

CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

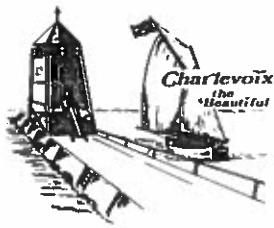
PLANNING COMMISSION PUBLIC MEETING AGENDA
SPECIAL MEETING

Created: June 22, 2017 Posted June 22, 2017 at 3:00 PM

TUESDAY June 27, 2017 at 3:00 P.M. in the City Council Chambers.

- A) CALL TO ORDER/PLEDGE OF ALLEGIANCE
- B) ROLL CALL
- C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST
- D) APPROVAL OF AGENDA
- F) CALL FOR PUBLIC COMMENT NOT RELATED TO AGENDA ITEMS
- G) NEW BUSINESS
 - 1. Project 2017-07 SP: Sutton Aviation Hangar Site Plan Review
 - a. Staff presentation.
 - b. Applicant presentation (if requested).
 - c. Call for public comment.
 - d. Planning Commission discussion.
 - e. Motion
- I) STAFF UPDATES
- J) REQUESTS FOR NEXT MONTHS AGENDA OR RESEARCH ITEMS.
- K) ADJOURNMENT

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, 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 1 weeks notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250



CITY OF CHARLEVOIX
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PLANNING COMMISSION (PC) REPORT

AGENDA TITLE:	<u>Project 2017-07 SP: Sutton Aviation Hangar Site Plan Review</u>
PUBLIC MEETING DATE:	June 27, 2017 3:00PM

EXHIBITS:	1. Site Plan Review application. 2. Site Plan provided by applicant. 3. City of Charlevoix Zoning Ordinance.
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I. GENERAL INFORMATION:

Applicant: Kermit S. Sutton
715 Tenth St. S.
Naples, FL 34102

Property Owner: City of Charlevoix (to be leased to applicant)

Requested Action: Construct a non-commercial hangar at the Charlevoix Municipal Airport.

Zoning: PF – Public Facilities

Project Location: 111 Airport Drive

Project Site Size: 156.4 Acres

Existing Land Use: Airport runway, terminal, hangars and other related buildings.

Adjacent Land Uses: N Low and Medium Density Residential, Storage, City Electric Department and Skate Park
E Low Density Residential, Highway Commercial Development
S Highway Commercial Development, Township Commercial Development
W Mining Operations

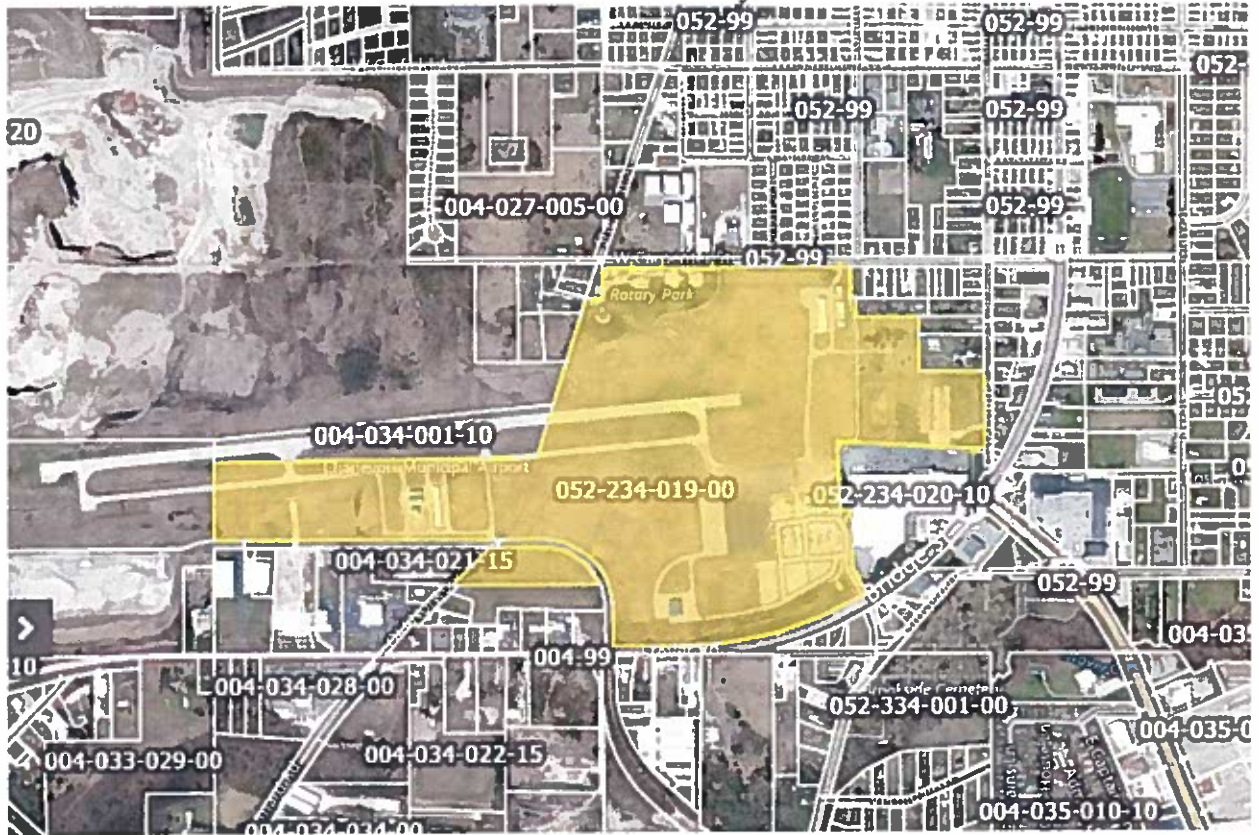
Adjacent Zoning: N R1 – Low Density Residential, R2 – Medium Density Residential, I – Industrial, PF – Public Facilities
E R1 – Low Density Residential, I – Industrial, GC – General Commercial
S GC – Highway Commercial, C – Commercial (Township)
W R-2 – One and Two Family Dwelling (Township), I – Industrial (Township), MRD – Mineral Resource District (Township)

PROJECT DESCRIPTION/LOCATION:

The applicant is requesting site plan approval for a new 7,200 square foot non-commercial hangar at the Charlevoix Municipal Airport

Airport Aerial Photo (Property lines are approximate)

Source: Charlevoix County



Site Aerial Photo (Property lines are approximate)

Source: Charlevoix County



MASTER PLAN CONSIDERATIONS: *Please note that Site Plan Review is not based on consistency with the Land Use Master Plan, this section is included only for general reference.

The 2011 Land Use Master Plan identifies the Charlevoix Municipal Airport as the primary focus area for adding services for residents that create an attractive regional transportation hub and create revenue for airport operations.

Further, the 2013 Charlevoix Municipal Airport Master Plan designates the southwest area of the airport property for future aviation related development.

PROPERTY ZONING HISTORY:

Under the 1978 Zoning Ordinance the subject parcel was given a PR – Public Reserve zoning designation. When the new Zoning Ordinance was adopted on August 5th, 2013 the parcel was zoned with a PF – Public Facility zoning designation based on the subject land use.

II. SITE PLAN REVIEW:

The following section is taken directly from the Section 5.120 (pg. 130) of the Zoning Ordinance. The PC must make findings of fact to determine if the proposal meets each of the following standards. The PC must find that this proposal meets all of the following standards based on findings of fact before considering a motion to approve or deny. Staff has written the following recommended findings of fact as a starting point. The PC may add, modify, or delete any of the following draft findings at the meeting. The draft findings are all bulleted and in *italics*.

5.120. Standards for Site Plan Approval: A site plan shall be approved only upon a finding of compliance with the following standards:

- (1) The site plan must comply with all standards of this Article and all applicable requirements of this ordinance, as well as with all other applicable city, county, state and federal laws and regulations.
 - *The PC finds that the site plan proposal complies with Section 5.30 (pg. 30) of the Zoning Ordinance, which states that PF – Public Facility districts are intended to accommodate municipal, county and federal government related buildings and uses.*
 - *The PC finds that the site plan proposal complies with Section 5.31 (pg. 33) of the Zoning Ordinance, which states that “Essential services” (as the airport is stated to be in the 2011 Master Plan) or a “Similar use” are a use by right in Public Facility districts.*
 - *The PC finds that the site plan proposal complies with Section 5.32 (pg. 34) of the Zoning Ordinance which requires that the minimum lot width for a parcel in the Public Facility zoning district must be 100 feet.*
 - *The PC finds that the site plan proposal complies, with some additional circumstances, with Section 5.32 (pg. 34) of the Zoning Ordinance which establishes the required building setbacks (20 feet in the front, 15 feet in the rear, 10/15 feet on sides) and maximum building height (35 feet) for buildings in a Public Facility zoning district.*

- *The PC finds that no water supply and sewage disposal facilities are proposed, so the requirements of Section 5.77 (pg. 86) are met.*
 - *Section 5.81 Landscaping (pg. 88) does not apply to this proposal as there are no landscaping or buffer requirements for lots zoned Public Facility and imposing additional landscaping requirements is not necessary as none of the adjacent uses in this area of the airport would be impacted by the addition of a private hangar.*
 - *The PC finds that this property has an existing parking lot which more than meets the parking demand for the use proposed.*
- (2) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- *The PC finds that the proposed development is harmonious with the character of the existing airport. The development is located in an area that is already largely occupied by similar operations, so the design is generally harmonious and not out of place.*
- (3) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the greatest extent possible.
- *The PC finds adequate measures have been taken to limit hazards to adjacent properties.*
- (4) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:
- (a) **TRAFFIC CIRCULATION.**
- The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on movement on abutting streets and adjacent properties.
- *The PC finds there would be sufficient vehicular access from outside the airport. The access points already exist and will not affect traffic in the area in a negative way.*
- (b) **STORM WATER.**
- Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.
- *The PC finds that there are no known drainage issues affecting adjacent properties in this area of the airport, and the proposed building would not be expected to create any on a lot of this size.*

(c) LANDSCAPING.

The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.

- *The PC finds that the development meets this requirement.*

(d) SCREENING.

Where non-residential uses abut residential uses, appropriate screening shall be provided in accordance with Section 5.81(9) (pg. 94) to shield residential properties from noise, headlights and glare.

- *The PC finds that no screening is necessary.*

(e) LIGHTING

Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.

- *The PC finds that no additional lighting is proposed for the proposed building. Existing lighting on-site already meets the requirements of the zoning ordinance.*

(f) UTILITY SERVICE.

All utility service shall be underground, unless impractical due to engineering difficulties.

- *The PC finds that any new utilities/connections required for this development shall be underground.*

(g) EXTERIOR USES.

Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.

- *The PC finds that this business is located in the Charlevoix Municipal Airport, where such buildings are common, and no exterior uses are proposed, so no negative effect on adjacent properties exists.*

(h) EMERGENCY ACCESS.

All building and structures shall be readily accessible to emergency vehicles.

- *The PC finds that the site plan has been reviewed and preliminarily approved by the Fire Chief and Police Chief. They feel the structure has adequate access to the building.*

(i) **WATER AND SEWER.**

Water and sewer installation shall comply with all city specifications and requirements.

- *The PC finds that the development meets this requirement as no such installations are proposed.*

(j) **SIGNS.**

Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

- *The PC finds that there are no additional signs proposed on the property, or on or near the proposed building.*

III. CONDITIONS OF APPROVAL

The following section is taken directly from the Section 5.121 (pg. 131) of the Zoning Ordinance. The PC may impose conditions of approval on the site plan based on the following criteria.

5.121. Conditions of Site Plan Approval.

Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.

Conditions imposed shall be based on the following criteria:

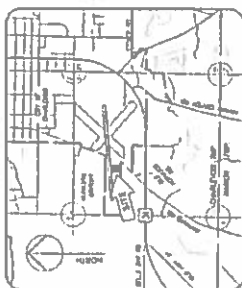
- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.
- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
- (7) Ensure compatibility with other uses of land in the vicinity.

No conditions of approval recommended.

IV. PC Recommendation to City Council: (choose one)

- A. **Approve** Project 2016-10 SP **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120;
- B. **Approve** Project 2016-10 SP **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120;
- C. **Deny** Project 2016-10 SP based on specific findings of fact that prove the project does not meet the review standards in Section 5.120; or
- D. **Table** the decision on Project 2016-10 SP. (Usually this option is only used when additional information is needed to assist the Planning Commission in making the decision.)

VICINITY MAP



OFFICE NOTES

[illegible]

SITE INFORMATION

[illegible]

GE BORING LOG

[illegible]

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now what's below.
Call before you dig.



WORLD SITE PLAN

