

THESE MINUTES ARE SUBJECT TO FORMAL APPROVAL BY THE WYOMING
PLANNING COMMISSION AT ITS REGULAR MEETING OF DECEMBER 19, 2023

PLANNING COMMISSION
MEETING MINUTES OF NOVEMBER 21, 2023
CITY COUNCIL CHAMBERS
CITY OF WYOMING, MICHIGAN

MEMBERS PRESENT: Hall, Micele, Randall, VanDuren, Weller, Zapata

MEMBERS ABSENT: Gilreath-Watts, Lamer, Smart

STAFF PRESENT: Hofert, Director of Community & Economic Development
Blair, Planner II
Smith, Assistant Director of Community & Economic
Development
Dent, Recording Secretary

CALL TO ORDER

Chair Micele called the meeting to order at 7:00 PM.

A motion was made by Weller, supported by Randall, to excuse Gilreath-Watts.

APPROVAL OF MINUTES

The minutes of October 17, 2023 were approved to stand as read.

APPROVAL OF AGENDA

The agenda was approved to stand as read.

PUBLIC COMMENT ON NON-PUBLIC HEARING AGENDA ITEMS

Micele opened the public comment period for non-public hearing agenda items at 7:01 PM.

There was no public comment and the public hearing was closed.

AGENDA ITEM NO. 1

1. Request for a Permanent Supportive Housing special use at 2929 Burlingame Ave SW (Section 15) (Woda Cooper Development Inc.)

Smith explained that the site is currently zoned FBC-CS Form Based Code Corridor Suburban and outlined the various uses of the surrounding land.

Smith said that Cherry Health Medical Center is proposing to develop its own residential community called Shea Ravines at 2929 Burlingame Avenue SW. The development would include two new buildings with housing provided for households earning between 30% and 80% of the area median income. The buildings will also include permanent supportive housing units for the top 10% of the Continuum of Care's prioritization list and households of chronically homeless. The project will be developed in two phases, with the first phase consisting of a 4-story building with 40 one-bedroom units and 16 two-bedroom units. These units will be divided into 36 general occupancy units and 20 permanent supportive housing units. Phase II would be developed at a later date with a similarly sized building, unit counts, and occupancy designations. Cherry Health would continue to operate their existing medical clinic within their existing building on site, serving as a supportive resource for those residing in Shea Ravines. The warehouse at the rear of the Cherry Health facility will be taken down to accommodate parking, recreation areas, and stormwater.

Smith said that two separate actions are required. The first is regarding the special approval request and the second relates to review of the site plan. The standards are addressed as follows:

Section 90-507(3) establishes general review standards for special approval uses:

(a) The possible substantial and permanent adverse effect on neighboring property.

The proposed use is not expected to cause any adverse impact on the neighboring properties. There are a number of multifamily housing developments along the Prairie Parkway corridor and the Good Neighbor Plan is intended to address any potential localized adverse effects.

(b) The consistency with the spirit, purpose and intent of this chapter.

The proposed use would be consistent with the overall purpose of the zoning ordinance, as stated in Section 90-101.

(c) The possible adverse effect upon traffic as related to the streets, churches, schools and any buildings within the immediate area.

The proposed use is not expected to have an adverse effect upon existing roads and traffic patterns. Signal timing at Burlingame Avenue and Prairie Parkway may be affected and the required traffic impact analysis will provide our Engineering Office with the necessary information to make those adjustments.

(d) The tendency of the proposed use to create any type of blight within the immediate area.

It is unlikely that the proposed use will create blight within the immediate area. Many hallmarks of blight are specifically addressed in the Good Neighbor Plan.

(e) The economic feasibility for the area.

The proposed use is economically feasible for the area.

- (f) *Any other factor as may relate to the public health, safety and welfare for persons and property.*

The addition of the proposed use is not expected to cause a negative public health effect on the surrounding area.

- (g) *That all other provisions of this chapter are met for the proposed use.*

The supportive housing ordinance requires the program operator to submit a Good Neighbor Plan to the City Planner on an annual basis. The standards for this plan will be addressed in the following section of this report.

The supportive housing ordinance distinguishes between emergency shelters, permanent supportive housing, and transitional housing. Based on the Good Neighbor Plan, the applicant intends to provide permanent supportive housing and has selected a lead service agency to provide the appropriate supportive services. These supportive housing units will be available to chronically homeless persons from the Continuum of Care registry.

Exceeding the supportive housing requirements, this development is located within one quarter mile of a dedicated transit stop and a medical clinic is available on-site.

Section 90-417A allows for Supportive Housing Program for more than 10 individuals in FBC-CS after special use approval. Section 90-333 requires that all Supportive Housing programs submit a Good Neighbor Plan to the City Planner on an annual basis. Section 90-207 specifies the required components of a Good Neighbor Plan:

- *Documentation of communications with neighboring businesses and residents;*

The developer mailed residents within approximately 0.3 miles of the project site to invite them to a community meeting held at the Wyoming Public Library on October 18. A subsequent mailing was sent to invite residents to a second community meeting on October 30. The developer had staff available to answer questions at both meetings.
- *Policies for addressing neighborhood concerns;*

No specific concerns are identified in this portion of the Good Neighbor Plan. The applicant does discuss the importance of property maintenance staff developing a good working relationship with City of Wyoming staff.
- *List of rights and responsibilities for residents, when applicable;*

The developer lists a number of community guidelines and lease requirements. The developer did not provide a list of residents' rights.
- *Policy for loitering;*

The developer has a designated several areas on the site for outdoor recreation and gathering. Loitering elsewhere will be enforced according the "Policy regarding trespass/criminal trespass" by staff.

- *Policy for litter;*

The developer's "Policy regarding exterior curb appeal" directs staff to walk the property on a daily basis to identify litter and other exterior concerns. Staff will address any issue through maintenance or cleanup. Staff will notify residents of any personal property that may be collected during these cleanup efforts.

- *Policy for crime prevention and awareness;*

The developer plans to use building access controls and video surveillance cameras to curb crime.

- *Policy for landscape maintenance;*

The developer plans to employ maintenance staff to address landscape maintenance.

- *Description of supportive services, when applicable;*

The developer has designated Community Rebuilders to serve as the lead service agency for the supportive housing units. On-site services will be available 20 hours per week, including but not limited to: tenant stabilization, building support systems, basic tenant needs, benefit assistance, employment related services, physical and mental health, independent living skills, and linkage to other necessary services.

- *Description of services provided for children, when applicable; and*

Community Rebuilders, as the lead service agency, will coordinate services for children as needed through local partnerships.

- *List of partners providing supportive services.*

The developer and Community Rebuilders plan to partner with or provide referrals to: West Michigan Works, Grand Rapids Housing Commission, Arbor Circle, Fair Housing Center of West Michigan, Hope Network, Family Promise of West Michigan, Well House, Community Food Club, Head Start for Kent County, Kent School Service Network, and others.

Section 90-505 specifies the standards to apply to site plan review:

- (1) *Adequacy of information. The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s).*

The site plan contains an appropriate amount of detail to sufficiently understand the proposed development.

- (2) *Buildings. Buildings and structures shall meet the minimum dimensional requirements of this article. Redevelopment of nonconforming structures shall bring the site into closer conformity to the extent deemed practical by the review authority. Expansions to nonconforming buildings shall be as provided for in section 90-903.*

The plan meets the minimum dimensional requirements.

- (3) *Privacy. The site design shall provide reasonable visual and sound privacy for dwelling units located adjacent to the site. Walls, berms, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and the privacy of adjacent uses.*

The plan meets minimum requirements. There are no dwelling units adjacent to the site.

- (4) *Preservation of natural areas. The landscape shall be preserved in its natural state, insofar as practicable, by strategic building placement, minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Insofar as practical, natural features and the site topography shall be incorporated into the proposed site design.*

Existing natural features will not be affected.

- (5) *Drainage. Stormwater management system and facilities shall preserve natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and shall not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or watercourse, or cause alterations which could increase flooding or water pollution on or off the site.*

Adequate stormwater management will be provided at the site and this item is addressed in the conditions for approval.

- (6) *Soil erosion. Measures are included to prevent soil erosion and sedimentation.*

Appropriate measures are provided.

- (7) *Ingress and egress. Every structure and dwelling unit shall be provided with adequate means of ingress and egress via public streets and walkways. Access to the site shall be located and designed to ensure minimal impact on the safety and efficiency of traffic flow along all adjoining roadways. All access points shall comply with the access management requirements of section 90-603.*

Adequate ingress and egress are provided.

- (8) *Emergency vehicle access. All buildings and site circulation shall be arranged to permit emergency vehicle access by practicable means to all buildings and areas of the site.*

Adequate circulation and emergency vehicle access are provided.

- (9) *Vehicular circulation layout. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian pathways in the area. Public streets adjacent or through the proposed development shall be required when it is essential to promoting and protecting public health, safety and general welfare and to provide continuity to the public road system.*

No internal streets are proposed.

- (10) *Pedestrian circulation. The site plan shall provide a pedestrian circulation system which is insulated as completely as is reasonably possible from the vehicular circulation system.*

The site provides limited pedestrian circulation.

- (11) *Traffic impact. The expected volume of traffic to be generated by the proposed use shall not adversely affect existing roads and traffic patterns. Roadway access shall minimize excessive vehicle traffic on local residential streets to reduce the possibility of any adverse effects upon adjacent property. Projects expected to have 50 or more peak hour directional trips or 500 or more vehicle trips daily shall provide a traffic impact study, as outlined in subsection 90-504(3), above.*

The proposed use is not expected to have an adverse effect upon existing roads and traffic patterns. Signal timing at Burlingame Avenue and Prairie Parkway may be affected and the required traffic impact analysis will provide our Engineering Office with the necessary information to make those adjustments.

- (12) *Public services. The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the city or other public agency including, but not limited to, fire and police protection, stormwater management, sanitary sewage removal and treatment, traffic control and administrative services.*

The proposed development can be served by the existing services and utilities.

- (13) *Site redevelopment. Redevelopment of existing sites shall conform to the site improvement provisions of this article to the extent deemed practical by the reviewing authority. The extent of upgrade to site improvements shall be relative to and proportionate with the extent of redevelopment or expansion in accordance with the nonconforming site requirements of section 90-903.*

All site development standards will be met.

STAFF COMMENTS:

(A) *Transitional Housing Text Amendment*

In December 2022, the Wyoming Planning Commission approved a text amendment to allow for transitional housing. That text amendment had its first reading in January and was approved at the City Council meeting in February. This text amendment was crafted with the input of both City Council and Planning Commission, and it allows supportive housing to be located in any Form Based Code zoning district following special use approval.

(B) *Process*

This parcel was rezoned to FBC-CS on September 5, 2023. Now, the developer is applying for special use and site plan approval. If granted, the next step would be applying for building permits and undergoing a plan review by our Inspections team.

(C) *Analysis of Impediments (AI) to Housing Choice and Housing Needs Assessment (HNA)*

The city's 2019 AI and HNA did not identify any shelters or offices of homeless services within the City's borders. Since its adoption, the City has granted special use/site plan approval for a transitional and supportive housing center at 2244 Porter Street SW. The

AI recognized that Wyoming is an active participant in the continuum of care providing homeless services, but identified this as an issue that “may warrant more focused attention.”

(D) Location

This property is located near a Family Fare grocery store, a gas station, Wyoming public schools, numerous commercial businesses, and a public park. The newly proposed City Center trail system also runs adjacent to the site along Prairie Parkway, providing increased non-motorized mobility opportunities throughout the greater Wyoming area. All of these resources are within walking distance, but there are also Rapid bus stops along Burlingame located adjacent to the parcel. The Cherry Health medical center on site is also expected to remain in operation, providing additional health services to the future residents. If this site is developed to include affordable and permanent supportive housing, the proximity of the amenities, services, and employment opportunities will be important components.

Sustainability: The advancement and promotion, with equal priority, of environmental quality, economic strength, and social equity so that a stable and vibrant community can be assured for current and future generations.

The proposed permanent supportive housing will provide more housing opportunities at an affordable price for current and future Wyoming residents, and it will address a need for permanent supportive housing in Wyoming.

The Development Review Team recommends the Planning Commission the supportive housing special land use request and, in a separate motion, approve the site plan, subject to conditions 1-21 below:

1. Ensure proper setback distances are met and provide notation on the site plan.
2. Clarify how existing drives onto site along north property line are addressed with the construction. Provide rights to access neighboring property if needed.
3. Provide a Traffic Impact Analysis for the project. Include impacts for Prairie Parkway and Burlingame Ave, along with Burlingame Ave and 28th Street.
4. All drive entrances shall be radius drive approaches meeting City of Wyoming standards and have a minimum 30 radii.
5. Southern drive entrance on Burlingame shall be right in right out only. Similar requirement for Prairie Parkway drive entrance.
6. Show design vehicle tire templates throughout the site.
7. Show existing utilities for the existing building(s).

8. Clarify how existing easements throughout the site are addressed.
9. Clarify how access to Cell Tower will be addressed.
10. Provide a completed LGROW design spreadsheet for the site.
11. Provide an SESC and grading plan.
12. Provide the following stormwater calculations:
 - a. Map of drainage subcatchments.
 - b. Table detailing subcatchment areas, times of concentration, rainfall intensities, and peak runoff, as well as pipe capacities, flows, velocities, and hydraulic gradelines.
 - c. Detention/retention storage capacities and outlet calculations, if applicable.
13. After construction is complete, Engineering requires the following:
 - a. As-built plans detailing utilities and sewer, grading and floodways (point elevations), and storage volumes, if applicable.
 - b. An engineer's stormwater certification guaranteeing that the stormwater system was constructed as designed.
14. A stormwater maintenance agreement signed by the property owner detailing how the stormwater system will be maintained. A draft agreement must be approved before construction.
15. Provide fire hydrants as needed based on city hydrant spacing and standpipe requirements if required.
16. Fire lane requirements will need an aerial access lane on longest side of the building at least 26 feet wide of the 4 story buildings and minimum of 20 feet wide fire lanes on the balance of the drives.
17. Must meet fire truck turn radius based on city fire requirements.
18. Must provide Knox access systems on the building.
19. Must meet all fire codes through full plan review.
20. Must meet private frontage standards under the Form Based Code.
21. The proposed development requires the issuing of a new address before the Inspections Department will issue permits.

Micele opened the public hearing at 7:13 PM.

Ted Hartzell of 7909 Park Ridge Dr in Jenison, MI spoke in support of the project as a representative of Together West Michigan. He cited a Housing Next study on housing need, mentioned the affordable units proposed for Shea Ravines, mentioned the supportive housing units proposed for Shea Ravines, and referenced the beneficial work of Cherry Health.

Steve Ashmead of 1503 Pontiac in Grand Rapids, MI spoke in support of the project as a representative of Together West Michigan. He cited his experience working as a physician in Wyoming as a factor in his support for the project, both in recognizing the need for housing and the work that Cherry Health does in the community.

Barbara Williams of 250 Diamond Ave in Grand Rapids, MI spoke in support of the project as a representative of Together West Michigan. She referenced the experience of Woda Cooper and asked whether the developer planned to include any barrier-free units.

Marcy Emmelkamp of 1622 Winnick Str in Grand Rapids, MI spoke in support of the project as a representative of Together West Michigan. She praised Woda Cooper, Cherry Health, and Community Rebuilders based on her experience as a social worker in the area.

Micele closed the public hearing at 7:20 PM.

Craig Patterson of 115 N Huron Ave in Mackinaw City, MI spoke on behalf of Woda Cooper Companies. He made the project's engineer, Jusin Longstreth of Moore & Bruggink, available for questions as well. He said that Cherry Health will be a general partner by leasing the property for Shea Ravines to Woda Cooper. He referenced their new project at the corner of Breton and 43rd with 2 buildings and 90 units, where Community Rebuilders is the lead agency.

Smith mentioned the Commissioners were provided with 17 emails commenting on this project prior to the meeting, with 16 in support and 1 against.

A motion was made by Hall, supported by Randall, to grant the special use request for supportive housing located at 2929 Burlingame Ave SW.

A vote on the motion carried unanimously.

A motion was made by Zapata, supported by Randall, to grant the site plan

A vote on the motion carried unanimously.

AGENDA ITEM NO. 2

2. Request for Special Land Use approval for a body shop at 3940 Eastern Avenue (Section 20) (Penske Trucking)

Blair explained that the site is zoned I-2 General Industrial and said that the uses of the surrounding properties are zoned industrial.

Blair said that the applicant, Penske Trucking, is requesting special land use approval to use the site as a truck repair and body shop. In addition, the applicant has submitted plans for a 8,407 square foot building addition which would include a pair of bay doors to allow trucks to enter into the repair and paint bay. Penske will conduct truck and trailer repairs consisting of general and preventative maintenance to their fleet such as collision repair, body repair, and paint work. It is expected that the maximum number of employees working at the site will be 26 employees, operating in 2 shifts. The existing building will continue to be utilized for operations. The existing parking lot contains 86 parking spaces, including two ADA accessible spaces.

Two separate actions are required. The first is regarding the special approval request and the second relates to review of the site plan. Two sets of standards are, therefore, applicable and are addressed as follows:

Section 90-507(3) establishes general review standards for special approval uses:

- (a) *The possible substantial and permanent adverse effect on neighboring property.*
The proposed use is not expected to cause any adverse impact on the neighboring properties. The property is surrounded entirely by industrial uses, both in Wyoming and in the City of Grand Rapids, to the south.
- (b) *The consistency with the spirit, purpose and intent of this chapter.*
The proposed use would be consistent with the overall purpose of the zoning ordinance, as stated in Section 90-101.
- (c) *The possible adverse effect upon traffic as related to the streets, churches, schools and any buildings within the immediate area.*
The proposed use is not expected to significantly impact traffic flows. This was confirmed by the City's Engineering Department.
- (d) *The tendency of the proposed use to create any type of blight within the immediate area.*
It is unlikely that the proposed use will create blight within the immediate area as the subject parcel and the parcels surrounding it are part of an exiting industrial area.

(e) The economic feasibility for the area.

The proposed use is economically feasible for the area, as it is an expansion of an existing business.

(f) Any other factor as may relate to the public health, safety and welfare for persons and property.

The proposed use is not expected to cause a negative public health effect on the surrounding area, as all elements of public health and safety will be addressed during the building permitting process.

(g) That all other provisions of this chapter are met for the proposed use.

There are no additional provisions that need to be met for the proposed use.

Section 90-505 specifies the standards to apply to site plan review:

(1) Adequacy of information. The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s).

The site plan contains an appropriate amount of detail to sufficiently understand the proposed development.

(2) Buildings. Buildings and structures shall meet the minimum dimensional requirements of this article. Redevelopment of nonconforming structures shall bring the site into closer conformity to the extent deemed practical by the review authority. Expansions to nonconforming buildings shall be as provided for in section 90-903.

The plan meets the minimum dimensional requirements.

(3) Privacy. The site design shall provide reasonable visual and sound privacy for dwelling units located adjacent to the site. Walls, berms, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and the privacy of adjacent uses.

The plan meets minimum requirements. While there are no residential or commercial sites adjacent to this property requiring screening, the site is screened from adjacent properties by fencing.

(4) Preservation of natural areas. The landscape shall be preserved in its natural state, insofar as practicable, by strategic building placement, minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Insofar as practical, natural features and the site topography shall be incorporated into the proposed site design.

Existing natural features will not be affected.

- (5) *Drainage. Stormwater management system and facilities shall preserve natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and shall not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or watercourse, or cause alterations which could increase flooding or water pollution on or off the site.*

Adequate drainage is provided.

- (6) *Soil erosion. Measures are included to prevent soil erosion and sedimentation.*

Adequate soil erosion measures are provided.

- (7) *Ingress and egress. Every structure and dwelling unit shall be provided with adequate means of ingress and egress via public streets and walkways. Access to the site shall be located and designed to ensure minimal impact on the safety and efficiency of traffic flow along all adjoining roadways. All access points shall comply with the access management requirements of section 90-603.*

Adequate ingress and egress are provided.

- (8) *Emergency vehicle access. All buildings and site circulation shall be arranged to permit emergency vehicle access by practicable means to all buildings and areas of the site.*

Adequate circulation and emergency vehicle access are provided, per Fire Dept review.

- (9) *Vehicular circulation layout. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian pathways in the area. Public streets adjacent or through the proposed development shall be required when it is essential to promoting and protecting public health, safety and general welfare and to provide continuity to the public road system.*

The circulation pattern is sufficient for access.

- (10) *Pedestrian circulation. The site plan shall provide a pedestrian circulation system which is insulated as completely as is reasonably possible from the vehicular circulation system.*

The site provides adequate pedestrian circulation.

- (11) *Traffic impact. The expected volume of traffic to be generated by the proposed use shall not adversely affect existing roads and traffic patterns. Roadway access shall minimize excessive vehicle traffic on local residential streets to reduce the possibility of any adverse effects upon adjacent property. Projects expected to have 50 or more peak hour directional trips or 500 or more vehicle trips daily shall provide a traffic impact study, as outlined in subsection 90-504(3), above.*

The proposed use is not expected to have an adverse effect upon existing roads and traffic patterns. This was confirmed by the City's Engineering Department.

- (12) *Public services. The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the city or*

other public agency including, but not limited to, fire and police protection, stormwater management, sanitary sewage removal and treatment, traffic control and administrative services.

The proposed development can be served by public services and utilities.

(13) Site redevelopment. Redevelopment of existing sites shall conform to the site improvement provisions of this article to the extent deemed practical by the reviewing authority. The extent of upgrade to site improvements shall be relative to and proportionate with the extent of redevelopment or expansion in accordance with the nonconforming site requirements of section 90-903.

All site redevelopment standards will be met.

The City's Master Plan, Wyoming [re] Imagined was adopted in 2021. The future land use map identifies for the site to be planned for "Business Park," which calls to "Give attention to design quality, landscaping, freight access, traffic impacts, and parking supply with new development within business parks". The applicant has applied for a waiver for landscaping on the site, as the property has already been developed and they are not proposing additional elements near or along the roadway.

Blair said that the Development Review Team recommends the Planning Commission grant special use approval for the proposed bodyshop 3940 Eastern Ave SW, and in a separate motion, grant site plan approval subject to conditions 1-3 below:

- 1.) All signage must comply with Article 7 of the Zoning Ordinance.
- 2.) Applicant will work with The City of Wyoming Fire Dept to address all review comments
 - a. Applicant must meet all fire codes through full plan review if building is modified.
 - b. Applicant must maintain fire access lane 20 ft. wide on the north side of 2290 C building to east fence and maintain service drive west of building for fire access.
- 3.) Applicant will work with The City of Wyoming Engineering Dept to address all review comments
 - a. Applicant will show wheel paths entering and exiting overhead doors on addition.
 - b. Applicant will show watermain restraint lengths and proposed fittings on the site plan.

Micele opened the public hearing at 7:36 PM. There was no public comment and the public hearing was closed.

A motion was made by Weller, supported by Zapata

A vote on the motion carried unanimously.

A motion was made by Hall, supported by Randall.

A vote on the motion carried unanimously.

OLD BUSINESS

NEW BUSINESS

AGENDA ITEM NO. 3

3. Request for Site Plan Approval of a building addition at 1415-1425 Burlingame Ave SW (Section 15) (Michigan Foam Products)

Blair said that the site is currently zoned I-3

Michigan Foam Products, a wholesale grocery distribution company, is proposing to construct a 28,270 square foot building addition onto its existing 39,910 square foot facility. This addition is proposed to the north of the existing building, along the north face of the facility, to provide additional space for the existing use to expand. The property contains 4.16 total acres of land and can currently be accessed on the east side of the lot off of Burlingame Avenue. An additional access drive is being proposed on the northeast side of the property along Burlingame Avenue, with additional loading docks for the proposed addition. The site will provide 44 total parking spaces.

Section 90-505 specifies the standards to apply to site plan review:

- (1) *Adequacy of information. The site plan shall include all required information in sufficiently complete and understandable form to provide an accurate description of the proposed use(s) and structure(s).*

The site plan contains an appropriate amount of detail to sufficiently understand the proposed development.

- (2) *Buildings. Buildings and structures shall meet the minimum dimensional requirements of this article. Redevelopment of nonconforming structures shall bring the site into closer conformity to the extent deemed practical by the review authority. Expansions to nonconforming buildings shall be as provided for in section 90-903.*

The plan meets the minimum dimensional requirements.

- (3) *Privacy. The site design shall provide reasonable visual and sound privacy for dwelling units located adjacent to the site. Walls, berms, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and the privacy of adjacent uses.*

The plan meets minimum requirements, as there are no residential uses adjacent to the property which require screening.

- (4) *Preservation of natural areas. The landscape shall be preserved in its natural state, insofar as practicable, by strategic building placement, minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Insofar as practical, natural features and the site topography shall be incorporated into the proposed site design.*

Existing natural features will be maintained and are not affected by the proposed development.

- (5) *Drainage. Stormwater management system and facilities shall preserve natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and shall not substantially reduce or increase the natural retention or storage capacity of any wetland, water body, or watercourse, or cause alterations which could increase flooding or water pollution on or off the site.*

Developer will work with Engineering Department to confirm adequate stormwater management at the site.

- (6) *Soil erosion. Measures are included to prevent soil erosion and sedimentation. Appropriate measures are provided.*

- (7) *Ingress and egress. Every structure and dwelling unit shall be provided with adequate means of ingress and egress via public streets and walkways. Access to the site shall be located and designed to ensure minimal impact on the safety and efficiency of traffic flow along all adjoining roadways. All access points shall comply with the access management requirements of section 90-603.*

Adequate ingress and egress are provided, as confirmed by the Engineering Office.

- (8) *Emergency vehicle access. All buildings and site circulation shall be arranged to permit emergency vehicle access by practicable means to all buildings and areas of the site.*

Adequate circulation and emergency vehicle access are provided.

- (9) *Vehicular circulation layout. The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian pathways in the area. Public streets adjacent or through the proposed development shall be required when it is essential to promoting and protecting public health, safety and general welfare and to provide continuity to the public road system.*

Adequate vehicular circulation is provided, as confirmed by the Engineering Office.

- (10) *Pedestrian circulation. The site plan shall provide a pedestrian circulation system which is insulated as completely as is reasonably possible from the vehicular circulation system.*

The site has limited internal pedestrian circulation. However, the site in question is an existing industrial use, and there is little expected pedestrian traffic.

- (11) *Traffic impact. The expected volume of traffic to be generated by the proposed use shall not adversely affect existing roads and traffic patterns. Roadway access shall minimize excessive vehicle traffic on local residential streets to reduce the possibility of any adverse effects upon adjacent property. Projects expected to have 50 or more peak hour directional trips or 500 or more vehicle trips daily shall provide a traffic impact study, as outlined in subsection 90-504(3), above.*

No adverse impact on existing roads or traffic patterns are anticipated. The City's Engineering Department has confirmed that a traffic impact analysis report is not necessary for this project.

- (12) *Public services. The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the city or other public agency including, but not limited to, fire and police protection, stormwater management, sanitary sewage removal and treatment, traffic control and administrative services.*

The site can be serviced by existing public utilities and services.

- (13) *Site redevelopment. Redevelopment of existing sites shall conform to the site improvement provisions of this article to the extent deemed practical by the reviewing authority. The extent of upgrade to site improvements shall be relative to and proportionate with the extent of redevelopment or expansion in accordance with the nonconforming site requirements of section 90-903.*

Site improvement provisions will be met.

The City's Master Plan, Wyoming [re] Imagined was adopted in 2021. The future land use map identifies for the site to be planned for "Industrial" uses. The proposed building addition and its usage would remain consistent with this business park/light industrial vision.

Sustainability: The advancement and promotion, with equal priority, of environmental quality, economic strength, and social equity so that a stable and vibrant community can be assured for current and future generations.

The proposed project supports continued redevelopment on existing industrial uses. Overall, the proposed development conforms with the City of Wyoming Sustainability Principles.

The Development Review Team recommends that the Planning Commission grant Site Plan Approval for construction of the proposed building addition at 1415-1425 Burlingame, subject to conditions 1-2 below:

- 1) Developer will coordinate with the City of Wyoming Engineering Dept to address

comments made in their review:

- a. A retention basin HWL of 608.59 feet is specified on the plans; however, in the retention storage calculation table the basin has a storage volume of 1.14 acre-feet (49,850 cubic feet) at an elevation of 609 feet. Based on the LGROW spreadsheet flood control results, should the HWL be at 609 feet? Please clarify.
 - b. Provide a spill containment cell instead of a forebay for the retention basin. A spill containment cell is similar to a forebay, but also includes an impervious liner and backwards-laid outlet pipe to trap a floatable pollutant. Additional information on spill containment cells may be found on Page 53 of Appendix 3 in the Wyoming Stormwater Standards Manual.
 - c. Provide soil bore or test pit results in the vicinity of the proposed retention basin.
 - d. Specify the seed mix proposed for the retention basin. I recommend planting a rain garden or bio-infiltration mix.
 - e. Install SESC blanket or equal to stabilize the pond banks.
 - f. Provide a 10-foot offset between the basin HWL and adjacent property lines.
 - g. Include a note that the retention basin will be the first item of construction.
 - h. Please show the easement for the existing sanitary sewer extending through the site. The existing easement appears to only be about 10 feet wide. Since the sewer in that area is a little over 10 feet deep, the City may request a wider easement.
 - i. Proposed drive construction shall accommodate access to the north.
- 2) Developer will coordinate with Fire Department to address comments made in their review:
- a. Private hydrants need to be painted red.
 - b. Fire access lanes will need to be maintained around the building and the east side of the new addition parking lot will be used as a fire access lane. Signage will be required on the north fire lane and west turn around lane.
 - c. Developer must provide Knox Fire access systems.

Todd Grassman introduced himself and explained the proposal for Michigan Foam to move from 1820 Chicago Dr to the subject parcel. Grassman also explained the need for the business to expand and notes that this is the reason for this plan review. He also noted that the existing building is roughly 40,000 sq ft, and this project would have Michigan Foam adding between 20,000 and 30,000 sq ft of additional building space for their business. Lastly, Grassman offered to answer any questions the Commissioners may have.

A motion was made by Zapata, supported by Weller, to grant site plan approval of a building addition at 1415-1425 Burlingame Ave SW.

Hall asked whether EPS recycling would be available on-site and whether that service would be open to the public. Grassman answered in the affirmative to both.

Randall asked if there would be an expansion of the workforce. Grassman responded that they hope to add staff and mentions that, with additional product being manufactured, they anticipate

there would be at some point. Grassman clarified that they have not made any commitments as of yet, he but expects growth.

A vote on the motion carried unanimously.

INFORMATIONAL

Learning & Growth

Krashawn Martin, Parks and Recreation Director, spoke to the board regarding the Parks and Recreation Master Plan. Martin introduced Rick Stout who gave a presentation about the Master Plan process.

PUBLIC COMMENT

Micele opened the public hearing at 8:14 PM. There was no public comment and the public hearing was closed.

OTHER BUSINESS

A motion was made by Randall, supported by Zapata, to excuse Lamer and Smart.

ADJOURNMENT

The meeting was adjourned at 8:15 PM.

Audrey Zapata, Secretary
Wyoming Planning Commission

Ashley Dent, Recording Secretary
Wyoming Planning Commission