

SITE PLAN REVIEW

Prepared for: Onekama Township Planning Commission

By: Suzanne M. Schulz, AICP

Date: May 22, 2017

DESCRIPTION

Project: Portage Point Inn and Ballfield

Applicant: Windfalls Landing, LLC (dba Portage Point Inn & Marina/Robert Gezon)

Address: 8567 S Portage Point Drive (Portage Point Inn and Marina), Parcel No. 51-11410-0540-00 *et.al.*, and Parcel No. 51-11-370-095-00 *et.al.* (Ballfield), Sections 28-29, T23N R16W, Onekama Township

Requesting: **Amendment to an existing Special Use Permit (SUP) approval¹**

Plans: Nordland & Associates (SP1.0 and SP2.0) dated June 2016, and Integrated Architecture dated February 27, 2016 (building elevations and floor plans)

Zoning: RR-3 Resort Residential 3

Requirements: Article 94 Site Plan, Section 9406 Detailed Site Plan²

Overview:

- The applicant is proposing to renovate and make additions to the existing Portage Point Inn Hotel and Casino buildings, restaurant and bar, kitchen and laundry, pool and spa, and conference/wedding center. This includes the conversion of thirty-six (36) one-bedroom hotel units into “hotelminiums”.
- New construction is proposed at the Inn for a ~8,800 sq ft boat house, boat ramp with full service marina (to include fueling station and boat wash), an addition of 38 boat slips (to total 80 on-site), and 7 doll house cottages.
- New construction is proposed for a 50,100 sq ft boat barn for the purposes of 129 indoor parking spaces, boat storage and re-manufacturing area; a 2,800 sq ft sales shop/parts/storage locker/shower wing; and 1,100 sq ft West Marine Franchise retail outlet. The site will include 109 outdoor parking spaces for automobiles and trailers. In addition, 6 doll house cottages are proposed.

SITE PLAN REVIEW FOR COMPLETENESS

Sections 9404. A-G. and 9405 A-I. BASIC and MEDIUM site plan submittal requirements shall include: property, identified by parcel lines and location and size; natural features such as wooded lots, water bodies, wetlands, high risk erosion areas, steep slopes and similar features; location of existing and proposed structures; and identification of any changes or modifications that would require any applicable agencies' approval.

Finding: All information has been substantially submitted for the Portage Point Inn (PPI) site (Ex 35, SP1.0) to allow for project review. The degree of detail required for the property is largely dependent upon the Zoning Administrator's review of the submittal and the relevance of the required information to the question/s under consideration. The presence of existing trees has not been provided for the ballfield site, where the greatest amount of physical change is proposed (Ex 35, SP2.0). This information would be useful. According to Mr. Gezon³, a wetlands

¹ Special Land Use (SUP) approval issued on May 15, 2014. Special Use Permit Application to amend submitted by Windfalls Landing LLC dated March 29, 2016.

² Onekama Township Zoning Ordinance of 1991, as amended through March 2014.

³ Interview conducted with Mr. Bob Gezon on March 27, 2017

determination was done for the ballfield property. A silt fence has been installed to protect the area. This information should be included in the record.

Section 9406.A-H. DETAILED site plan submittal requirements shall include: proposed location of any open spaces, landscaping and buffering features; proposed finished floor and grade line elevations; pedestrian and vehicular circulation; topography; generalized soil analysis data; and soil erosion and sedimentation control measures.

Finding: Information for PPI is substantially complete. Existing topography for the ballfield site is not present. Soils information can be gleaned from information contained in the Township Master Plan. Soil erosion/sedimentation control measures will need to be detailed for Manistee County permitting, where the technical capacity for review exists. The amount of earth disturbance proposed on both locations does not raise concerns about the ability to manage soils on the property with adherence to proper protocols. Areas of steep slopes remain undisturbed.

Section 9407.B1-8 SPECIAL GROUNDWATER PROTECTION provisions apply to both the Portage Point Inn property as well as the Ballfield, given that proposed activities within the Boat Barn include repair and cleaning. Submittal requirements shall include locations of: exterior areas and structures to be used for storage, use, loading/unloading, recycling, or disposal of hazardous substances; storage tanks; drains, catch basins, and retention areas including points of discharge; all water wells onsite and within 150 feet of each parcel; any potential areas of contamination, and submission of a "Hazardous Substances Reporting Form for Site Plan Review", submission of the "State/County Environmental Permits Checklist". Additional information may include a Manistee County Groundwater Staff site plan review report, at the option of the Commission or Zoning Administrator.

Finding: Septic tank/fields have been described by the applicant as being located adjacent to the Casino building. A 100 sf sewage pump station is shown behind the new kitchen area. If there is a drain field, this should be identified as well. It may be desirable for the Township to request a condition and capacity analysis of the existing septic system. The jurisdiction for this, however, is controlled by the MDEQ. The system is currently permitted to operate as it does now. Any changes to the system will require MDEQ approval.

Proposed fueling tanks are illustrated on the site plan as being within the parking lot/lawn area in front of the Casino.⁴ Septic tank/fields and storage areas at the ballfield site have been identified on the east side of the property. According to the applicant, all water wells within 150 feet were located and placed on the site plan.⁵

According to the applicant, a hazardous review form from the Township is unavailable. Per testimony⁶, Mr. Gezon has agreed to comply with Michigan Clean Marina Certification⁷ and be subject to all county, state, and federal requirements for hazardous materials, handling, and operations. The Michigan Clean Marina Program (<http://www.miseagrant.umich.edu/michigan-clean-marina-program/>) requires certification of staff with routine training of hazardous materials; including emergency response protocols. A separate evaluation of the marina design, *Portage Point Inn Marina Technical Review* conducted by Edgewater Resources, includes comment regarding the safety of the fueling system.

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⁵ Interview conducted with Mr. Bob Gezon on March 27, 2017.

⁶ Bob Gezon testimony to the Planning Commission on July 7, 2016.

⁷ Michigan Sea Grant, Michigan Department of Environmental Quality, and Michigan Boating Industries Association.

Storage areas would consist of a concrete floor and concrete wall that extends a minimum of four (4) feet in height for secondary containment of any potential contaminants.⁸ This information should be made part of the record. The review and approval of potentially hazardous uses and associated operations are subject to the review and approval of Manistee County and the MDEQ.

The location of drains, catch basins, and retention areas including points of discharge is provided in part for the Portage Point Inn site, but not for the ballfield site. Drainage swales are identified on the PPI site plan in several locations. There would generally be no point of discharge as the swales would be constructed to allow for infiltration. Similar to soil erosion/sedimentation control measures, stormwater management will need to be detailed for Manistee County permitting, where the technical capacity for review exists.

Additional Information

Two other consultant reports were prepared as part of this project evaluation. The first report, *Portage Point Inn Marina Technical Review*, was conducted by Edgewater Resources⁹. A second report to evaluate the traffic and circulation aspects of the proposed redevelopment was conducted by Progressive A/E.¹⁰ The findings of these two reports have been incorporated to this memo as appropriate.

PORTAGE POINT INN SITE PLAN REVIEW (Ex 35, SP1.0)

The following review comments pertain to the Site Plan as submitted. Excepting the proposed Boat House and Marina, site modifications are generally limited to renovations of existing structures, parking, landscaping, and ancillary features (such as a fish cleaning station and gazebo). Trees are shown on the site plan adjacent to parking areas.

Article 10 - General Provisions

- *Section 1003, Part A. "Any activity involving the use or storage of flammable or explosive materials shall be protected by adequate fire-fighting and fire suppression equipment and by such safety devices as are normally used in the handling of such material."*
 - Per the Site Plan Review comments, additional information on fuel storage and flammable materials areas should be provided.
- *Section 1007 Water Protection. 40' required setback except for docks, stairs, decks and patios that are not more than 1' above ground.*¹¹

And

- *Section 1031 (C) Sidewalks, Patios, Driveways. Constructed at grade are exempt from setback requirements, excepting that placement of impervious surfaces is prohibited within a setback distance of fifty (50) feet from the high water mark of wetlands, streams, and water bodies.*¹²
 - Setbacks are generally satisfied, with several exceptions.

⁸ Interview conducted with Mr. Bob Gezon on March 27, 2017.

⁹ *Portage Point Inn Marina Technical Review*, by Edgewater Resources, March 10, 2017.

¹⁰ *Site Plan and Traffic Review* technical memo by Progressive A/E, Mr. Peter C. LaMourie, PE, PTOE; April 28, 2017.

¹¹ Of particular note, it is within the 1995 approval that the terminology for the "Hotel" changes to "Waterfront Resort Complex" and that the PPI shall be considered as a "Planned Unit Development" which allows for greater flexibility with dimensional requirements, including reduced setbacks in identified environmentally sensitive areas. Such waivers are allowed where it is "necessary to protect the environmentally sensitive area or to enhance the environmentally sensitive area for passive recreational value."

¹² For the purposes of this review, the interpretation was made that parking spaces would also be included within this provision although they are not specifically mentioned.

- The Boat House setback as proposed is ~43' to the face of the building to the leading edge of the shoreline dock. The distance between the porch face and the leading edge of the shoreline dock is ~23'. Given there is no exception provided in the ordinance for above-grade construction within 40', the roof/upper level deck of the patio must be removed. The patio at the ground level must have a pervious surface.
 - The proposed gazebo is considered an accessory structure and sits ~25' from the leading edge of the shoreline dock. The structure must be moved so that it has a setback of 50', or a deck may be substituted within 40' from the water body.
 - Building drawings suggest the placement of a gazebo or other structure at the dock end. Additional information is required as to what this structure is, its size, and height. A zoning variance will likely be needed for this structure.
 - The proposed parking lot adjacent to the Boat House does not meet setback requirements, unless it is constructed of porous asphalt. Impervious surfaces are prohibited.
 - The proposed sidewalks around the boat house do not meet setback requirements, unless they are constructed of porous concrete or crushed stone.
- *Section 1016 Vehicular Parking Space, Access and Lighting.*

Portage Point Inn Parking Calculations

Land Use Type	Required		Listed (per parking calcs)	Per Plans
Dwellings (76)	2 spaces/1 unit	152 ¹³	96	78 ¹⁴
Assembly (397)	1 space/3 occupancy	132 ¹⁵	18	18
Marina (80)	.75 space/1 boat slip	60	36	31 ¹⁶
Retail ¹⁷	1 space/100 sq ft			
Total		344	150 ¹⁸	133 ¹⁹

Parking requirements and proposed supply have been detailed above. Parking calculations do not include employee parking, as required in Part B. of one (1) space for every two (2) persons employed at the establishment. However, it should be noted that the proposed development would have a condominium owner also owning a boat slip; meaning that if all 75²⁰ condos/slips were sold as proposed then 56 parking spaces would be counted for the same owners. There may be several peak times where parking might be a challenge but given the seasonal nature of

¹³ Hotel condominiums (26) + Terrace and Pavilion condominiums (28) + Doll House cottages (7) + Existing Cottages (5) + Existing Beach Lodge condominiums (8) + Boat House (1) + Recreation Building (1) = 152.

¹⁴ With modifications to site plan, an additional 12 functional parking spaces can be added to the Portage Point Inn property.

¹⁵ Casino (54) + Restaurant/Bar/Banquet Facility (343) = 397 NOTE: calculations do include patio dining (50 seats) but does not include outdoor seating at the fire pits/outdoor lounge area

¹⁶ Fish cleaning station includes 5 public parking spaces, not to be included in parking count.

¹⁷ If Casino is used for retail purposes, assuming building is ~3,120 sq ft then ~31 parking spaces would be required if not used for assembly purposes.

¹⁸ The sum of the parking spaces listed as “provided” on the plans totals 150, however, at the bottom of the page the total is reflected as 143 spaces. There are seven (7) spaces that should not be allowed in drive areas as shown, which may reflect the difference in numbers.

¹⁹ Plans for the Boat Barn reflect 129 indoor parking spaces and 109 overflow “flex” parking spaces = 238 spaces; providing a total of 371 parking spaces as proposed.

²⁰ An additional 5 slips are proposed for non-motorized boats/rentals, to equal 80 total slips. It is not assumed that condo owners would own non-motorized boat slips.

the use it should not be expected that parking be provided in a manner to account for all circumstances. The amount of on-site parking identified, in combination with a reasonable amount of overflow parking at the ballfield, is deemed sufficient for the site.

The *Site Plan and Traffic Review* technical memo prepared by Progressive A/E²¹ was referenced for this analysis:

- Trip generation analysis revealed that an additional 26 vehicle trips could be anticipated to the Portage Point Inn site during weekend peak hour, which would be on Saturdays. The proposed use of shuttles from the Boat Barn site of employees was taken into consideration.
- The road capacity of Portage Point Drive is 10,000 to 11,000 vehicles per day. Although summer season traffic counts are not available, in the words of the consultant, "Portage Point Drive is likely not anywhere close to its empirical capacity even during peak periods."

Design changes are suggested to improve safety and function. Comments by Progressive A/E have been incorporated here for site access, circulation, and parking:

- The small traffic circle proposed at the transition point between the primary and local sections of Portage Point Drive, at 9th Street, will help calm traffic and result in slower speeds. However, the current offset of the center of the circle may result in some drivers not circulating counterclockwise as is typical and expected. This could result in driver confusion and safety issues. Efforts should be made to shift the center of this circle +/-10 feet westward to provide a more efficient and safer layout. Such efforts should include close coordination with the Manistee County Road Commission as their approval is required.
- Proposed 90-degree on-street parking on the south side of the Inn, near to the Boat House (7 spaces), should be relocated given the limited sight distance in this area. Perhaps that parking could be incorporated within a revised layout of the southern parking lot just south of the boathouse. It may be better to eliminate the turn-around and extend an exit-only drive with angled parking to connect to the road. This would allow the sidewalk along S Portage Point Drive to continue and connect to the public fishing pier.
- Spacing between the two proposed site driveways to Portage Point Drive on the west side of the Inn is poor given the horizontal curvature and related acute angle that exiting drivers would have to use to look for oncoming traffic. Even though traffic speeds may be low in this section, consideration should be given to combining these two driveways into one driveway.
- The parking lot adjacent to the doll house cottages is not large enough to warrant two driveways. Given the need to simplify operations along Portage Point Drive, the proposed northern driveway should be eliminated. As it is currently drawn, three (3) of the six (6) on-street parallel parking spaces are unusable on the west side of the road. Closure of the drive retains the three (3) spaces and allows for the construction of five (5) additional spaces in the lot. There should be a small bulb at the end of the lot to allow for vehicle turning movements in the last spaces.

²¹ *Site Plan and Traffic Review* technical memo by Progressive A/E, Mr. Peter C. LaMourie, PE, PTOE; April 28, 2017.

- The four (4) dashed parking spaces identified within the driveway nearest to the restaurant cannot be counted. If this drive were closed then an additional four (4) spaces could be added. Valet operations are preferred over the parking spaces.
- The sidewalk as shown goes through the proposed Bike Rental building nearest to S. Portage Point Drive. Is it possible for it to go around?
- The Underground Storage Tank (UST) locations are identified as being in the vicinity of the handicap parking spaces nearest to the Restaurant/Bar/ Conference Center. Fueling truck movements should be understood by the Planning Commission.
- The southern-most parking lot, located next to Boat House and fishing pier, does not have a landscape buffer between it and the sea wall although the site grades slope towards the lake. A more detailed plan that shows site grading and the elevations of the wall, parking lot, and Boat House should be provided. Within the PUD, there is a greenbelt requirement that, where so required and specified, “shall be at least ten (10) feet in width and landscaped...”
- *Section 1028, Impervious Surface Coverage. Impervious surfaces of the development of the property shall not cover more than 35% of the total parcel; including but not limited to building roofs, sidewalks, driveways, parking lots, concrete or stone patios.*

This information has not been provided. The applicant should submit a calculation for impervious surface coverage. Portage Point Inn has non-conforming rights to surface coverage, but new construction should be considered under this provision.

Article 42 – Resort Residential – RR3

Section 4203. Special Land Uses. Part E. Waterfront resort complexes.

The Portage Point Inn is a Special Land Use. A separate use review was done for this property and the Boat Barn in a companion document.

Section 4204. Regulations.

- The minimum requirements are satisfied. The new doll House cottages do not satisfy the minimum width requirement of Part E. of twenty (20) feet, but are twenty (20) feet in length. The definition of Waterfront Resort Complex includes: “*a series of attached, semi-detached, or detached hotel rental units and/or condominiums*”. Design (Part C) states that a complex “*shall be designed and constructed in such a manner as to maintain the character of the immediately surrounding areas*”. If considered as a PUD, it is possible for this dimensional requirement to be taken into consideration.

Other Considerations

Lack of Specific Guidance: Marinas and Sensitive Environmental Features

This review addresses the requirements as described in the Onekama Township Zoning Ordinance. What is equally important to discuss is what is not contained in the Zoning Ordinance. There are no size, setback, screening, or operational requirements for the following:

- Marinas; including fueling stations, fuel storage, fuel docks, repairs, storage and launching of water craft and the sale of marine stores.
- Sensitive environmental features; including wetlands, sensitive soils, woodlands, buffers, and steep slopes.

These two topics, in particular, are important as there have been environmental concerns raised by members of the community regarding the impact of a proposed marina at Portage Point Inn.

Although *Article 94, Section 9407 Required data of a site plan involving special groundwater protection provisions* describes additional location-related information to be added to a Site Plan, there are no clear regulations in the Zoning Ordinance pertaining to the environment (other than that for impervious surface coverage (*Article 10*); nor is specific guidance found under *Section 9410 Standards for Site Plan Review*. Therefore, the matter of compliance with standards will be somewhat subjective.

The Marina use will be reviewed under the Special Use section, given that there are no review requirements under Site Plan Review. There are standards for conditions of site plan approval (Section 9412) contained in the ordinance, but those are not review standards. A technical review²² of the proposed site plan and marina operations has been produced as part of project evaluation. This report should be referenced for additional detail regarding navigational density, site design, protection of riparian rights of adjacent land owners, accessibility and ADA compliance, swimmer safety, and environmental impacts. Dredging activities as proposed will require MDEQ and US Army Corp of Engineers permits.

Rights-of-Way

The Site Plan for PPI (Ex 35, SP01) does not reflect the public rights-of-way for 7th and 9th Streets. Through an agreement with Onekama Township, the Township relinquished its rights to these road ends in exchange for an alternative location on the south end of the Portage Point property; including a 5-space parking lot and a fishing pier. The applicant must still vacate these street ends to be able to construct the Boat House and insure private use of the proposed boat launch. In reviewing earlier discussions the topic of road ends and rights has arisen on several occasions.

Building Elevations

The proposed building elevations on the renovated portions of the Portage Point Inn, as well as proposed new construction (Boat House) are generally in keeping with the character of the property. According to the Secretary of Interior Standards for historic structures, new construction or building additions should be “of its time” and not try to mimic the original architecture of the structure. The Boat House, as a newly constructed building, respects the original building with the window spacing and similar roof line. Windows should be added on the first floor, north facing façade in the office space and transom windows could be added in the women’s restroom area.

The greatest change to the existing structure may be the entry. Additional detail on the design of the hotel entrance would be useful for additional review. According to the applicant²³, the new municipal sewage system will likely impact the design of the west side of the hotel; the new entry cannot be put in until it is determined where the pumping station and hookups will go. Final sewer system design must first be completed before building design can proceed.

RECOMMENDATIONS for PORTAGE POINT INN

Generally, there are no significant concerns regarding the site plan as submitted, although some site modifications are required. The Portage Point Inn Site Plan generally complies with all applicable regulations of this ordinance and specifically to the zone district in which it is situated. Please refer to the *Planning Commission Discussion Guide* for the identification of additional information needs and necessary decisions to be made by the Planning Commission. Depending upon question responses, site plan changes will be required and/or conditions imposed so that the project will comply with all of the provisions of the Onekama Township Zoning Ordinance.

²² *Portage Point Inn Marina Technical Review*, by Edgewater Resources, March 10, 2017

²³ Interview conducted with Mr. Bob Gezon on March 27, 2017.

PORTAGE POINT INN - BALLFIELD SITE PLAN REVIEW (Ex 35, SP02)

A Boat Barn is proposed to be located on a vacant lot that has served the Portage Point Inn as a site for accessory uses²⁴. A marina facility as an accessory use to the Portage Point Inn & Marina is requested. This would consist of a facility for the purposes of boat storage and a re-manufacturing area that would have the capacity for 129 indoor parking spaces during summer peak; a 2,800 sq ft sale shop/parts/storage locker/shower wing; and 1,100 sq ft West Marine Franchise retail outlet. The site will include 109 outdoor parking spaces for automobiles and trailers. In addition, 6 doll house cottages are proposed. The Inn is considered a Waterfront Resort Complex in the RR-3 Resort Residential Zone District. A Waterfront Resort Complex requires a Special Use Permit. "A Marina shall be an accessory use of a Waterfront Resort Complex..."²⁵

The Site Plan (Ex 35, SP02) submitted for Boat Barn and corresponding building elevations have been evaluated against the Onekama Township Zoning Ordinance.

Building Elevations

- The Boat Barn is a large, 50,100 square foot building that extends 50 feet in height²⁶. The massing and scale of the building is significant for a residentially zoned area. Windows are not proposed on the main street frontage along Portage Point Drive. A smaller, single-story storefront building with a flat roof is proposed on the east side of the property (away from Portage Point Drive, along Seymour Avenue).
- Six (6) "doll house" cottages are proposed to be relocated to the Ballfield site, to be placed in front of the Boat Barn along the frontage of Portage Point Drive, which would also have a sidewalk in front of the units.

Parking, Access and Lighting (Article 10, Section 1016)

- The site has adequate parking. The applicant proposes 261 parking spaces (129 indoor and 109 overflow "flex" parking for cars and trailers).

Land Use Type	Required		Provided (per applicant)	Per Plans
Dwellings (6)	2 spaces/1 unit	12	12	12
Retail (1,100 sq ft)	1 space/100 sq ft	11	11	11
Shop (2,800 sq ft)	1 space/200 sq ft	14	Large amount of overflow parking is provided	
Boat Barn Parking			129	129
Overflow Flex Parking			109	109
	Total	37	261	261

- A curb cut is proposed at Portage Point Drive to service six (6) parking spaces as part of the relocation of the doll houses.

²⁴ As an accessory use, there is a history of Special Use Permit (SUP) consideration being granted for the Ballfield property in prior approvals (1984, 1995, 2000, and 2014 (Exhibits 4, 12, 13, and 21, respectively)) related to the Portage Point Inn. Use of the property for parking, as well as approvals for the construction of an accessory structure, are documented. Contained within the 1984 SUP is a definition of "Premises" which "means all real property covered by this Special Use Permit, including the area commonly known as the "ballfield". The 1995 and 2014 definitions of "Premises" are "the real property... together with the noncontiguous area commonly known as the "ballfield".

²⁵ Article 5, Section 5.03. Definitions. "WATERFRONT RESORT COMPLEX"

²⁶ Article 10 General Provisions Section 1008. Height. "Non-dwelling buildings or structures, other than accessory buildings or structures, may be erected or altered to a height not exceeding 50 feet if approved by the Zoning Board of Appeals pursuant to its power to grant variances, or the Township Planning Commission in connection with a Special Land Use Permit."

- Sidewalks are provided in front of the doll houses, and along the western edge of Seymour Avenue up to the Boat Barn driveway.
- The Site Plan and Traffic Review Analysis by Progressive A/E expressed concerns regarding sight distances looking north from the proposed doll house cottages; this will need to be reviewed with the Manistee County Road Commission.
- The Seymour Ave drive approach to the Boat Barn is proposed at sixty-eight (68) feet; the road right-of-way width is forty (40) feet. Information as to the rationale for this width is necessary, as “such wide driveways can lead to vehicles entering and exiting at a wide variety of angles and locations that can lead to safety issues both on-site and within the public road right-of-way.”²⁷
- The drive that services the parking lot along Seymour Avenue is located ~3 feet of the property line. It is anticipated that the site grade and the lack of depth between the property line and the pavement will not allow for robust screening.

Landscaping and Screening

- No buffers are proposed surrounding the overflow parking lots for cars and trailers (flex) off of Pindar Way. These lots directly abut residential properties. In addition, the parking lot facing Seymour Avenue does not have room for sufficient landscaping.
- Landscape screening may be required in a PUD, as determined by the Planning Commission.²⁸
- Site topography and grading information has not been provided. Therefore, it is not known what the level of visual impact of the building on surrounding properties might be.

Environment

- The eastern-most portion of the site contains wetlands – as depicted on the “Sensitive Landscapes” map contained within the Onekama Township Master Plan. A portion of the property may also be located in the floodplain.
- The southern portion of the Ballfield site is within the *Riparian Buffer* area as identified on “Watershed Priority Areas” map in the Onekama Township Master Plan. Stormwater management, wetland impacts, and soil clearance and site grading are important considerations.
- The Zoning Ordinance does not contain a wetland setback for structures as it only addresses “water bodies” meaning any lake or pond. It does, however, require that impervious sidewalks, patios, and driveways must be located fifty (50) feet from a wetland. Parking areas as proposed appear to be unimproved and would therefore not fall under this setback requirement unless/until the site is paved.
- *Section 1028, Impervious Surface Coverage. Impervious surfaces of the development of the property shall not cover more than 35% of the total parcel; including but not limited to building roofs, sidewalks, driveways, parking lots, concrete or stone patios.*
 - This information has not been provided. The applicant should submit a calculation for impervious surface coverage.

²⁷ *Site Plan and Traffic Review* technical memo by Progressive A/E, Mr. Peter C. LaMourie, PE, PTOE; April 28, 2017.

²⁸ Article 88 – Planned Unit Development, Section 8804. Part B.4. Greenbelt Requirement. “Then necessity for, and specifications of, a greenbelt around the perimeter of a development shall be determined by the Commission during site plan review. Any greenbelt so required and specified shall be at least ten (10) feet in width and landscaped and maintained with at least one (1) canopy tree, two (2) understory trees, and three (3) shrubs for each one hundred (100) linear feet of greenbelt.”

RECOMMENDATIONS for BALLFIELD SITE

Doll House Cottages

It is recommended that the Planning Commission consider removing the doll house cottages from the Site Plan. The juxtaposition of the small cottages against the Boat Barn is likely to over-emphasize the size of the marina facility building. The doll houses may also not be considered in scale with nearby residential structures, which to the immediate north are three-stories in height. The sidewalk that is proposed does not connect to anywhere and should be removed unless it is anticipated that additional sidewalk will be installed along S Portage Point Drive.

Boat Barn

It is recommended that the Planning Commission consider “flipping” the marina facility building so that the smaller, retail component and storage facility are placed along Portage Point Drive. The Boat Barn could be moved back to the proposed East setback line as shown on the plans. This modification would accomplish several things:

- The building façade is softened from a generally blank, 50-foot building façade along Portage Point Drive to a building face with windows and a single-story building in front of the larger building.
- The largest portion of the building is setback behind the homes along Portage Point Drive; the back of which is along a non-buildable wetland area.
- More active areas of the building are moved along Portage Point Drive rather than Seymour Avenue, which lessens potential impacts to neighbors and the wetlands.
- The storage facility area, which will contain hazardous materials, is moved away from the wetland area; and, in general, activities are removed from the back of the building to the front.

Design considerations to support the character of the area and minimize the visual impact of the Boat Barn on nearby residential neighbor may include:

- A large building of this type is a challenge to “soften”, general methods include: change in color (darker colors preferred), articulation in the façade with the addition of windows or recesses in the façade to add shadow and depth, change in materials to add texture, a clear roof line/eave and a defined base.
- The single-story portion of the building could be designed to reflect the character of the Portage Point Inn through the use of similar materials. If the smaller building were painted white and the Boat Barn was a darker color (such as a forest green) this would assist in de-emphasizing the building mass.
- Windows and high-quality materials placed on the façade should wrap ~30 feet around the front-facing sides (NW and SW building corners).
- A heavy evergreen landscape screen should be planted on the north and south sides of the building, between the building and the lot line (north side) and the building and Seymour Avenue (south side).

Parking Areas

The following modifications to drives and parking areas are suggested:

- The parking lot along Seymour Avenue should be removed so as to not disturb the adjacent residential neighbor. A garage door may be located here, however, the size of the curb cut proposed is larger than the road right-of-way and could be used for outdoor boat storage or stacking. A drive of the width appropriate to only serve as an entry/exit to the barn should be located along Seymour.
- The parking lot for the doll house cottages (facing Portage Point Drive) could be modified to provide the 11 spaces required for the retail store and condominium owners. The

parking lot would be screened with a landscape hedge. All existing trees on the site should be retained wherever feasible.

- The main boat entry location should be located off of Portage Point Drive as the primary road.
- Outdoor activities, such as boat washing, should be minimized as much as possible; and preferably, a location within the building should be assigned. If outdoor activities are to occur, this area should be noted on the Site Plan. Information should be provided regarding waste water treatment.
- A minimum 10' landscape greenbelt as required by the PUD should be provided in the "flex" lots where residential properties abut (there currently is no setback). The parking plan shall be modified and reviewed with a revised parking count, if necessary.
- If there is going to be regular outdoor storage (to include, but not limited to trailers, boats, and accessories) then a defined area should be cited on the site plan. This area should be substantially screened from view, either through the use of a fence or an evergreen landscape screen. All vehicles must be emptied of fuels and oils if storage is for a period of greater than 30 days.

CONCLUSION

Please refer to the *Planning Commission Discussion Guide* for the identification of additional information needs and necessary decisions to be made by the Planning Commission. Depending upon question responses, site plan changes will be required and/or conditions imposed so that the project will comply with all of the provisions of the Onekama Township Zoning Ordinance.