

Port Sheldon Township Planning Commission  
May 23, 2018

Van Malsen called the meeting to order at 6:00 p.m.

PRESENT: DeLeeuw, Monhollon, Petroelje, Stump, Timmer, Van Ginhoven, Van Malsen

STAFF: Davis, Moore

**Motion by Monhollon to approve the minutes of the April 25, 2018 meeting, supported by Timmer and carried.**

NEW BUSINESS:

1. Application from Adam Prince for Site Plan Review to construct an office use building at 15084 Fillmore Street, parcel 70-11-01-100-030, currently owned by Charles Large. Moore reviewed the request, they plan to build an office building on the southeast corner of Fillmore and U.S. 31. Currently there are accessory buildings and misc. items stored on the property. There is sufficient parking. The property is zoned Commercial, and the use is allowed by right.

Craig Gengler of Driesenga & Associates handed out revised drawings that incorporate changes requested by the Ottawa County Road Commission. The building would be a pole construction building with one or two offices for permanent employees, using the rest of the building to work on equipment. The drain field location is placed in case of future expansion and requires Health Department approval. The drain commission is currently reviewing drainage on the site. Van Malsen asked about the existing gravel driveway on the property. Applicant does not plan to use it except what is internal to the site. Moore suggested that the gravel access to Fillmore be eliminated.

Moore noted that the maximum height for a ground sign will be 6 feet in the future ordinance, so that could be addressed as a condition.

Moore reviewed the site plan criteria in Section 21.02 and reviewed noted the following:

- Lighting details of fixtures and style are needed. Cut off fixtures are required.
- The dumpster must be screened with a 6' tall fence with lockable gate.
- There is currently scrap/ rubbish/ debris on the property. The commission can require that it be cleaned up.

Moore reviewed the conditions from his memo

Van Malsen asked about the height of light pole. Applicant asked if the lights can be attached to the north side of the building instead of on a pole because the building will not be used at night. Commissioners and Moore have no problem with the light on the building and Davis can approve it administratively.

Commission can address that the scrap/ rubbish/ debris on the property be cleaned up. Commissioners discussed a timetable for cleanup. Moore suggested that it be done prior to issue of the Certificate of Occupancy. Davis will work with applicant on this.

Gravel driveway should be closed off prior to issue of the Certificate of Occupancy.

**Motion by De Leeuw to approve the request, supported by Van Ginhoven and carried, with the following conditions:**

- 1. No demolition or earthwork shall be undertaken on the site until all appropriate permits have been secured consistent with this site plan approval and copies of such permits have been submitted to the Township.**
- 2. Prior to issuance of any Township permits, the applicant shall have paid all application, permit, and other fees related to the request.**
- 3. All outdoor lighting fixtures shall be downward facing and fully cut-off to the satisfaction of the Zoning Administrator.**
- 4. Sign details and dumpster screening details shall be submitted for review and approval by the Zoning Administrator. Sign height shall be reduced to six feet.**
- 5. Stormwater management areas shall be reviewed by Port Sheldon Township and/or the Ottawa County Water Resources Commissioner.**
- 6. The private well and septic system shall be approved by the Ottawa County Health Department.**
- 7. The applicant shall comply with any stipulations of the Ottawa County Road Commission.**
- 8. The applicant shall comply with any stipulations of the Township Fire Department.**
- 9. No certificate of occupancy shall be issued until all land that is subject to the land contract to the applicant is cleaned up, unless otherwise approved by the Zoning Administrator.**
- 10. No access shall be permitted from the existing gravel driveway on the west side of the parking lot to Fillmore Street.**

Van Malsen adjourned 6:27 p.m.



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Lori Stump