

VILLAGE OF SARANAC
PLANNING COMMISSION
January 4, 2023

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comments (3-minute time limit per person)
6. Approval of Minutes from July 6, 2022 Regular Meeting & Public Hearing
7. New Business
 - A. Site Plan Review Application – Saranac/Clarksville District Library
8. Old Business
9. Public Comments (3-minute time limit per person, agenda items only)
10. Confirm Date of Next Regular or Special Meeting, and/or Public Hearing
11. Adjournment

VILLAGE OF SARANAC
PLANNING COMMISSION
REGULAR MEETING & PUBLIC HEARING
July 6, 2022

The Planning Commission Regular Meeting was called to order by Chairperson Shaw at 7:08 p.m. at the Saranac Village Office, 27 N. Bridge Street.

The meeting was opened with the Pledge of Allegiance.

Present: Shaw, Tlapek, Trierweiler

Absent: Klutman

Guests: Kevin Moor, (attorney for Mark Schaafsma), Virgil & Connie Biggs, Teresa McCarty, Jeanne Vandersloot, Sharon Darby

Motion was made by Tlapek, supported by Shaw, to approve the Agenda of July 6, 2022. All yeas.

Public Comments – None.

Motion was made by Trierweiler, supported by Tlapek, to approve the June 1, 2022 regular meeting minutes. All yeas.

Motion was made by Tlapek, supported by Trierweiler, to open the Public Hearing on the conditional proposed amendment to the approved site plan for Harker Place. All yeas.

Vandersloot, using the new site plan dated 6/8/22, described changes to number of garages, landscaping, and setbacks.

Shaw described the steps the Planning Commission would be taking tonight to vote for or against conditional approval of the proposed amendments using the site plan dated 6/8/22 and the memo from Vandersloot dated 7/5/22.

Moore described how the units would be numbered, and discussed the south side of the plan.

Shaw asked if anyone wanted to add to Moore's description, and no one did.

Trierweiler asked if anyone is aware of neighbors expressing opposition. Moore and others said no one has expressed opposition to them, nor have they heard of any.

During the public hearing, the people who attended made comments about the changes requested being reasonable, and that the use of the school building would be a benefit to the Village.

Motion was made by Trierweiler at 7:22 p.m., supported by Tlapek, to close the public hearing. All yeas.

Motion was made by Trierweiler, supported by Tlapek, that the Planning Commission make a conditional approval of the Amendment to the site plan submitted by MSDB LLC on 6/8/22, which is to add 3 garages, reduce and change some of the lawn area, add the south garage access drive and reconfigure the east entrance driveway and the landscaped island near the front of the main entrance, with the condition that the ZBA approves a 21' variance from the north side lot line and a 30' variance from the west side lot line. All yeas.

New Business – None.

Old Business – None.

Public Comments – None.

The next regular Planning Commission meeting will be held on August 3, 2022 at 7:00 p.m. at the Saranac Village Office.

The meeting was adjourned by Shaw at 7:40 p.m.

Janet Tlapek, Acting Secretary,
Village of Saranac Planning Commission

Zoning Administrator Initial Review of a Site Plan Review Application

By Jeanne Vandersloot - Zoning Administrator

Applicant: Saranac Clarksville District Library, Saranac

Site of Construction: 61 N Bridge St Saranac. Construct an addition onto the existing library building of 1,210 square feet. Additions over 500 square feet require a site plan review by the Planning Commission. The property is in the CBD.

Article 19 Site Plan Review

Section 30.19.01 Site Plan Specs:

- A. Legal description is on the site plan
- B. The plan preparers name is on the plan
- C. A scaled drawing is included
 - 1. The site plan shows a shed to be removed and the area to be infilled with the addition
 - 2. Adjacent buildings are shown
 - 3. Adjacent streets and parking lots are shown
 - 4. Water and sewer lines are existing so not needed
 - 5. Storm drainage is on existing streets
 - 6. No dumpster is shown
 - 7. The plan shows existing power poles but electricity will be provided from the existing building
 - 8. No screening is required
 - 9. Topography lines are not shown but are not needed with this small addition
 - 10. No ditches in this area
 - 11. The existing landscape area along the walkway will remain and repaired if needed where the new construction will take place
 - 12. No specific new landscaping is shown
 - 13. The existing building is shown
 - 14. Lot lines are shown
 - 15. No unloading area is shown
 - 16. No new exterior lighting is shown
 - 17. Adjacent buildings, streets, parking lot are all shown
 - 18. No sign is shown but is not needed on the addition
 - 19. Elevation drawings are included
- D. Elevation drawings show the exterior walls will match the existing building and the height is shown
- E. The existing building and parking are shown.
- F. The Planning Commission may request additional information such as described in F 1, 2, or 3

Section 30.19.02 Review Standards

- A. This project is an addition onto an existing building. The site plan meets the requirements.
- B. The addition is compatible with the existing building and adjacent buildings.
- C. The addition should be consistent with the public health, safety, and welfare needs of the Village.

1. The only landscaping is along the south side where a walkway exists. Landscaping will be retained and should be replanted in the construction area.
2. The addition will be harmonious to the existing neighboring buildings.
3. There is parking on the street in front and a public parking lot across the street in the rear of the building.
4. The addition surface drainage should go where the existing building drainage goes to in the street.
5. An existing generator will be relocated from the back to the side of the building.
6. No new sign is needed.
7. Setbacks are all met.

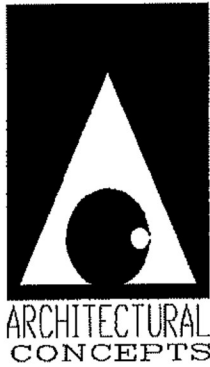
Section 30.19.03 Conditions

The Planning Commission may make reasonable conditions as part of its approval. See the section A, B, C for details.

Conclusion:

The site plan basically meets the requirements as listed in the ordinance. An existing shed will be removed, and the area will be infilled with the addition to the building. No dumpster is shown but maybe they do not use one. A slight realignment of part of the walkway is proposed. You can require new landscaping be replaced where the construction may destroy what is there as a condition. This is a site plan review due to the addition being over 500 sf. No public hearing is needed.





TRANSMITTAL

6650 Crossing Drive, SE
Grand Rapids, MI 49508
PH (616) 554-1222
FAX (616) 554-1225

DATE: 8 Dec. 2022
TO: Village of Saranac
27 N. Bridge Street
Saranac, MI 48881
ATTENTION: Planning
PROJECT: Saranac Library
PROJ. NO.: 22-71

WE ARE SENDING YOU THE FOLLOWING:

X	ATTACHED		SPECIFICATIONS
X	VIA Hand Delivery		SHOP DRAWINGS
X	PLANS	X	COPY OF LETTER

<u>QUANTITY</u>	<u>DESCRIPTION</u>
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1	Site Plan Review Application
1	Site Plan Review Application Fee \$175.00
6 sets	Site Plan Review Drawings – site plan, floor plan, building elevations, dated 12/8/22 "For Site Plan Review"

THESE ARE TRANSMITTED FOR:

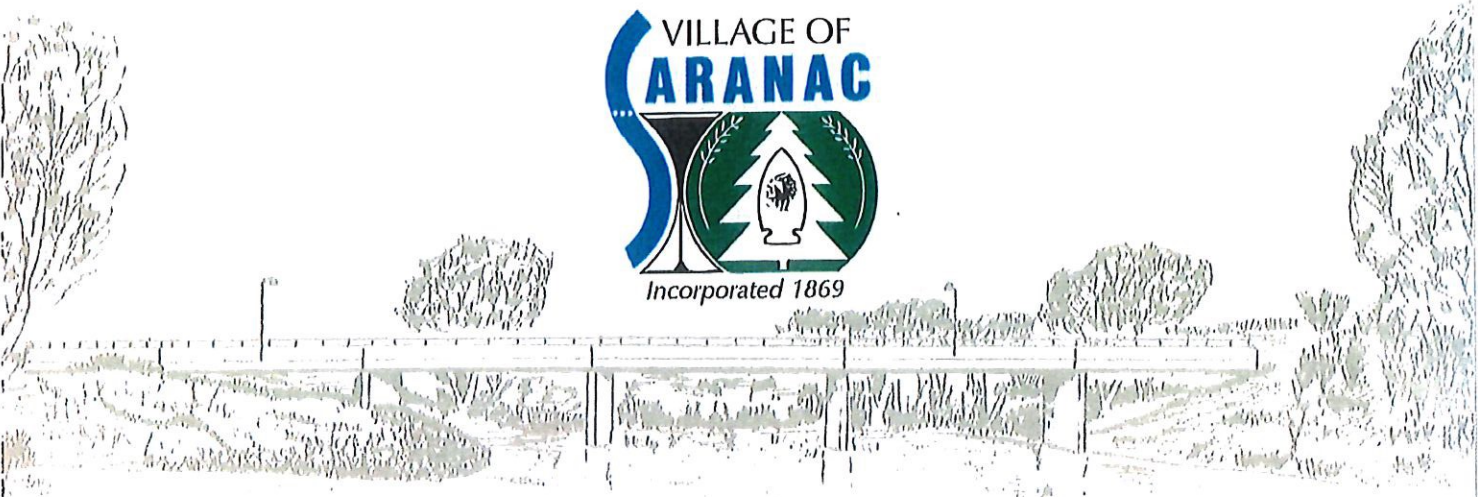
X	FOR YOUR USE	APPROVED AS SUBMITTED
	FOR YOUR RECORD	APPROVED AS NOTED
X	AS REQUESTED	NOT APPROVED
	FOR REVIEW AND COMMENT	RESUBMIT FOR APPROVAL

REMARKS:

This project is being submitted for Site Plan Review. If you have any questions, or need any additional information, please feel free to contact me.

Ken Watkins

CC: Kerry Fountain, Saranac Clarksville District Library (w/ attachments)



Please provide all information requested, by typing or printing in ink. Answers should be clear and concise. If additional space is needed, attach and number additional pages. An application will not be accepted unless accompanied by required fee (\$175). All information provided herein becomes public record upon submittal. Please submit three copies of this application, site plan and all required documents.

A.	Saranac Clarksville District Library	61 N. Bridge Street, Saranac, MI 48881
	Applicant's Name	Address
		616-642-9146
	Telephone # (Home)	Telephone # (Business or Other)
B.	Same	
	Owner(s) of property if different than applicant	Address
	Telephone # (Home)	Telephone # (Business or Other)

A. Legal description of property affected by this application
See legal description on site plan

Address of property 61 N. Bridge Street

B. List all deed restrictions
None

C. Present use of property
Library

D. Present zoning classification of property CBD - Central Business District

MUNICIPAL BUILDING / 27 NORTH BRIDGE ST. / P.O. BOX 312 / SARANAC, MICHIGAN 48881
616.642.6324 / FAX 616.642.0472

III. PROJECT DESCRIPTION

- A. State exactly what is intended to be done on this property
Proposed building addition to add 1,210 SF of space to the existing library.
New space will include multi-use programming space and new office.
- B. Proposed starting date of any construction To be determined
- C. Proposed completion date of construction To be determined
- D. Site plans require review by the Planning Commission. Please submit all required documents listed in Section 30.19.01 of the Zoning Ordinance.

IV. AFFIDAVIT

The applicant hereby requests that the planning commission review and approve a site plan for the express purpose described above.

The undersigned acknowledges that if the request is approved or other decisions favorable to the undersigned are rendered upon this request, the said decision does not relieve the applicant from compliance with all other provisions of the Zoning Ordinance; the undersigned further affirms that he/she or they is (are) the Director (specify: owner, lessee, or other type of interest such as authorized agent for the owner) involved in the request and that the answers and statements herein contained and the information herewith submitted are in all respects true and correct to the best of his, her or their knowledge and belief.

Kerry Fountain
Applicant(s) Signature

Kerry Fountain

Director - Saranac Clarksville District Library

Date 12-7-22

For Office Use Only

Date App Rec'd 12/8/22
Fee Paid: \$ 175
Amount
Rec'd by BOG

By

Date action taken

Action taken

Date notice of action sent to applicant



