

Planning Commission

Regular Meeting Agenda Thursday, September 5, 2013 7:00 p.m., Council Chambers



1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes – June 6, 2013
June 20, 2013 (special meeting)
August 1, 2013 (lack of quorum)
August 8, 2013 (special meeting)
5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda
6. New Business
 - A. PUBLIC HEARING – ZONING ORDINANCE AMENDMENT

A public hearing to receive comments regarding the adoption of a Corridor Overlay Zoning District for the I-196 Business Loop and M-43 within the city limits of South Haven. The proposed ordinance establishes an overlay zoning district intended to enhance the quality and compatibility of commercial development, to establish consistent design guidelines, to encourage the most appropriate use of lands, to promote the safe and efficient movement of traffic and preserve property values along the M-43/I-196 Business Loop.
 - B. REVIEW AND COMMENT – BLACK RIVER PARK IMPROVEMENTS

The planning commission is asked to review and offer comments regarding proposed improvements to the Black River Park.
7. Commissioner Comments
8. Adjourn

South Haven City Hall is Barrier-free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Clerk. Individuals with disabilities requiring services should contact the City Clerk by writing or calling South Haven City Hall at (269) 637-0700.

RESPECTFULLY SUBMITTED,
Linda Anderson, Zoning Administrator

South Haven City Hall is barrier free and the City of South Haven will provide the necessary reasonable auxiliary aids and services for persons with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting upon seven (7) days notice to the South Haven City Hall.

Planning Commission

Regular Meeting Minutes

Thursday, June 6, 2013
7:00 p.m., Council Chambers



1. Call to Order by Paull at 7:00 p.m.

2. Roll Call

Present: Heinig, Miles, Smith, Soukup, Wall, Paull
Absent: Frost

Motion by Wall, second by Smith to excuse Frost.

All in favor. Motion carried.

2a. Election of Officers

Motion by Wall, second by Smith to nominate Paull as chair.

All in favor. Motion carried.

Motion by Wall, second by Smith to elect Heinig as co-chair.

All in favor. Motion carried.

3. Approval of Agenda

Motion by Wall, second by Heinig to approve the agenda as presented.

All in favor. Motion carried.

4. Approval of Minutes – April 11, 2013

Motion by Wall, second by Miles to approve the April 11, 2013 minutes as written.

All in favor. Motion carried.

5. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

6. New Business

Paull enumerated the basic requirements of a public hearing.

PUBLIC HEARINGS

a. Rezoning request

An Ordinance to Amend the Official Map of the South Haven Zoning Ordinance to Rezone 16.8 Acres from Industrial I-1B to Industrial 1-1.

Anderson noted that this rezoning has been discussed in the past. Paull pointed out that the rezoning will actually be reverting to the former zoning.

Motion by Wall, second by Soukup to open the public hearing.

All in favor. Motion carried.

Paull called for anyone who cared to speak. Seeing none . . .

Motion by Smith, second by Heinig to close the public hearing.

All in favor. Motion carried.

Motion by Smith, second by Wall to forward the rezoning request on to city council with a recommendation to rezone 220 Aylworth from I-1B Industrial to I-1.

Paull noted this has needed to be done.

All in favor. Motion carried.

b. Text Amendment #1

An Ordinance to Amend Section 201 of the South Haven Zoning Ordinance to Define “Easement” and “Private Road.”

Anderson noted that this amendment has also been previously discussed. We did not have these definitions during a previous meeting and the city attorney recommended these amendments to avoid any confusion in the future.

Motion by Wall, second by Soukup to open the public hearing.

All in favor. Motion carried.

Paull called for anyone who cared to speak. Seeing none . . .

Motion by Smith, second by Miles to close the public hearing.

All in favor. Motion carried.

Paull noted this will make it easier for the Zoning Board of Appeals in particular to make decisions regarding these items.

Motion by Wall, second by Soukup to forward the proposed ordinance amendments on to city council with a recommendation to adopt.

All in favor. Motion carried.

c. Text Amendment #2
An Ordinance to Amend Section 2001 and 2008 of The South Haven Zoning Ordinance to allow for Institutional Signage in Residential Zones

Anderson said the city simply did not allow freestanding signs in residential zones. The Zoning Board of Appeals questioned the requirement for nonprofits and institutional land uses in residential zones to always go to the Zoning Board of Appeals for such signs. Anderson read the definition which was drafted and noted that regulations for these signs include that they can be freestanding or on a wall, but not both. .

Lighting was discussed. Anderson noted that most of these uses are not open in evening on a regular basis anyway. Regulations include that the sign cannot be lit from within; cannot send a glare to neighboring properties and the light has to be on top and shine down. It almost must be night-sky compliant; shielded so nothing would shine outward or upward. There are specific times when such signs can be lit.

This amendment, Anderson noted, would allow approval of such signs to be an administrative decision, to make it easier for non-profits or institutions to obtain signs if they are allowed in the residential zone. Anderson said this does not open the door to any other residential signs.

Motion by Wall, second by Soukup to open the public hearing.

All in favor. Motion carried.

Paull called for anyone who cared to speak. Seeing none . . .

Motion by Smith, second by Miles to close the public hearing.

All in favor. Motion carried.

Paull called for discussion by the board.

Smith noted that he liked the detail, and likes administrative control in such cases because it gobbles up everyone's time otherwise.

Motion by Smith, second by Smith to forward the proposed ordinance amendments on to city council with a recommendation to adopt.

All in favor. Motion carried.

d. Special Land Use Permit Request - Café Julia, 561 Huron Street, Outdoor Seating

Anderson said this is an expansion of the existing outdoor area, will be fenced, will have grills or pizza oven similar to Brix, seasonal type of restaurant. Reviewed all requests for outdoor cafés and this request is in compliance with all regulations.

Motion by Wall, second by Soukup to go into public hearing.

All in favor. Motion carried.

Paull called for anyone who cared to speak. Seeing none . . .

Motion by Wall, second by Heinig to close the public hearing.

All in favor. Motion carried.

Paull called for discussion by the board.

Wall says it is a wonderful idea.

Soukup agreed but has some questions that people have asked her.

Jay Marcoux, applicant. Passed around some drawings of the proposed plan. Marcoux noted the trees and retaining wall which are on Postal Service property; "Those trees will have to come out." Marcoux stated that he spoke with the postmaster and with Linda and it is a federal issue. Marcoux stated that working those issues out is between Marcoux and the Post Office. Marcoux noted that there are trees on his site that will have to come out as well, but noted that they want to retain some green space. Paull asked how seasonal it will be, to which Marcoux said, "Hopefully April through October. Maybe open up for some winter festivals."

Paull said one letter received by the Planning Commission expressed concern with the outdoor seating being in operation when ice skating was going on. Paull pointed out that there are no regulations against having this establishment open during the winter.

Anderson pointed out the letter in opposition received from Carol Driver regarding serving of alcohol in an area where children will skate or visit the library. Marcoux noted, "Hence the fence."

Motion by Soukup, second by Wall to approve the special use permit for Café Julia.

All in favor. Motion carried.

e. Special Land Use Permit Request - Becky Snyder, 1022 Phoenix Street, Home occupation for massage therapy.

Anderson reiterated the background information explaining that the applicant is trained, certified and state licensed in therapeutic Massage. Anderson noted that two letters from neighbors were received regarding this request.

A letter from the Hadden's with concerns regarding parking but stated, "There is plenty of room for parking." The Hadden's were also concerned about a sign being posted but Anderson explained that a 2'x2' sign mounted on the house wall is the only thing permitted in this zone.

Anderson also noted the letter from Scott & Sandy Ratter with various concerns regarding parking congestion and property values along with increased police costs if this request is approved.

Staff recommends approval. Anderson pointed out that one of the goals of the current Master Plan is to encourage home occupations in the city; "this sounds like a good addition to those approved in the past."

Motion by Wall, second by Soukup to open the public hearing.

All in favor. Motion carried.

Becky Snyder, applicant stated that being a massage therapist is what she was born for. Stated she has small children so neighborhood and reputation are important to her.

After questions from the board regarding the length of appointments, Snyder noted that she allows an hour and fifteen minutes between appointments. Snyder stated that she keeps her car in the back and customers can turn around so they do not have to back out on to Phoenix Street.

Soukup asked how many appointments Snyder can do in a day. Snyder stated that no more than five a day is recommended, but she generally does four. She stated she will aim to have between four and five; she plans to be open one evening until 7:00 p.m.: Saturday mornings and to be closed on Sundays.

Motion by Wall, second by Smith to close the public hearing.

All in favor. Motion carried.

Paull called for discussion from the board. Smith noted that the request meets the intent of the ordinance.

Motion by Smith, second by Wall to approve the special use permit for home occupation.

All in favor. Motion carried.

7. Commissioner Comments

Paull asked if Anderson had any comments.

Anderson noted that the Zoning Ordinance overlay is completed and she will send it out electronically tomorrow. Anderson would like to hold an open house on this for all businesses in the overlay zone an hour before the next regular Planning Commission meeting on July 11.

Anderson also informed that there is starting to be a lot of activity along Broadway with businesses turning over so Anderson hopes to get the overlay zone in place soon.

Anderson also updated the board that the "Idler dock" has been sold to another individual; at our next meeting that original application needs to be taken off the table, denied and leave the door open for someone else to apply. Anderson noted that rezoning of the dock area, formerly known as the Nichol's dock, is being worked on at this time. "The Idler is old business so will come up first on the agenda next month."

Wall: A reminder that it is summertime; Film Festival next weekend and it will be Father's Day weekend. Bring your husband out to the Waterfront Film Festival!

Soukup: None
Smith: None
Miles: None
Heinig: None
Paull: None

8. Adjourn

Motion by Wall, second by Soukup to adjourn at 7:33 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Planning Commission

Special Meeting Minutes

Thursday, June 20, 2013
7:00 p.m., Council Chambers



1. Call to Order by Paull at 7:00 p.m.

2. Roll Call

Present: Frost, Heinig, Miles, Smith, Soukup, Wall, Paull
Absent: None

3. Approval of Agenda

Motion by Miles, second by Heinig to approve the agenda as presented.
All in favor. Motion carried.

4. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

5. New Business

SITE PLAN REVIEW

A request for site plan approval for improvements to the property known as Central Lofts, 500 Erie Street.

At Paull's request Anderson introduced the request, noting that this is a limited request. The applicant has changed the number of units and certain other items from the original site plan were deleted. Examples include eliminating the building closest to Superior Street and the building near the rear of the property from this review. Anderson noted that there are a few issues which the engineer needs to address, so recommended that any approval be made contingent on the engineer signing off on those items.

Anderson updated the board regarding a question from a concerned citizen on who the applicant is. This question arose due to different names surfacing during the course of the application process. Anderson explained that the engineer checked into that and the attorney for Central Lofts sent clarification. Anderson noted that while the deeds were signed in February, they were just recorded a few weeks ago.

Paull asked if there was someone present representing the applicant to explain some of the changes.

Pete Buurstra, Land and Resource Engineer, on behalf of Erie Street Properties LLC: stated that the previously approved site plan is very close to what is being proposed He confirmed that at present nothing will be done with the smaller building to the south or the building fronting Broadway, which eliminated any kind of grass-paver parking included in the original submittal. The main building and parking lot is the present focus. Burstra stated that the city Engineering Department had some comments which have been addressed and Buurstra submitted that information to the engineer but has not heard back. Burstra stated that he and his client have no problem with conditional approval based on his comments. Asked for questions from the board.

Paull asked about the stop work orders that were issued, "Were they related to anything being looked at tonight?" Buurstra noted that he understands that the stop work order was regarding a retaining wall and centered on a miscommunication between the owner and the city. Anderson clarified that the Building Official had an issue with part of the building being taken down. The owner said that it was an extraneous wall but the stop work order was issued and the owner did stop working so "we are fine at this point."

Anderson pointed out the additional information provided to each commissioner on the specific lighting style. That information was just received so was not included in the packet. Buurstra said the planned lighting are full-cut-off and mimic the current lighting in style. Smith asked if the parking there is adequate for the planned units. Buurstra stated that there was. Anderson said once this is completed, there will be more than enough for the units that will be completed with this approval.

Anderson said when anything is proposed for the other two buildings, the owner will need to return to the planning commission and any additional parking necessitated by future uses would be determined at that time.

Soukup asked if this project complies with the overlay the commission has been discussing to which Anderson responded that while the overlay is not yet in effect, nothing is happening to the front of that building on Broadway that will conflict; the building is well set back, nicely landscaped and the signage is relatively modest.

Motion from Wall to approve the site plan contingent on the approval of the city engineer and that no activity beyond what is specifically approved by this site plan is undertaken.
Second by Miles.

All in favor. Carried.

6. Commissioner Comments

Anderson informed the board that there is nothing for the July agenda, which would have been the 11th due to the holiday. Anderson noted, "While we talked about having the open house for the overlay zone on that date, I realized that is the day after I get back from vacation and I would prefer to be available for questions and comments leading up to the meeting." Anderson suggesting moving the open house to July 25 and requested that

commissioners check their calendars and let her know if that date works for them. Anderson noted that she will be notifying property owners and suggested a time frame of 5:30 p.m. to 6:30 or 7:00 p.m. Anderson explained that she did not plan a presentation but would have some boards set up and commissioners could help answer questions. Paull noted that previous commission members, who worked on this overlay, will also be invited.

Paull recognized Larry Hollenbeck, representative of the partners who bought Central Lofts. Hollenbeck stated he is pleased to finish this facility, noting that it will be a great monument for the city once it is cleaned up and landscaping completed. "When we get done we believe it will be an icon," according to Hollenbeck.

7. Adjourn

Motion by Heinig, second by Smith to adjourn at 7:14 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Planning Commission

Regular Meeting Minutes

Thursday, August 1, 2013
7:00 p.m., Council Chambers



1. **Call to Order by Paull at 7:00 p.m.**

2. **Roll Call**

Present: Frost, Heinig, Smith, Paull

Absent: Miles, Soukup, Wall

Due to the lack of a quorum, the Chair called for a motion to adjourn.

2. **Adjourn**

Motion by Heinig, second by Smith to adjourn at 7:06 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary

Planning Commission

Special Meeting Minutes

Thursday, August 8, 2013
7:00 p.m., Council Chambers



Note: This is a rescheduled meeting from August 1, 2013 when we did not have a quorum in attendance. No business may occur except that which is listed on the agenda.

City of South Haven

1. Call to Order by Paull at 7:00 p.m.

2. Roll Call

Present: Frost, Heinig, Smith, Wall, Webb, Paull

Absent: Miles

Motion by Smith, second by Heinig to excuse Miles.

Paull requested that new member Terri Webb introduce herself to the board.

3. Approval of Agenda

Motion by Wall, second by Smith to approve the agenda as presented.

All in favor. Motion carried.

4. Interested Citizens in the Audience Will be Heard on Items Not on the Agenda

None at this time.

5. New Business

SITE PLAN REVIEW

St. Basil's Church statue – St. Basil's church requests permission to place a statue on the lake side of their property between the church and the lake bluff edge. The property is located at 513 Monroe Boulevard.

Anderson gave an overview of the request and the reasons why the request has to come before the commission. Anderson noted that the statue is an accessory use; the setbacks

as proposed are in compliance with ordinance rules. There is no problem with installing the proposed statue, however Anderson suggested that the City Engineer take a look at the site to be sure that the bluff in that particular area is suitable for such placement.

Paull requested that the applicant give the background on the request.

Chuck Maitland, 3 Bluffwood Drive. Applicant noted that he and his wife lost their oldest daughter and wanted to memorialize her. In communicating with the priest, it was decided to place a small statue with a 10x12" plaque with her name, birth and death dates. In walking the property a spot was chosen which the applicant envisions surrounded with a small knee fence, perhaps flowers and, at a later date, a bench.

Wall expressed her thanks and appreciation for a beautiful memorial to the applicant's daughter.

Motion by Wall, second by Smith to approve the request to place a statue on the lake side of the St. Basil's property at 513 Monroe Boulevard between the church and the lake bluff edge, with the condition that the city engineer approve the site as being appropriate for such an installation.

6. Commissioner Comments

Anderson: Updated the commission on the overlay zone: attorney suggestions and approval have been received. The public hearing will be held in September.

Wall: apologized for missing the meeting last week.

7. Adjourn

Motion by Heinig, second by Wall to adjourn at 7:10 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary



Agenda Item #6A Corridor Overlay Zoning District

City of South Haven

Background Information: The City of South Haven is considering the adoption of a Corridor Overlay Zoning District for the I-196 Business Loop and M-43 within the city limits of South Haven. The proposed ordinance establishes an overlay zoning district intended to enhance the quality and compatibility of commercial development, to establish consistent design guidelines, to encourage the most appropriate use of lands, to promote the safe and efficient movement of traffic and preserve property values along the M-43/I-196 Business Loop through the City of South Haven, Michigan.

This proposed ordinance does not and will not affect any residences or residentially-zoned properties along the corridor.

The proposed ordinance does not have an immediate effect on any existing uses or properties along the corridor. The same businesses and activities permitted now will be permitted under the overlay zoning. The ordinance will affect properties undergoing redevelopment or major modification. No changes will be required of any business now operating.

A public open house was held on July 27, 2013 to inform property owners affected by the amendment.

Recommendation:

Staff recommends that the planning commission members hear public concerns with the ordinance. If the concerns are minimal, the ordinance may be modified and sent on to city council. The planning commission also has the option of returning the proposed amendment to the planning commission for further study.

Support Material:

1. Draft Corridor Overlay Zoning Amendment and Map
2. Draft Resolution of Support to City Council

Respectfully submitted,
Linda Anderson
Zoning Administrator

**CITY COUNCIL
CITY OF SOUTH HAVEN**

Van Buren and Allegan Counties, Michigan

Council member _____, supported by Council member _____,
moved the adoption of the following ordinance:

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE FOR THE
CITY OF SOUTH HAVEN TO INCLUDE PROVISIONS FOR THE M-43/I-
196 BUSINESS LOOP**

The City of South Haven Ordains:

Section 1. Amendment. Article XXIV, "M-43/I-196 Business Loop Corridor Overlay Zoning District" sections 2400 through 2410, is added to the South Haven Zoning Ordinance to read as follows:

ARTICLE XXIV

M-43/I-196 BUSINESS LOOP CORRIDOR OVERLAY ZONING DISTRICT

SECTION 2400. INTENT

1. The M-43/I-196 Business Loop Corridor Overlay Zoning District (the "Corridor Overlay Zone") is established to enhance the quality and compatibility of development, to establish consistent design guidelines, to encourage the most appropriate use of lands, to promote the safe and efficient movement of traffic and preserve property values along the M-43/I-196 Business Loop through the City of South Haven, Michigan.

Specifically the Corridor Overlay Zone is intended to:

- a. Accommodate a variety of uses as permitted by the underlying zoning, and ensure such uses are designed to achieve an attractive built and natural environment.
- b. Provide site design standards that are developed specifically for the areas in order to promote harmonious development and complement the natural characteristics in the City.
- c. Ensure safe access for vehicles and pedestrians.
- d. Provide landowners with reasonable and safe access via the use of shared driveways, service drives, and access from side streets.
- e. Require demonstration that prior to approval of any land divisions, the resultant parcel is accessible through compliance with the access standards herein.
- f. Ensure that distractions to motorists are minimized by avoiding blight and clutter while providing property owners and businesses with appropriate design flexibility and visibility.
- g. Establish uniform standards to ensure fair and equal application.

- h. Address situations where existing development within the Corridor Overlay Zone does not conform to the standards of this chapter.
 - i. As development continues, it is the intent of the city to provide regulations which protect the adjacent residential properties.
2. In order to accommodate the varying characteristics found along M-43 and I-196 in the city, this zoning overlay district is divided into three (3) Areas.
- a. **Area A** includes the B-4 zoned parcels along Phoenix Street from the I-196 Interchange west to Blue Star Highway. These areas are characterized as accommodating highway oriented businesses. It is anticipated that large retailers and those needing highway access will continue to be drawn to these areas. (See Figures 1 and 2 regarding general site design intent for Area A.)

Figure 1

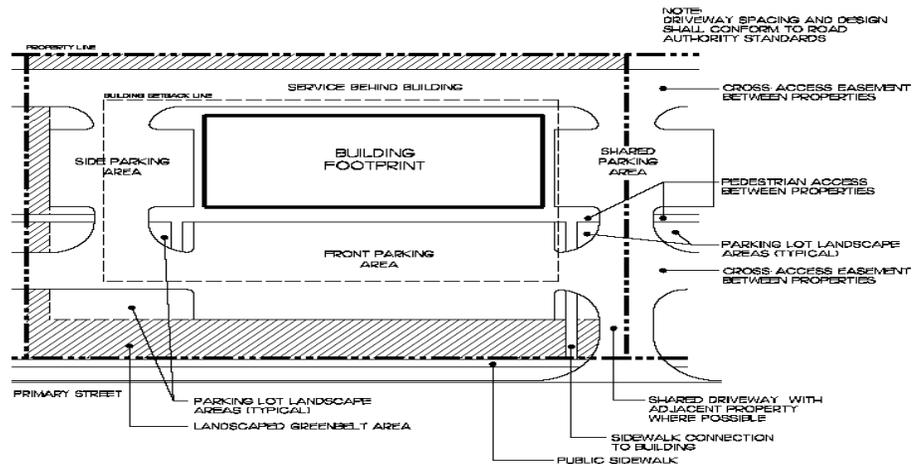
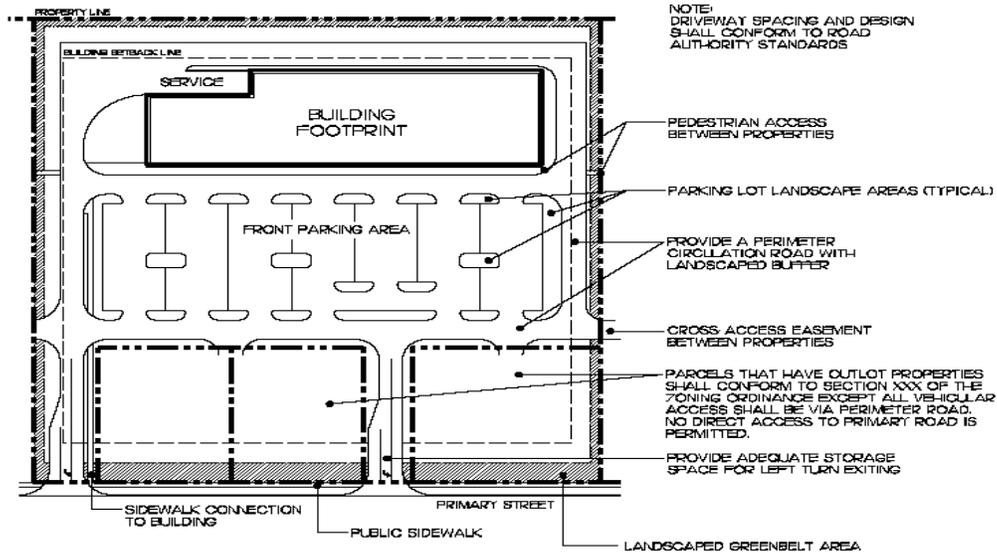
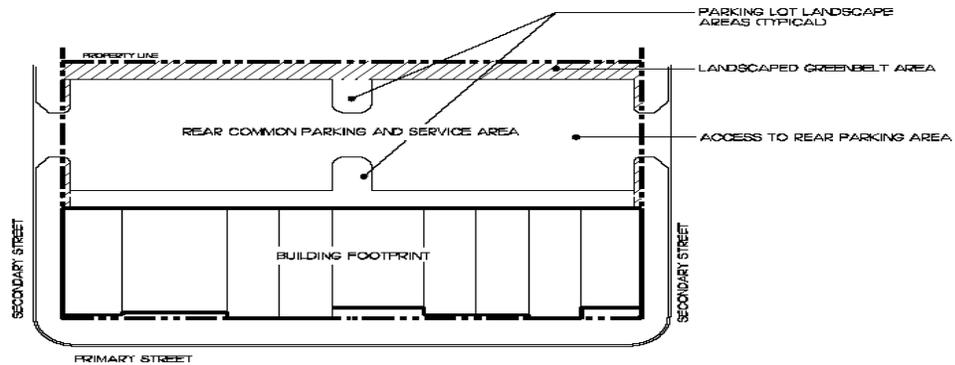


Figure 2



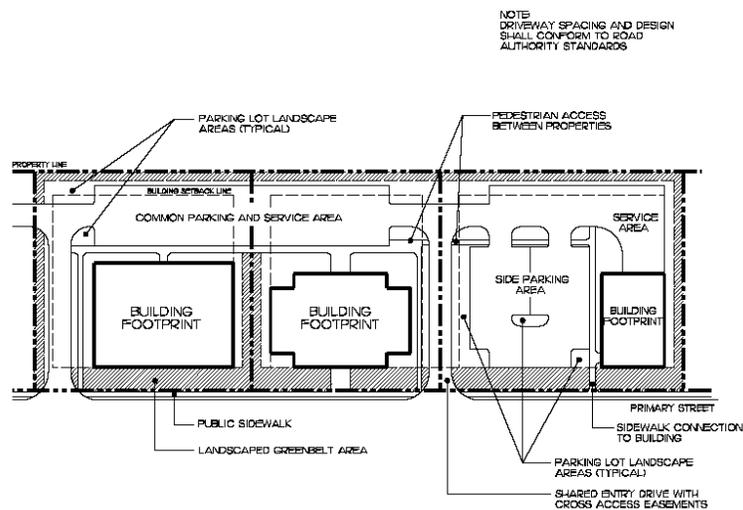
- b. **Area B** includes the non-single family residential (CBD, B-2 and RM-1) parcels from the Phoenix Street and Pearl Street intersection west to Broadway Street and south along Broadway to Superior Street. The area provides for compact development similar to that found in the Central Business District. Walkability and nonmotorized access to this area is critical. (See Figure 3 regarding general site design intent for Area B.)

Figure 3



- c. **Area C** comprises the remainder of the corridor overlay properties including those properties zoned B-2 adjacent to Broadway Street from Superior south to LaGrange, Phillips and Bailey Streets to Aylworth Avenue. Also included are properties along the west side of Blue Star Highway south from Phoenix Street to Superior Street. This is generally an area which is developing with a large number of medical and professional services. The scale of new development and the transportation orientation of this Area are important factors in establishing the site development requirements contained in this Article. (See Figure 4 regarding general site design intent for Area C.)

Figure 4



3. The overlay zoning map graphically depicts the boundaries of the Corridor Overlay Zone.

SECTION 2401. APPLICABILITY

1. Except as otherwise provided in this Section, the regulations herein apply to all existing or future parcels directly adjacent to or having access on the M-43/I-196 Highway corridor through the City of South Haven, as identified on the overlay zoning map.
2. Single-family dwellings are exempt from these Corridor Overlay Zone regulations, unless the dwelling is later changed to a nonresidential use as permitted in the underlying zone.
3. Where the standards of this Corridor Overlay Zone are more restrictive, as determined by the Zoning Administrator, such standards supersede and replace those that apply to the underlying zoning district. For example, if the underlying zoning district illustrated on the City Zoning Map is B-2, the uses listed as permitted in Section 901 of this chapter are permitted for that lot, but the access, landscaping, setbacks, freestanding signs and building facade must comply with this Corridor Overlay Zone.
4. Proposed planned unit developments (PUD) within the Corridor Overlay Zone shall generally be consistent with the standards herein, but may be modified by the planning commission based upon the requirements and criteria for PUDs located in this chapter and the specifics of the particular site and proposed use(s).

SECTION 2402. APPLICABILITY MATRIX

The standards described or referenced in this article apply to both new and existing development as listed or exempted in the following table for all parcels in the Corridor Overlay Zone. All development in the Corridor Overlay Zone shall require full compliance with all applicable regulations including reviews, approvals, and permits from the planning commission prior to the start of any project or land disturbance.

Figure 5
Applicability Matrix

	LANDSCAPING/SIGN IMPROVEMENTS	FASCADE IMPROVEMENTS	DISCRETIONARY IMPROVEMENTS*	FULL COMPLIANCE
	Parking Area Expansion (5% or greater increase in spaces)			
Any New or Expanded Parking Area	X		X	
	Existing Development			
Change in Use – Minor**	X		X	
Change in Use – Major***	X	X	X	
Reoccupation of Principal Building after Extended Vacancy (Greater than 180 consecutive days)	X		X	
Alteration of Existing Principal Building (When site plan review is required and/or the alteration involves a building increase over 20% of the existing building size)	X	X (for expanded portion)	X	
Renovation Due to Disaster (fire, flood, tornado, etc.)		X		
	New Construction			
New Construction (Including tear down redevelopments of 60% or more of existing structure)	X	X		X

* The planning commission may have discretion in required improvements based upon the circumstances of the property. In determining whether to impose discretionary improvements of the Corridor Overlay Zone, the planning commission shall determine whether those improvements are reasonably necessary to ensure compliance with the standards of Section 1502 of this chapter for Special Land Uses.

** A minor change in use occurs when one permitted land use is replaced by a different permitted land use.

*** A major change in use occurs when one permitted land use is replaced by a special land use, a special land use is replaced by a different special land use, or the property is rezoned to allow for a different permitted or special land use.

X = Compliance with regulations required.

No **X** = Compliance not required.

SECTION 2403. PERMITTED AND SPECIAL USES

1. Permitted and special land uses within the Overlay Zone shall be as regulated in the underlying zoning district (as designated on the Zoning Map) with the following additional provisions:
 - a. To ensure adequate information is provided to evaluate the impact on traffic operations, any permitted use that can be expected to generate 50 peak hour directional trips or 100 peak hour trips (in and out) or 1000 trips during a typical day shall be classified as a special land use. Calculations of trips shall be based on the most recent edition of Trip Generation published by the Institute of Transportation Engineers. The applicant shall be responsible for providing the traffic calculations for review. Where no information is provided, the City shall make the determination. (A guideline that lists typical sizes for various uses where the thresholds are met is available from the zoning administrator.)
 - b. Any site that provides more than the minimum parking required shall be considered a special land use in this chapter.
 - c. The use and site design shall comply with the standards of this section and other applicable regulations of the Corridor Overlay Zone.
 - d. Outdoor cafes and outdoor seating shall be allowed by special use permit in Area B subject to Section 1502 and 1510.34 of this chapter as applicable. Outdoor seating encroaching on public property shall be subject to obtaining a license agreement from city council.
 - e. For special land uses, the following standards shall be considered along with those listed in Section 1502 of this chapter:
 - I. The building and site design will be designed to promote consistency and quality of development within the Corridor Overlay Zone.
 - II. Access spacing from intersections, other driveways, and any median crossovers will meet the standards within the Overlay Zone and will meet

the standards of the applicable road agency (MDOT or the Van Buren County Road Commission), and will be the maximum practical.

- III. Where shared access is proposed or required, provision will be made to share access with adjacent uses, either now or in the future, and shall include written shared access and maintenance agreements to be recorded with the Van Buren County Register of Deeds.
- IV. Traffic impacts associated with the proposed use will be accommodated by the road system without degradation in the level of service¹ below one grade (example from B to C) but in no case shall any movement(s) be projected at a level of service below D, unless improvements are being made to address the impacts.

SECTION 2404. SUBMITTAL INFORMATION

In addition to the submittal information required for site plan review in Section 1405 of this chapter, the following shall be provided with any application for site plan or special land use review. Additionally, the information listed in items 1-4 below shall be required with any request for a land division.

1. Existing access points within 500 feet of the frontage, on both sides of any adjoining roads, shall be shown on the site plan or on a separate plan sheet.
2. Information on sight distance. The applicant shall submit evidence indicating that the sight distance requirements of the MDOT or Van Buren County Road Commission, as applicable, are met.
3. Dimensions between proposed and existing drives, intersections, and any median crossovers shall be shown.
4. Where shared access is proposed or required, a shared access easement and maintenance agreement shall be submitted for approval. Once approved, this easement shall be recorded with the Van Buren County Register of Deeds.
5. The site plan shall illustrate the route and dimensioned turning movements of any expected truck traffic, tankers, delivery vehicles, waste receptacle vehicles and similar vehicles. The plan should confirm that routing the vehicles will not disrupt operations at the access points nor impede maneuvering or parking within the site. All ingress and egress shall be by forward movement unless waived by the planning commission based on lot size.
6. Traffic impact study. Submittal of a traffic impact study may be required for any special land use that would be expected to generate 100 or more vehicle trips during any peak hour, or 1000 or more vehicle trips daily, or where modifications from the generally applicable access spacing standards are requested. The traffic impact study shall be prepared by a firm or individual that is a member of the Institute of Transportation Engineers with demonstrated experience in production of such studies. The methodology and analysis of the study shall be in accordance with accepted principles as described in the handbook "Evaluating

¹ As established by the Transportation Research Board, Washington DC.

Traffic Impact Studies, a Recommended Practice for Michigan,” developed by the MDOT and other Michigan transportation agencies.

7. Review coordination. The applicant shall provide correspondence that the proposal has been submitted to the MDOT or Van Buren County Road Commission (“VBCRC”), as applicable, for their information. Any correspondence from the MDOT and VBCRC shall be considered during the site plan review process. The City may request attendance at coordination meetings with representatives of the applicable road agency. An access permit shall not be requested from the road agency until a land division or site plan is approved by the City. The approval of a land division or site plan does not negate the responsibility of an applicant to subsequently secure access permits from the road agency.
8. Building elevations. Elevation drawings shall be submitted illustrating the building design and height, and describing construction materials for all proposed structures. Elevations shall be provided for all sides visible from an existing or proposed public street or visible to a residential district. Color renderings of the building shall be submitted for planning commission review and approval. Proposed materials and colors shall be specified on the plan and color chips or samples shall also be provided at the time of site plan review. These elevations, colors and materials shall be considered part of the approved site plan.
9. Sign Design Details. Information shall be given on all proposed signs, including details on the base materials and sign materials, and on landscaping around the base. Material used for all proposed signs (whether freestanding or ground) is acceptable only if found by the planning commission to be similar to or at least compatible with materials used for the principal building on the lot where the signs are located.
10. Parking Information. A parking study shall be required wherever requested parking or paved areas exceed the minimum required by this chapter.

SECTION 2405. DIMENSIONAL STANDARDS

1. General
 - a. Variable front and rear setback. Upon written request, the planning commission may reduce the required front and rear yard setback by up to 10 feet for the greenbelt and up to 10 feet for the building from that required along the corridor frontage upon a finding that the reduced setback is due to lot depth.
 - I. Front Yard Setback.
 - Area A - Buildings shall be set back a minimum of 50 feet from the right-of-way.
 - Area B – As provided in zoning ordinance Section 603.
 - Area C – Buildings shall be set back a minimum of 25 feet from the right-of-way.
 - II. Side Yard Setback.

- Area A – 30 feet
- Area B – Per zoning ordinance section 603.
- Area C – 20 feet

III. Rear Yard Setback.

- Area A – 30 feet if abutting commercial zone; 50 feet if abutting residential zone.
- Area B – Per zoning ordinance section 603.
- Area C – Buildings shall be setback at least 25 feet from the rear lot line.

SECTION 2406. LANDSCAPING, PARKING AND OVERALL SITE DESIGN

Design elements shall comply with the applicable regulations in the article, with the following additional requirements.

1. Front yard greenbelt.

- a. Area A – A minimum 25 foot greenbelt is required. Plantings shall include a minimum of two (2) shade trees and three (3) ornamental trees for every one hundred (100) linear feet of lot frontage. The number of plants required shall be proportional to the frontage, with fractions rounded up. Plant materials may be clustered. Additional landscaping is encouraged. A mixture of ornamental and shade trees is encouraged. The planning commission may allow a reduction in the number or a variation in the mixture of the tree types. Identification signs may be placed in this greenbelt area.
- b. Area B - As required in Section 1709 of this chapter with the addition of a five (5) foot wide greenbelt consisting of evergreen and ornamental shrubs with a mature height of four (4) feet when the parking lot abuts a public right-of-way.
- c. Area C - A minimum twenty-five (25) foot greenbelt is required. Plantings shall include a minimum of two (2) shade trees and three (3) ornamental trees for every one hundred (100) linear feet of lot frontage. The number of plants shall be proportional to the length of frontage, with fractions rounded up. Plant materials may be clustered. Additional landscaping is encouraged. The planning commission may allow a reduction in the number or a variation in the mixture of the tree types. Identification signs may be placed in this greenbelt area.

2. Side yard greenbelt

a. General

- I. A minimum of forty (40) percent of the required trees shall be deciduous canopy trees, except columnar trees or other vegetation if recommended by the City arborist, may be used in areas with existing overhead utilities;
- II. The minimum width of the side greenbelt is 10 feet, and

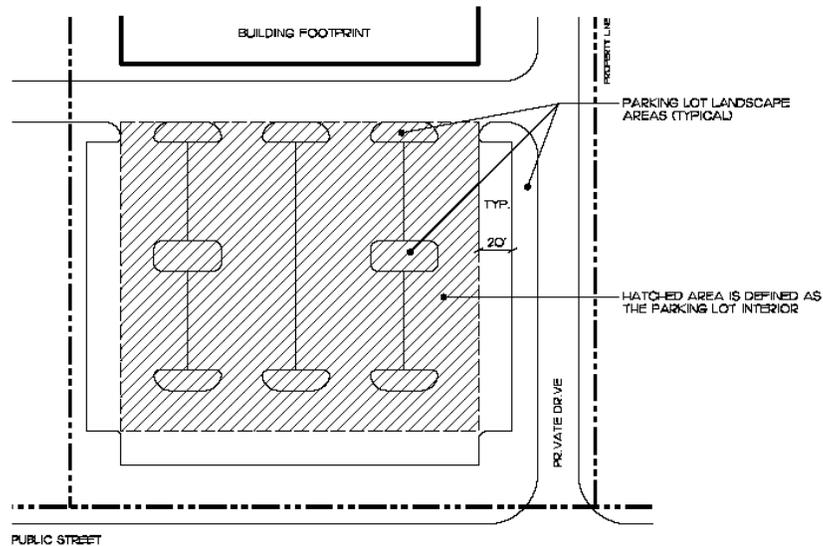
- III. At least fifty (50) percent of the required trees shall be of an evergreen variety.
 - b. Area A – As required in Section 1709-1 of this chapter. Landscaping shall be provided along walls to reduce the visual impact of building mass as viewed from the street or along the property line subject to Section 1709.2a of this chapter.
 - c. Area B – As provided in Section 1709-1 of this chapter
 - d. Area C - As required in Section 1709-1 of this chapter. Landscaping shall be provided along walls to reduce the visual impact of building mass as viewed from the street or along the property line subject to Section 1709.2a of this chapter.
3. Rear yard greenbelt
- a. General
 - I. A minimum of forty (40) percent of the required trees shall be deciduous canopy trees, except columnar trees or other vegetation if recommended by the City arborist, may be used in areas with existing overhead utilities;
 - II. The minimum width of the rear yard greenbelt shall be 10 feet;
 - III. At least fifty (50) percent of the required trees shall be of an evergreen variety; and
 - IV. At least seventy five (75) percent of all shrubs shall be evergreen or a dense variety of deciduous bush that provides year-round screening.
 - b. Area A – As required in Section 1709-1 of this chapter.
 - c. Area B – When abutting residences in this area, both fence and landscaping will be required unless waived by the planning commission based on depth and opacity of existing vegetation.
 - d. Area C - When abutting residences in this Area, both fence and landscaping will be required unless waived by the planning commission based on level and opacity of existing vegetation.

General Standards

1. The overall design, particularly along the corridor frontage, shall promote the impression of a well-tended landscape.
2. Where practical, existing trees that are in good health and above three inches in caliper along the frontage shall be preserved.
3. Retention, detention and the overall stormwater system shall be designed to use “best management practices” and create the appearance of a natural pond or feature including gentle (5:1) or varying side slopes, irregular shapes, water tolerant grasses and seed mixes at the bottom of the pond/basin; appropriate flowers, shrubs and grasses along the banks based on environment (wet, dry, sedimentation basin v. pond) to improve views, filter runoff and enhance wildlife habitat. This requirement may be waived by the planning commission at the recommendation of the city engineer.

4. For all parking areas that accommodate ten (10) cars or more, the following shall apply:
 - a. Plant material shall be calculated per section 1709.3 of this chapter. Additionally, each landscape feature shall be planted with a minimum of one (1) canopy tree and ground cover and/or grass and will be protected by raised concrete or asphalt curbing.
 - b. Landscape islands shall be calculated on the basis of one (1) landscape island for every ten (10) parking spaces. Landscape islands may be aggregated.
 - c. Landscape islands shall be a minimum of one hundred sixty (160) square feet and a minimum of nine (9) feet wide. Each island should be planted at least three (3) feet from the edge of the island.
 - d. Landscaped islands shall be curbed.
 - e. Landscape features including end islands, peninsulas, and strips shall be installed in the interior of parking lots to delineate on-site circulation, ensure adequate sight distance at the intersection of aisles and interior roadways, and to prevent diagonal vehicular movement through parking lots. Features shall be designed with sufficient radii to ensure drivers are able to make 90 degree right turns without encroaching upon landscaping or adjacent traffic lanes.
 - f. The planning commission may reduce the number of required landscape islands if it finds that adequate relief and shade is provided by other plantings in and around the parking area.
5. At least 40% of the required parking lot landscaping shall be within the interior of the parking lot, not on the edges. Islands shall be located to improve traffic flow and views. Details on islands shall be provided including radii, length two feet shorter than parking space depth, trees, ground cover and any lighting or irrigation in accordance with zoning ordinance section 1709-3a. (See Figure 6 for limits of parking lot interior.)

Figure 6



6. To improve views and reduce impacts on the environment, the amount of parking constructed shall be less than what is typically required for commercial uses as follows: Parking shall be provided at a rate of one space per 200 square feet of useable floor area, unless a parking study demonstrates the need for additional parking to the satisfaction of the planning commission.
7. As a means of avoiding greater amounts of parking spaces and impermeable surface than are reasonably needed to serve a particular use while still ensuring site adequacy, the planning commission may allow deferred construction of some required spaces for any non-residential use if the following conditions are satisfied:
 - a. The applicant submits a site plan including the design and layout of all required parking areas including areas proposed for deferred parking. Such deferred parking area shall not include areas required for setbacks, landscaping or greenspace or land otherwise unsuitable for parking due to environmental or physical conditions.
 - b. The applicant demonstrates, to the satisfaction of the planning commission, that a reduced number of parking spaces will meet the parking needs due to the nature, size, density, location or design of the proposed development. Pedestrian access and use may be considered.
 - c. At any time subsequent to approval, the applicant or city may require the construction of additional parking spaces based on review of the parking needs by the planning commission.
 - d. Any other factors reasonably related to the need for parking for the proposed development as determined by the planning commission.

8. Loading and service bay doors shall not face a public street. Such doors shall be in the rear of the site. Where this is not practical, location on the side may be permitted provided additional walls and landscaping are provided, and/or such areas are recessed, to minimize the negative visual impact.
9. Any proposed fence must be shown on the site plan, including details on materials and color. Fences shall be durable and decorative in nature.
10. Chain link fences shall only be approved for a location not generally visible to the public or neighboring dwelling units. Chain link fencing is not acceptable for screening purposes. Any visible segments of fence will be vinyl coated with additional landscaping provided to screen the view.
11. Non-motorized Trails and Sidewalks. Where the site directly abuts an existing public trail or sidewalk, or is along a segment where a trail or sidewalk within the public right-of-way is proposed by the City and documented in a plan approved by the city a similar trail or sidewalk shall be constructed, in accordance with city ordinances and specifications, along the frontage within the public right-of-way. The planning commission may also require internal safety paths during the site plan review process.
12. Interior Sidewalks. Interior sidewalks shall be constructed, in accordance with city ordinances and specifications, to access buildings in the most efficient location for barrier free access.

SECTION 2407. COMMERCIAL, OFFICE AND INSTITUTIONAL EXTERIORS

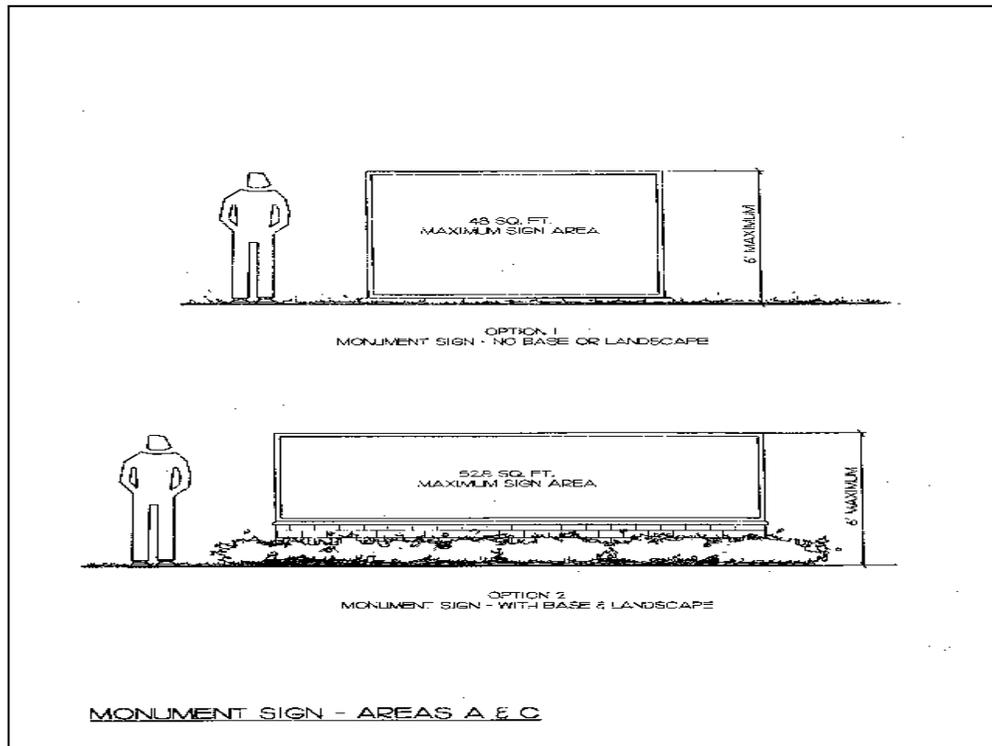
1. The applicant and the applicant's design professionals are encouraged to submit or present design concepts and alternatives at a study session with the planning commission to receive comments on compliance with the guidelines prior to preparation of detailed design drawings. This can include sketches, photographs or other graphic materials.
2. Commercial, office, and institutional building facades shall be reviewed by the planning commission as a part of site plan review under the following criteria:
 - a. Front building facades shall provide a minimum 30% glass windows in Areas A and C and a minimum of 60% glass windows in Area B on the first floor between two (2) and eight (8) feet above the sidewalk but shall not exceed 80% glass overall. Calculations are exclusive of the roof area.
 - b. Florescent colors will not be permitted in any capacity on the site.
 - c. Subtle colors shall be used for roofing material. Metal roofs shall only be permitted if compatible with the overall character of the building.
 - d. Buildings, ground signs and freestanding signs shall be of the same design character and material as the primary structure. The signs shall provide design features, details, or ornaments similar to the primary building.

- e. Building walls over 30 feet in length shall be broken up with items such as varying rooflines, varying building lines, recesses, projections, wall insets, windows, design accents and/or bands of complementary building materials.
- f. Building entrances shall utilize windows, canopies, and/or awnings; provide unity of scale, texture, and color; and provide a sense of place. Outward swinging doors shall not intrude into the ROW and shall be recessed when necessary.
- g. Rooftop equipment shall be illustrated on the plans, and shall be screened from view by parapet walls or other design elements that complement the overall building design.
- h. Building rear and side facades shall be constructed to a finished quality comparable to the front facade where visible to a public street or residential district or use.
- i. Any interior play place associated with a restaurant or lodging facility shall be designed in accordance with the above standards.
- j. Overhead canopies for gas stations or other uses shall be designed to be compatible with the design characteristics of the principal building such as peaked roofs, shingles, support structures that match or simulate materials of the principal building, lighting fixtures shall be full cutoff and fully recessed into the canopy which shall be designed in neutral colors.
- k. Neon lights, excluding signage, is prohibited

SECTION 2408. SIGNS

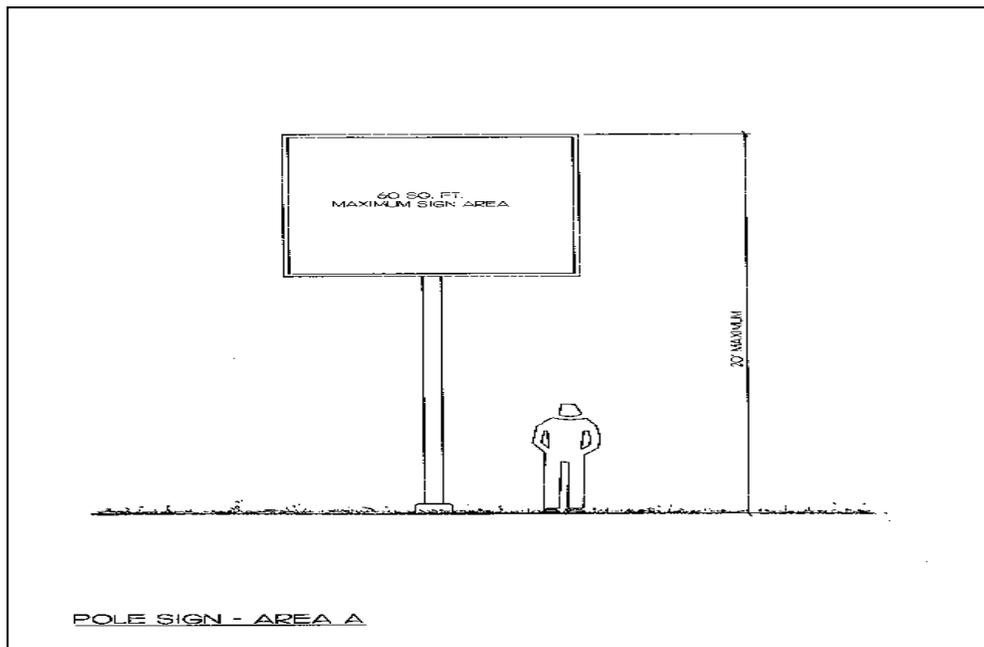
1. Area A – As permitted in Section 2008-3 of this chapter except:
 - a. Monument signs may not exceed six (6) feet in height and 48 square feet in area. (See Figure 7, Option 1)

Figure 7



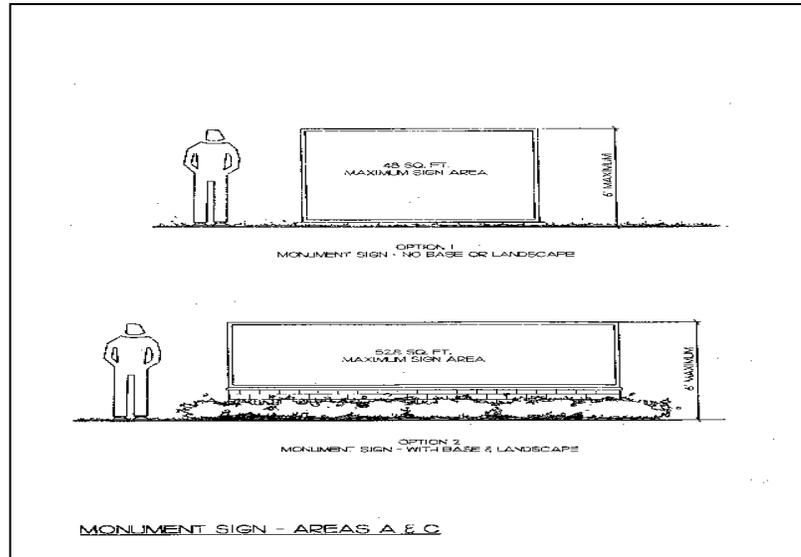
- b. If a monument sign is provided, the size of the sign may be increased 10% above that otherwise permitted if the sign base materials match the building, and foundation plantings are provided around the sign base. (See Figure 7, Option 2)
- c. Pole signs may not exceed 20 feet in height. (See Figure 8)

Figure 8



- d. Pole sign area shall be calculated as one (1) square foot for each foot of front setback plus one (1) square foot for each linear foot of lot frontage. Sign area shall not exceed 60 square feet.
2. Area B - As permitted in Section 2008-2.
3. Area C - As required in Section 2008-3 except as provided herein:
4. Monument signs may not exceed six (6) feet in height and 48 square feet in area. (See Figure 9, Option 1)
5. If a monument sign is provided, the size of the sign may be increased 10% above that otherwise permitted if the sign base materials match the building, and foundation plantings are provided around the sign base. (See Figure 9, Option 2)

Figure 9



6. Pole signs are not permitted.

SECTION 2410. APPEALS

Appeals to this Article shall be in accordance with the requirements of Sections 1410 and 1505 of this chapter.

Section 2. Publication and Effective Date. The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect 10 days after its adoption or upon publication of the notice of adoption, whichever occurs later.

YEAS: Council member(s) _____

NAYS: Council member(s) _____

ABSTAIN: Council member(s) _____

ABSENT: Council member(s) _____

CERTIFICATION

As the City Clerk of the City of South Haven, Van Buren and Allegan Counties, Michigan, I certify this is a true and complete copy of an ordinance adopted by the South Haven City Council at a regular meeting held on _____, 2013.

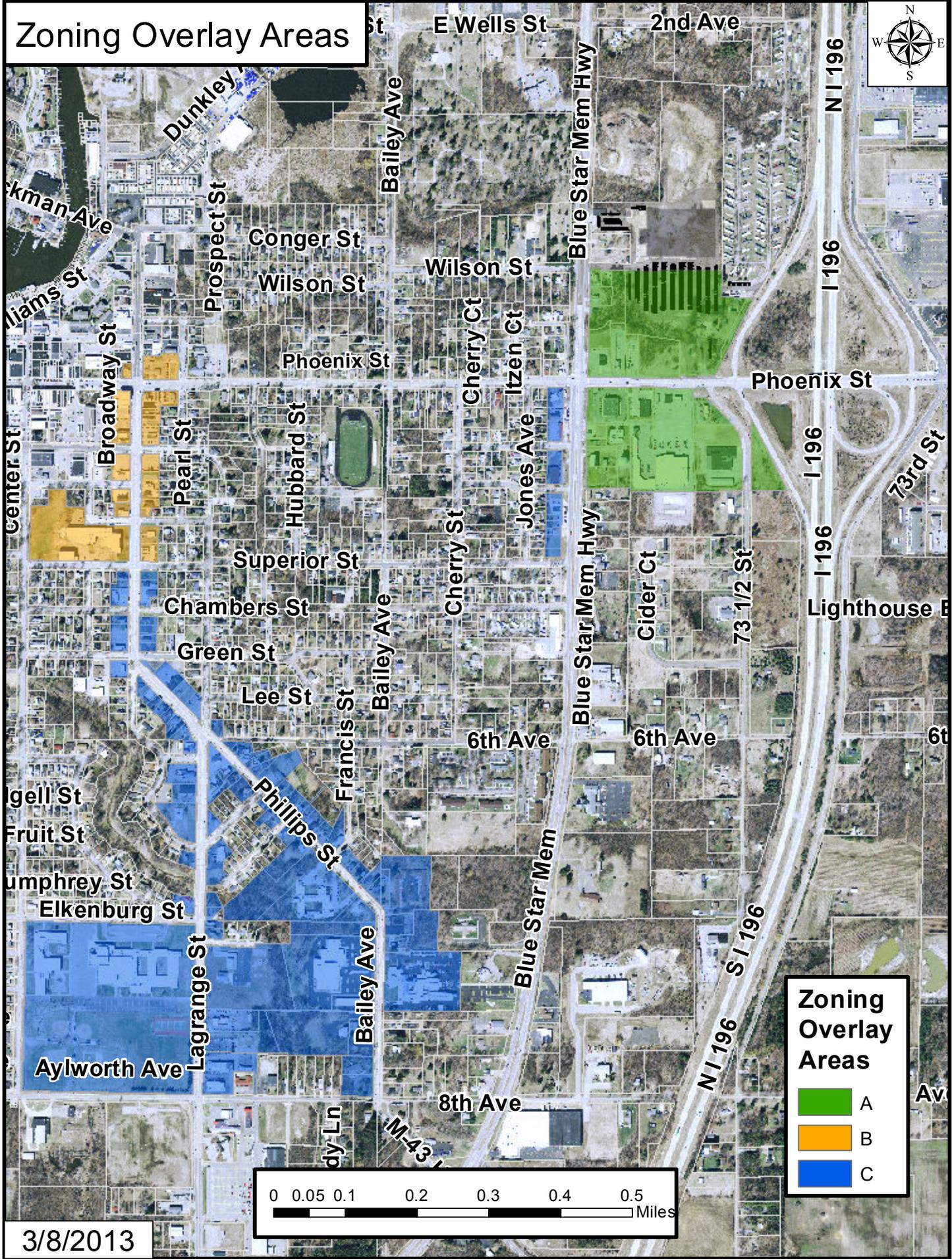
Date: _____, 2013

Amanda Morgan, City Clerk

P/C Hearing: _____, 2013
Introduced: _____, 2013
Adopted: _____, 2013
Published: _____, 2013
Effective: _____, 2013

DRAFT

Zoning Overlay Areas



Zoning Overlay Areas	
	A
	B
	C



3/8/2013

**PLANNING COMMISSION
CITY OF SOUTH HAVEN**
Van Buren and Allegan Counties, Michigan

Commissioner _____, supported by Commissioner _____, moved the adoption of the following resolution:

PC RESOLUTION 2013- 0004

**RESOLUTION APPROVING AND RECOMMENDING CITY COUNCIL
APPROVAL OF THE ADOPTION OF A ZONING CORRIDOR OVERLAY
DISTRICT FOR THE M-43/I-196 BUSINESS LOOP THROUGH THE CITY
("CORRIDOR")**

Whereas, the City of South Haven, Michigan desires to enhance the quality and compatibility of development, establish consistent design guidelines, encourage the most appropriate use of adjacent lands, promote the safe and efficient movement of traffic and preserve property values along the M-43/I-196 Business Loop corridor through the city, and

Whereas, the City of South Haven Planning Commission drafted a Corridor Overlay zoning district to address those desires, and

Whereas, on July 27, 2013, the Planning Commission hosted an open house for all affected property owners along the Corridor, and

Whereas, after providing notice in accordance with the Michigan Zoning Enabling Act, 2006 PA 110, as amended, MCL 125.3101 *et seq.* (the "MZEA"), and the City of South Haven Zoning Ordinance, the Planning Commission held a public hearing on September 5, 2013, to receive and consider public comment on the above stated zoning ordinance amendment, and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. After hearing comments received in relation to the proposed Corridor Overlay Zone, pursuant to and in accordance with the MZEA and the factors and criteria provided by Section 2501 of the South Haven Zoning Ordinance, the Planning Commission makes the following finding:

The Planning Commission determines that the adoption of the Zoning Corridor Overlay District For The M-43/I-196 Business Loop Through The City is consistent with the City of South Haven Master Plan (2011) and that the proposed text will satisfy the recommendations of the Master Plan and will enhance the character and safety along the Corridor.

2. The Planning Commission approves of the zoning ordinance amendment as submitted, (Case No. 2013-0019-REZ) and recommends that the City Council adopt the amendment.

3. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTAIN: Commissioners: _____

ABSENT: Commissioners: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

As its Recording Secretary, I certify that this is a true and complete copy of a resolution adopted by the Planning Commission of the City of South Haven, Van Buren and Allegan Counties, Michigan, at a meeting held on September 5, 2013.

Date: September 6, 2013

Marsha Ransom, Recording Secretary



Agenda Item #6B Review and Comment Black River Park Improvements

City of South Haven

Background Information: For several months, the City has been working on a master plan for Black River Park. The project, which is to be phased over several years, includes additional parking, a new fish cleaning station, new restrooms and a picnic pavilion with grills. There are also plans to construct a system of connecting bike trails through the park.

Planning Commission has been asked to review the concept plans for the park and forward any comments to the project manager. It is not necessary to formally approve or reject the plans, only to offer comments.

While staff feels the improvements are needed and add to the accessibility and overall usability of the park, there may be a couple areas needing further consideration.

1. The use of gravel surfacing for the overflow parking: Section 1801.8. of the Zoning Ordinance contains language regarding parking lot surfacing. I do not consider this lot to be a “boat storage yard” because the use is transient. It does not appear that a gravel surface meets the requirements of the Ordinance. Furthermore, the City has already received complaints from the Riverwatch Condominiums regarding blowing dust in this general vicinity. Additional gravel paving will only add to this complaint.
2. Site Circulation: The plan illustrates a new entrance drive off Dunkley Avenue. This drive leads to Black River Park and Black River Marina. The driveway splits south of the WWTP and north of the “New Fish Cleaning Station Location B”. At this point, traffic desiring to enter Black River Park must turn left across traffic that is exiting Black River Park and Black River Marina. Traffic heading to Black River Marina continues down the right fork. The circulation as proposed is not well designed because entering traffic will have to yield to exiting traffic and make an unprotected left turn. Because traffic uses the right side of the road, one way circulation through a site should be designed in a manner such that it can travel counterclockwise. During busy periods, traffic will back up from the entrance gate as people queue at the pay terminal. Assuming a standard passenger car/boat with length of 42 feet, there is only room for 4 vehicles to queue at the gate before they begin to block the “Y” intersection. Once the “Y” intersection is blocked, no vehicles will be able to exit Black River Park or Marina from the north. It is possible that the “Y” intersection will lead to accidents and traffic jams and not improve circulation.

Recommendation:

The planning commission should review the plans and be prepared to offer comments at the meeting.

Support Material:

1. Application
2. Existing park design
3. Proposed master plan for park
4. Black River Park bicycle connections
5. Harbor Commission minutes

Respectfully submitted,
Linda Anderson
Zoning Administrator

BUILDING / ZONING PERMIT APPLICATION

CITY OF SOUTH HAVEN

BUILDING DEPARTMENT

539 PHOENIX STREET, SOUTH HAVEN, MICHIGAN 49090

FOR INFORMATION CALL 269-277-8573

**DO NOT PAY FEE WITH SUBMITTAL OF THIS PERMIT APPLICATION
PAY FULL AMOUNT OF FEE DUE WHEN ISSUED PERMIT IS PICKED UP**

Project Address: 625 DUNKLEY AVE.

Applicant: CITY OF SOUTH HAVEN Property Owner: CITY OF SOUTH HAVEN

Appl. Address: 539 PHOENIX ST. Owner Address: _____

SOUTH HAVEN, MI 49090

Applicant Phone: 269-637-0775 Owner Phone: _____

Current Use of Property: VACANT, SPOIL STORAGE Zoning District of Property B-3

Project Description: PARK DEVELOPMENT, MASTER PLANNING

Contractor: _____ License No.: _____ Exp. Date: _____

Liability Carrier: _____ Fed ID or S.S.: _____

(Please note that annual registration of contractors is required and a copy of your license needs to be attached if re-registering with this application.)

Total Value of Construction (All Materials & Labor for this Permit Only): _____

Yes ___ No ___ Property is subject to an association. (If yes, attach a letter of approval from said association)

I hereby authorize the Zoning Administrator, Building Inspector or other authorized representative of the City of South Haven to enter and inspect the above property for the purpose of inspection of the premises.

AFFADAVIT: I certify and affirm that I am the property or building owner or owner's authorized agent and that I agree to conform to all applicable laws of this jurisdiction. I also certify that this application is accurate and complete, and that I understand Section 23A of the State Construction Code Act of 1972, Act No. 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Laws, which prohibits a person from conspiring to circumvent the licensing requirements of the state relating to persons who are to perform work on a residential structure. Violators of Section 23a are subject to civil fines.

APPLICANT'S SIGNATURE:  DATE: 7/30/13
(Circle one) CONTRACTOR - OWNER

All contractors must be registered with the City of South Haven before a building permit may be issued.

For new single family dwellings, a completed New Single Family Home Submittal Requirements application form must be attached.

For any work involving a change to the footprint of a structure, a drawing must be included with the following:

1. SHOW PROPERTY LINES AND DIMENSIONS OF LOT
2. SHOW ALL STRUCTURES ON PROPERTY
3. SHOW DISTANCES FROM STRUCTURES TO PROPERTY LINES
4. SHOW DISTANCES BETWEEN BUILDINGS
5. SHOW STREETS AND EASEMENTS
6. SHOW ANY UTILITIES NEAR CONSTRUCTION AREA

The submittal of accurate drawings results in faster permit application processing. A survey or professional drawing of the property may be required if the proposed work is at or within 3 ft. of a property line, or it is determined to be needed by the Zoning Administrator or Building Official.

IMPORTANT: THIS BUILDING PERMIT APPLICATION IS NOT A PERMIT. A PERMIT MUST BE ISSUED AND PICKED UP FROM CITY HALL BEFORE ANY WORK IS BEGUN.



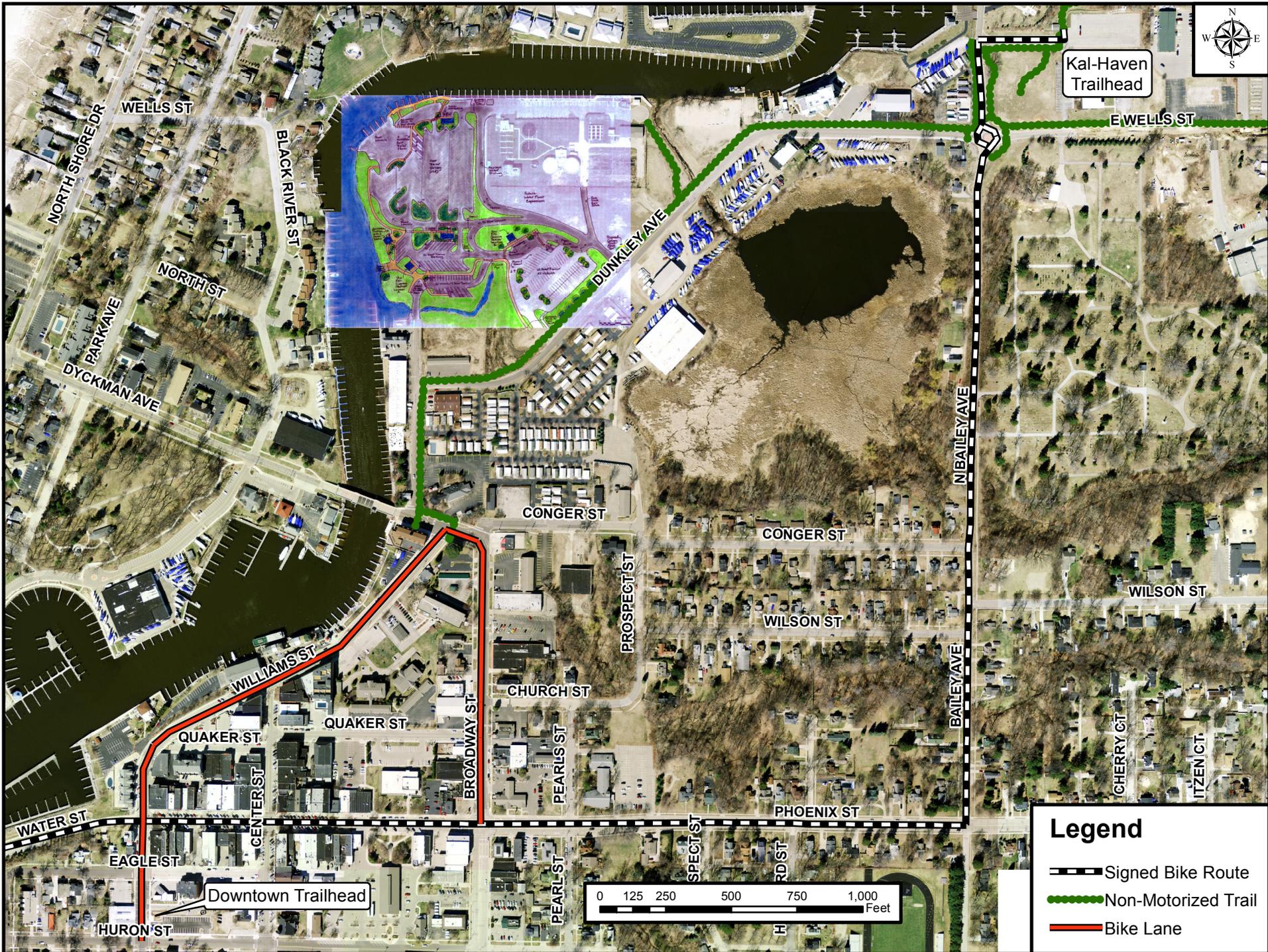
SHEET TITLE:
 DRAWN BY: KB
 DESIGNED BY: KB
 PM REVIEW:
 QA/QC REVIEW:
 DATE: JULY 2013
 SEAL:

SIGNATURE:
 DATE:

HARD COPY IS INTENDED TO BE 24" X 36" WHEN PLOTTED. SCALES INDICATED AND GRAPHIC QUALITY MAY NOT BE ACCURATE FOR ANY OTHER SIZES.

SCALE:
 HORZ: 1"=40'
 VERT:
 ACI JOB #
13-0220
 SHEET NO.

NO.	REVISION DESCRIPTION	BY	DATE



Harbor Commission

Harbor Commission Workshop Minutes

Tuesday, July 16, 2013
6:30 p.m., Council Chambers
South Haven City Hall



City of South Haven

The Harbor Commission will meet to discuss and take public comment on plans for Black River Park and a new fish cleaning station.

Arnold called the workshop to order at 6:26 p.m.

VandenBosch noted that we are looking at the new fish cleaning station project; the main goal is for the Harbor Commission to recommend to City Council at which location the fish cleaning station would be located so a new drawing/master plan can be prepared to send to City Council. This board will continue to work on the concept and master plan to create what we need to apply for a grant.

Kathy Burczak, Senior Landscape Artist, Abonmarche. Explained the proposed improvements for Black River Park, noting that she hopes for more great input "like we got last time we presented."

Burczak explained the rationale for the configuration of the entrances and exits, noting that the current road creates a back-up; anyone leaving the marina has a conflict. Option A & B are very similar but B allows for a road without using the culvert that is shown in A. Noted that since the last meeting more research into this drain has been done; the main drain goes this direction while the little segment in question is not listed as part of the county drain. Burczak feels that, based on that research, there will be a culvert in that little stream area.

Burczak noted that improved traffic flow and accommodating people stopping at the bait shop before launching were taken into consideration, with the main entrance remaining in the same place for the same reasons and bait shop customers can get to the launch gate without cutting into the stacking line. Pointed out multiple ways Plan C improves traffic flow.

Location for Fish Cleaning Station: Both locations are good.

First location is in the boat launch area, close to rest existing rest rooms and free parking area as well as parking for people who are launching.

The second location speaks to comments regarding group events and off-site weigh-ins; this location has a free pull-in, pull-through parking lot and an unloading zone next to the proposed fish cleaning station. There is access to pull-through parking for those with boat trailers and both regular and ADA compliant parking spaces. We feel that in this location it would be advantageous to extend the roofline and add an ADA compliant unisex restroom and a small storage facility. An extra restroom equals an extra \$45,000. Jeff noted that with the gravel parking area, there could be a band of bituminous to make the area more accessible.

Burczak showed a concept drawing of a fish cleaning station showing elevation, low maintenance features, air flow and double door for access.

The board discussed with Burczak how many people can work at the table shown to which Burczak responded that four can work at the main table and they are planning to add an ADA work table. St. Joseph has a cross table so eight (8) people can work there, plus the ADA complaint work station.

Tony McGee, Abonmarche, pointed out that the grinder system for disposing of the offal is one way or another one, currently used in Manistee, uses a freezer system and someone picks up the offal to use for cat food. The tables are sloped to the center allowing the offal to flow to the grinder or freezer, rolled lips to keep the water from sloshing off the fronts of the tables. Floor drains; there are slopes from the table to the drains in quadrants. There is a water hose for spraying down the facility as well as the hoses used during the fish cleanings.

After questions regarding how many parking spaces will be lost by adding ADA parking at launch side where the docks are Burczak explained that the parking lot will stay the same and the ADA parking will be in the same area and just renamed as ADA. Adding the ADA parking is just a matter of restriping.

There was discussion regarding the gates/doors of the fish cleaning station and locking them at night. It was pointed out that nighttime fisherman might come in at 11:00 pm or midnight.

A citizen commented on the anti-microbial boards shown in the photographs by Burczak; noted that at one harbor he visited, the table tops are made of permanent anti-microbial boards, instead of separate boards.

It was noted that architects have addressed the issue of shields for protecting fishermen from the spray across the table. VandenBosch suggested a floor or mop sink.

VandenBosch said we have had problems in the past with fish heads jamming the grinder, which is why the gates have been locked, sometimes as early as 5:00 p.m. The group discussed the poor quality of the grinder blades, which had been a large share of the problem with fish heads being caught in the grinder. The blades have since been replaced with new blades. VandenBosch said the city will try to keep the grinder open more.

July 16, 2013
Harbor Commission
Workshop Minutes
draft

Bangor-South Haven Historic Water Trail representative questioned placing the fish cleaning station near where people are recreating. Burczak noted the newer systems do not allow for as much aroma to escape. Trail rep stated that in the past the Water Trail group has had their annual meeting at Black River Park utilizing their own canopy and it is very comfortable there. VandenBosch noted that there will be a loading area for kayaks and canoes. There was discussion about what material will be placed at the launch; currently it is mostly sand with some concrete mixed in. The concrete needs to be removed. Sand or grass is best for launch sites.

Sullivan asked about adding trailer parking over the spoils area; also asked "Is there any thought to increasing the free parking to the spot south of the launch?" Burczak pointed out that there are forty-three (43) vehicle and thirty-three (33) boat trailer spots. There could be 109 total vehicles without trailers. On Dunkley there are twenty (20) free vehicle spaces and some boat trailer spaces.

The board discussed the cul-de-sac in the previous plan, which although fairly large, made it difficult for people with trailers to turn around. For those people who like to stop at the bait shop and then launch, access will be easier.

VandenBosch said there will be a lot of landscaping, a gazebo etc. once the dredging is over. The planning of the various upgrades is being done through the Parks Commission so VandenBosch doesn't have details on that.

The Harbor Commission took a straw poll and unanimously likes the green circled area by the temporary parking area best, with good traffic flow and separate drop-offs.

Motion by Stephens, second by Strong, to accept the green circled area as a starting point to send to Parks Commission for comments. Motion carried.

Motion by Strong, second by Stephens to adjourn at 7:03 p.m.

All in favor. Motion carried.

RESPECTFULLY SUBMITTED,

Marsha Ransom
Recording Secretary