

Blendon Township
Planning Commission Meeting
September 1, 2020
(Amended)

1. **The meeting was called to order** at 7:00 pm by Chairman Terry Huberts
2. **Invocation** was given by Paul Blauwkamp
3. **Roll Call: PRESENT:**

Terry Huberts	Lyn Peters
Brett Huizenga	Jeff Van Eck
Jeff DeWind	Paul Blauwkamp
Jason Vander Kodde	
4. **Also Attending:**
 - a) Andrew Moore – Township Planner (via go-to-meeting)
 - b) Kurt Gernaat – Fire Chief
 - c) Steve Kushion – Zoning Administrator (via go-to-meeting)
5. **Motion to approve the agenda** was made by Paul Blauwkamp, support by Lyn Peters.

Motion Carried 7-0
6. **Motion to approve the Planning Commission Meeting Minutes**, dated August 5, 2020, was made by Jeff Van Eck, support by Jason Vander Kodde.

Motion Carried 7-0
7. **Opportunity for public comment and communication of business not on the Agenda:**
 - a) None
8. **New Business:**
 - a) **David Beute SLU:**
 - Applicant was present
 - Township Planner, Andrew Moore, highlighted his memorandum
 - The Commissioners spent time discussing the application and asking questions of the applicant
 - Chairman Huberts opened the public hearing at 8:09 pm
 - Chris Van Huis asked about the location of the possible ‘future’ residence on the property.
 - Kurt Gernaat described the proposed location on the site plan.
 - Chairman Huberts closed the public hearing at 8:13 pm
 - **Motion to approve the Landscape Establishment Special Land Use with the following conditions** was made by Jason Vander Kodde, support by Jeff DeWind:
 1. Prior to issuance of any Township permits, the applicant shall have paid all application, permit, reimbursable escrow, and other fees related to the request.
 2. The applicant shall maintain all required state, federal, and local permits and approvals.

3. The applicant shall comply with any requirements from the Township Engineer, Township Fire Department, Ottawa County Water Resources Commissioner, and other Township officials.
4. The applicant shall obtain a driveway permit from the Ottawa County Road Commission and submit a copy to the Township.
- ~~5.~~ The applicant shall resubmit showing correct barn layout, **driveway width**, reduced parking area, and missing site plan items from Table 12.03 (attached) **as deemed necessary by the Zoning Administrator.**
6. Not more than ten (10) vehicles used for the conduct of the establishment (including employee parking) shall be parked or stored at one time. Parking shall occur on a paved or gravel surface.
7. Due to the delay in processing of the application, caused by the COVID-19 pandemic, the Planning Commission approved a 40' eastside setback. All other buildings shall meet the minimum setback requirements of Table 03.04 and all storage areas shall meet the minimum setback requirements of Section 13.05.34 (d).
8. Retail sales shall be prohibited.
9. The processing of raw materials on the site, such as shredding of topsoil, wood, or bark, and the storage of grass and leaf clippings, shall be prohibited.
10. Any signage shall comply with Section 13.05.34 (j) and Chapter 10 of the Zoning Ordinance.
11. Hours of operation shall occur within the following times: 7AM-7PM March 1 through December 31; 7AM-5PM Jan 1 – Feb 28.
12. The home-based landscape contractor establishment shall not employ more than six people.
13. Exterior lighting, if proposed, shall be fully cut-off and not cast light onto adjacent properties, in accordance with Section 15.01.08 of the Zoning Ordinance.
14. Dimensions shall be added to the site show the **driveway width and the** distance between the road and landscaped areas.
15. Dust control shall be provided within a year, using 6AA stone, asphalt, or similar material.
16. The owner and occupant of the home shall be the proprietor of the business.

17. Ditch or swale will be provided to allow the neighbor's stormwater to be passed from the east to the west.

Motion Carried 7-0

9. Old Business:

- a) None

10. Updates of Ongoing Business:

- a) Township Board Meeting Minutes:
- Highlighted by Board Liaison, Paul Blauwkamp
- b) Bonds and SLU Updates:
- Surety bond for Vrugink Sand Mine was received.

11. Opportunity for public comment and communication of business not on the Agenda:

- a) None

12. Planning Commissioner Comments:

- Commissioner Blauwkamp asked about conferring with legal council as to whether a common law township is able to bond for projects such as water.
 - There have recently been concerns from residents about water shortages, dry wells and other related issues.
- Commissioner Vander Kodde suggested the need for better, more complete site plans from applicants.
 - Kurt Gernaat, Andrew Moore and Kirk Scharphorn will work on making improvements to the current applications and forms to ensure that the expectations are clear for the applicants.
- Commissioner Vander Kodde stated the comments and requests that he makes to and from the applicants, in planning commission meetings, are not due to a personal agenda, but solely for the betterment of Blendon Township.

13. Upcoming Events:

- a) Township Board Meeting: September 21, 2020
b) Planning Commission Meeting: October 6, 2020

14. Adjournment:

- a) *With no other business to be brought before the Planning Commission, a motion was made by Brett Huizenga, supported by Lyn Peters, to adjourn the meeting at 8:50 pm.*

Motion Carried 7-0

Recorded by Tina Vander Schuur
Submitted by Lyn Peters

- (c) Each development shall be under construction within one (1) year after the date of final approval by the Planning Commission, and be diligently carried on towards completion. If said applicant does not fulfill this provision, the Planning Commission may grant a sixty (60) day extension provided the applicant presents reasonable evidence to the effect that said development has encountered unforeseen difficulties but is then ready to proceed. Should neither of the aforementioned provisions be fulfilled or a sixty (60) day extension has expired without construction underway, the site development plan shall be null and void.
- (d) Following approval of the final site plan, an electronic copy of the site plan CADD file shall be provided to the Township on disk.

12.02.03 Combined Preliminary and Final Site Plan

- (a) The preliminary and final site plan reviews with the Planning Commission may be combined into a single meeting, provided the following requirements are met:
 - (1) A complete site plan meeting the requirements for final site plan approval are provided.
 - (2) Digital renderings are provided for the site that illustrates that appearance of the site both before and after site development.
- (b) The review and approved procedures of Section 12.02.02 shall be followed in processing a combined application.

Section 12.03 Site Plan Contents

The following data shall be included with and as part of the site plan(s) or sketch plan(s) submitted for review, unless deemed unnecessary by the Zoning Administrator:

TABLE 12.03 SITE PLAN DATA	Required For		
	Sketch Plan	Prelim. Site Plan	Final Site Plan
A. Application Form: The application form shall contain the following information			
name and address of the applicant and property owner;	✓	✓	✓
address and common description of property and complete legal description;	✓	✓	✓
dimensions of land and total acreage;	✓	✓	✓
zoning on the site and all adjacent properties;	✓	✓	✓
description of proposed project or use, type of building or structures, and name of proposed development, if applicable;	✓	✓	✓
name and address of firm or individual who prepared site plan; and,	-	✓	✓
proof of property ownership.	✓	✓	✓
B. Site Plan Descriptive and Identification Data			
Site plans shall consist of an overall plan for the entire development, drawn to an engineer's scale of not less than 1 inch = 50 feet for property less than 3 acres, or 1 inch = 100 feet for property 3 acres or more in size;	✓	✓	✓
title block with sheet number/title; name, address and telephone number of the applicant and firm or individual who prepared the plans; and date(s) of submission and any revisions;	-	✓	✓
scale and north-point;	-	✓	✓

BLENDON TOWNSHIP ZONING ORDINANCE

TABLE 12.03 SITE PLAN DATA	Required For		
	Sketch Plan	Prelim. Site Plan	Final Site Plan
location map drawn to a separate scale with north-point, showing surrounding land, water features, zoning and streets within a quarter mile;	-	✓	✓
legal and common description of property;	-	✓	✓
identification and seal of architect, engineer, or land surveyor who prepared drawings;	-	✓	✓
zoning classification of petitioner's parcel and all abutting parcels;	✓	✓	✓
proximity to section corner and major thoroughfares; and,	-	✓	✓
net acreage (minus rights-of-way) and total acreage.	✓	✓	✓
C. Site Data			
existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site;	✓	✓	✓
topography on the site and within 100 feet of the site at two-foot contour intervals, referenced to a U.S.G.S. benchmark;	-	✓	✓
proposed lot lines, lot dimensions, property lines, setback dimensions, structures, and other improvements on the site and within 100 feet of the site;	✓	✓	✓
location of existing drainage courses, streams and wetlands;	✓	✓	✓
all existing and proposed easements;	✓	✓	✓
location of exterior lighting (site and building lighting);	-	-	✓
location of trash receptacle(s) and transformer pad(s) and method of screening;	-	-	✓
extent of any outdoor sales or display area; and,	-	-	✓
D. Access and Circulation			
dimensions, curve radii and centerlines of existing and proposed access points, roads and road rights-of-way or access easements;	-	✓	✓
opposing driveways and intersections within 250 feet of site;	-	✓	✓
cross section details of proposed roads, driveways, parking lots, sidewalks and non-motorized paths illustrating materials and thickness;	-	-	✓
dimensions of acceleration, deceleration, and passing lanes;	-	-	✓
dimensions of parking spaces, islands, circulation aisles and loading zones;	-	-	✓
calculations for required number of parking and loading spaces;	✓	✓	✓
designation of fire lanes;	-	-	✓
traffic regulatory signs and pavement markings;	-	-	✓
location of existing and proposed sidewalks/pathways within the site or right-of-way;	-	-	✓
location, height, and outside dimensions of all storage areas and facilities.	✓	✓	✓
E. Landscape Plans			
general location of existing trees;	-	✓	-
location, sizes, and types of existing trees six (6) inches or greater in diameter, with an identification of materials to be removed and materials to be preserved;	-	-	✓
description of methods to preserve existing landscaping;	-	-	✓
the location of existing and proposed lawns and landscaped areas;	✓	✓	✓
landscape plan, including location and type of proposed shrubs, trees, and other plant material;	-	-	✓
landscape irrigation plan;	-	-	✓
planting list for proposed landscape materials with caliper size or height of material, method of installation, botanical and common names, and quantity.	-	-	✓
F. Building and Structure Details			
location, height, and outside dimensions of all proposed buildings or structures;	✓	✓	✓
building floor plans and total floor area;	-	-	✓

TABLE 12.03 SITE PLAN DATA	Required For		
	Sketch Plan	Prelim. Site Plan	Final Site Plan
details on accessory structures and any screening;	-	-	✓
location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required;	-	-	✓
building facade elevations for all sides, drawn at an appropriate scale; and,	-	-	✓
description of exterior building materials and colors.	-	-	✓
digital renderings illustrating the appearance of the site both before and after site development shall be required for any proposal that includes more than fifty dwellings or has more than 50,000 square feet of floor area.	-	-	✓
G. Information Concerning Utilities, Drainage and Related Issues			
location of sanitary sewers and septic systems, existing and proposed;	✓	✓	✓
location and size of existing and proposed water mains, well sites, water service, storm sewers loads, and fire hydrants;	-	✓	✓
conceptual drainage plan;	-	✓	-
stormwater drainage and retention/detention calculations;	-	-	✓
site grading, drainage patterns and other stormwater management measures;	-	-	✓
stormwater retention and detention ponds, including grading, side slopes, depth, high water elevation, volume and outfalls;	-	-	✓
location and size of underground storm sewers and drains;	-	-	✓
location of above and below ground gas, electric and telephone lines; and,	-	-	✓
location of transformers and utility boxes.	-	-	✓
size, height and method of shielding for all site and building lighting;	-	-	✓
location, size, height, and lighting of all proposed site and wall signs;	-	-	✓
photometric grid indicating lighting intensities on the site and at all site boundaries	-	-	✓
H. Additional information required for Multiple-Family Residential Development			
the number and location of each type of residential unit (one bedroom units, two bedroom units);	-	✓	✓
density calculations by type of residential unit (dwelling units per acre);	-	✓	✓
garage and/or carport locations and details, if proposed;	-	-	✓
mailbox clusters;	-	-	✓
location, dimensions, floor plans and elevations of common building(s), if applicable;	-	-	✓
swimming pool fencing detail, including height and type of fence, if applicable;	-	-	✓
location and size of recreation and open space areas; and,	-	✓	✓
indication of type of recreation facilities proposed for recreation area.	-	-	✓

Section 12.04 Site Plan Review Criteria

Site plan approval shall be granted only if the site plan meets all applicable standards set forth in this Ordinance as outlined below:

- 12.04.01 **Adequacy of Information:** The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s).
- 12.04.02 **Site Design Characteristics:** All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and type of 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 by this Ordinance. The site shall be designed to conform to all