 4:02:51 PM EDT
To: Lori Castello <lcastello@pcimi.com>
Subject: FW: 2420027 Tommy's Plainwell

Hi Lori.

My email below to the planning chairman got bounced back to me as an invalid address. So I'm sure I jotted it down incorrectly at the meeting.

Would you be able to forward this email to the chairman for me? (I assume you have his correct email address??).

Please confirm if you can do this for me ;o).

Thank you, Lori!

Steve
616-292-5953

From: Steve Witte
Sent: Wednesday, April 3, 2024 8:26 AM
To: pcchair@otsegochair.org
Cc: Lori Castello <lcastello@pcimi.com>
Subject: FW: 2420027 Tommy's Plainwell

Hello.

Thank you both for your help and input on the proposed Tommy's on M-89.

As a follow up to the Planning Commission meeting, I was asked to email the email string regarding drainage to you so you had it for the township's files. Please see the email string below. As was discussed at the meeting, since the site is under an acre and no county drain is impacted, the County does not require a drainage review. But as also mentioned at the meeting, the township could have required a review if they so desired. As I mentioned, in this case, the project will result in a reduction of hard surface area (ie – less water runoff from the site after construction than was currently leaves the site) and there is a drainage pipe/outlet very readily available/accessible to the site. So the drainage design is quite 'simple' and straight-forward for this site.

Please let me know if you have any questions on this or if you need more from me on this.

Thank you both very much once again!

Steve Witte, PE
Nederveld, Inc.
616-292-5953

From: Mindy Fultz <mfultz@nederveld.com>
Sent: Tuesday, January 16, 2024 8:55 AM
To: Steve Witte <switte@nederveld.com>
Subject: 2420027 Tommy's Plainwell

Steve,

If I am reading this correctly, the site isn't in a regulated drainage area and is less than 1 acre (0.84 acres) so it shouldn't need a review by the Allegan Co Drain Office. Also, I just received an email with some possible leads for getting the as-built information.

Mindy

From: Brent Scholten <BScholten@ALLEGANCOUNTY.ORG>
Sent: Tuesday, January 16, 2024 7:09 AM
To: Ken Bosma <KBosma@preinnewhof.com>; Mindy Fultz <mfultz@nederveld.com>
Cc: Denise Medemar <DMedemar@ALLEGANCOUNTY.ORG>
Subject: RE: [External] RE: 1320 M-89 future Tommy's Express

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

FYI – There are no legally established county drains in that immediate area.

Brent Scholten

Allegan County Drain Office
Development Coordinator/Deputy
Office – (269) 673-0311
FAX – (269) 673-0396
Cell – (616) 836-3360

From: Ken Bosma <KBosma@preinnewhof.com>
Sent: Tuesday, January 16, 2024 7:07 AM
To: Mindy Fultz <mfultz@nederveld.com>
Cc: Denise Medemar <DMedemar@ALLEGANCOUNTY.ORG>; Brent Scholten <BScholten@ALLEGANCOUNTY.ORG>
Subject: RE: [External] RE: 1320 M-89 future Tommy's Express

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mindy, sites connecting to a County drain or redevelopments of an acre or larger are to be reviewed. If Otsego wants to have the review, the review also can be completed.

Kenneth A. Bosma, P.E.

Prein&Newhof

t. 616-394-0200 d. 616-432-6691

f. 616-364-6955

[Website](#) | [Blog](#) | [LinkedIn](#)

From: Brent Scholten <BScholten@ALLEGANCOUNTY.ORG>
Sent: Tuesday, January 16, 2024 6:44 AM
To: Mindy Fultz <mfultz@nederveld.com>
Cc: Ken Bosma <KBosma@preinnewhof.com>; Denise Medemar <DMedemar@ALLEGANCOUNTY.ORG>
Subject: [External] RE: 1320 M-89 future Tommy's Express

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, contact your IT Department.

Good morning, Mindy.

I am forwarding this email to Ken Bosma from Prein & Newhof. He is our stormwater development reviewing engineer.

Ken – Please respond to Mindy, regarding the proposed Tommy’s Express in Otsego.

Thanks,

Brent Scholten

Allegan County Drain Office
Development Coordinator/Deputy
Office – (269) 673-0311
FAX – (269) 673-0396
Cell – (616) 836-3360

From: Mindy Fultz <mfultz@nederveld.com>

Sent: Monday, January 15, 2024 12:43 PM

To: Denise Medemar <DMedemar@ALLEGANCOUNTY.ORG>; Brent Scholten <BScholten@ALLEGANCOUNTY.ORG>

Subject: 1320 M-89 future Tommy's Express

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Our office is beginning to work on a site plan for a Tommy’s Express Car Wash at 1320 M-89 in Otsego Township. The current site is a Rightway Auto Sales. The zoning administrations indicated that they normally require the approval of the Allegan County Drain Commission. Since the site is already developed, I am looking to verify that regional detention is provided and what additional stormwater management measures you would require for the site.

Thank you,

Mindy Fultz

Nederveld, Inc.
800.222.1868
Nederveld.com